

I103 - A2LA ACCREDITATION FEES

EFFECTIVE JANUARY 1, 2009

Initial Application Fee—One time fee of US\$800 for the first facility and US\$800 for each additional facility. This fee is non-refundable.

Annual Fee— Although accreditation is granted for two years, an Annual Fee is required to continue accreditation into the second year. There is a discount of US\$200 for more than one organization and/or more than one field, but only if the applications and fee payments for all organizations and all fields are centrally coordinated by an Authorized Representative.

Annual Fee for the first field/organization is:	US\$1,300
Annual Fee for all field(s) and/or organization(s) for 2 or more:	US\$1,000 each

If there are substantial changes in operations or concerns about the organization's performance, reassessment at actual cost may be required sooner than the normal two-year interval. Tests can be added to an organization's scope of accreditation at any time, but substantive additions require an assessment.

Assessment Fee (you pay the actual cost of assessment)

The Assessor Deposit is US\$2,000 for one organization in one field plus US\$2,000 for each additional facility and/or field. This payment is only a partial payment of the assessment costs. **Actual assessment costs can vary significantly depending upon an organization's size, desired scope of accreditation, and adequacy of its preparation for the assessment.** Assessors can provide cost estimates before the visit and will leave a written estimate of actual assessment costs upon departure. After the assessment takes place, you will be billed (or refunded) the difference between the actual costs and the Assessor Deposit. Actual costs are computed based on:

- Total Assessment Time¹ at US\$1,080 per 8-hour day per assessor;
- Travel (airfare, rental car, or private auto @ IRS allowable rate); and
- Accommodations & Miscellaneous (hotel, meals, parking, calls, etc.).

Refund Policy. The A2LA Application Fee is non-refundable. If an organization withdraws the application before completion of the assessment, it may apply for a refund of up to 50 % of the A2LA annual fee(s) and the balance of the unexpended assessor deposit. There will be no refund of annual fees after the assessment has been completed. Refunds of any balance remaining on the assessor deposit will be made at the time of the accreditation decision. Any withdrawal or refund request must be in writing.

Note: Fees in future years are subject to change.

¹ Assessment Time. An assessment of one organization/field can take from 1 to 5 days in the organization with additional time taken for preparation and report writing. If travel takes more than two hours, an additional cost at one half the assessment rate will be added for each additional hour. It is to the organization's advantage to be prepared and to help prepare the assessors beforehand. If any part of the quality system documentation is not sent to assessors beforehand, assessors will need additional time at the organization. If the scope of accreditation changes significantly as the assessment progresses, assessors will also need more time. If there are significant deficiencies, assessor follow-up time may be charged. A2LA audits the expenses and pays assessors. **Do not pay assessors directly. Do check the assessor's written estimate of assessment costs.**