# Commission on Massage Therapy Accreditation (COMTA)

## Accreditation Fee Schedule
## Effective 3/1/2012

**Fees**
The following fees apply to applicants and accredited institutions/programs. All fees are to be paid by check, made out to COMTA. Checks should be mailed to our accounting firm:

**COMTA**
**c/o Cate Moulton, CPA**
**Knutte & Associates, P.C.**
**7900 South Cass Avenue**
**Darien, IL 60561**

Once submitted, fees are non-refundable.

**Electronic Submissions**
Effective 1/1/2010 all Applications for Accreditation/Reaccreditation, Self Study Reports (SSRs) and Annual Reports are to be submitted via the TaskStream online system. A $500 fee will be assessed if these documents are submitted to the Commission in any other format.

**Late Fees**
Failure to submit reports, fees and any other required materials to the Commission by the scheduled due date will result in a late fee of $500 being assessed. An additional $500 will be assessed for each thirty day (30) period beyond the scheduled due date for any item(s) not received by the Commission. Failure to submit reports, fees and other required materials in a timely manner can be referred to the Commission for further action.

An institution or a program that has been granted an extension to submit materials is still subject to the late fee assessments. All late fees must be paid at the time that the late materials are submitted to the Commission in order for the materials to be accepted.

**Accreditation Workshop Fees**
One representative from each main and branch campus location applying for initial or renewal of accreditation must attend a COMTA Accreditation Workshop within six months of the date of their SSR submission.

**Accreditation Workshop Fee:** no more than $500 per attendee from the institution or program. COMTA is now offering the Accreditation Workshop as an online course. Renewal applicants are eligible for a reduced price; contact the COMTA staff for the discount code. If your institution or program would like to schedule an Accreditation Workshop or a workshop on a specific subject to be held at your location, please contact the COMTA offices for further information.

**Accreditation Fees-Institutional or Programmatic**

**Initial Accreditation - Application**
**Main Campus:** $3000 (includes a one day consultative visit to the school by staff)
**Branch Campus:** $1500 per physical location
**Auxiliary Classroom:** $750 per physical location

**Renewal of Accreditation - Application**
**Main Campus:** $2000
**Branch Campus:** $1500 per physical location
**Auxiliary Classrooms:** $750 per physical location

**Peer Reviews/On-Site Visit Fees-Initial and Renewal of Accreditation**
**Main Campus:** $5250
**Branch Campus:** $4500 per physical location

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# (COMTA)

**Auxiliary Classroom:** $3000 per physical location

Application Fees are due at the time of the application submission and Peer Review fees are due at the time that the SSR is submitted.

**Processing Fees-Applications Requiring an On-Site Visit**
(The cost of the on-site visit fee is included in the application fee)
**Application for the Addition of a Branch Campus**: $3500
**Application for the Addition of an Auxiliary Classroom:** $2500
**Application for Change of Location:** $1750 per physical location
**Application for Change of Ownership:** $3500 per physical location
**Application for Change to Institutional Accreditation:** $2500 per physical location
**Application for the Addition of a Degree Program**: $2500 per physical location
**Application for the Addition of an Aesthetics Program:** $2500 per physical location
**Application for the Addition of Distance Education**: $2500 per physical location
**Application for Substantive Change of a Program:** $1750 per physical location
(Substantive Change is a change to the currently approved program that is greater than 25% of the total clock hours or credits)

**Processing Fees-Applications Not Requiring a Visit**
**Application for the Institution's Change of Name:** $750 per physical location
**Application for the Change from Clock Hours to Credits:** $750 per physical location
**Application for the Change from Credits to Clock Hours:** $750 per physical location
**Application for the Addition of a Non-Degree Program:** $750 per physical location
**Application for Change to Programmatic Accreditation:** $750 per physical location
**Application for the Change of Mission or Objectives:** $ 750 per physical location

**Other Fees**
**Commission Directed or Unannounced Visit:** $0-$1750 (as determined by the Commission)
**Appeal of a Commission Decision:** $10,000
**Request to Reschedule a Confirmed On-Site Visit:** $2500

**Sustaining Fees**

**Institutional Accreditation**
Sustaining fees are calculated individually based on the revenue at each Main Campus and Branch Campus and are be paid annually by March 1 of each year.

| Gross Revenue | Sustaining Fees |
|---|---|
| $0-$999,999 | $1500 + .0028 x the amount over $200,000 |
| $1,000,000-$2,999,999 | $4500 + .0010 x the amount over $1,000,000 |
| $3,000,000 and over | $7500 + .0015 x the amount over $3,000,000 |

**Programmatic Accreditation**
Sustaining fees for programs within larger institutions are calculated based on student enrollment for each Main Campus and Branch Campus and are to be paid annually by March 1 of each year.

**$1500 for each physical location + $15 per enrolled student that started in the prior calendar year.**

**Prorating Sustaining Fees**
Institutions and programs that receive accreditation or are approved after March 1 will pay sustaining fees on a prorated basis for the remainder of COMTA's fiscal year in accordance with the above calculations.