



PROGRAM FEES

IREC Credentialing Application Fee and Refund Schedule

FILED

4-01-15

Fees can be paid using check or electronically in the online Credentialing Management System (CMS). 09:23 AM

		Refundable IF		
Credential	Fee Due with Application	Candidacy is cancelled prior to Desk Assessor assignment	Additional Fees	Annual Fees Note: A 10% late fee will be assessed if paid after the anniversary date
IREC Accredited Training Provider	\$3,500, additional job task analyses \$1,000 each	Up to 80% of initial application fee *	On-site assessment Travel costs, including assessor time spent on travel**	\$600 per job task analysis
IREC Certified Master Trainer and Certified Instructor	\$700, additional job task analyses \$200 each	Up to 80% of initial application fee *	**	\$100
Accredited Continuing Education Provider****	N/A	N/A	N/A	\$500 per technology
Course Additions to Existing Accredited Training Providers	\$500	Not refundable	**	**
Emeritus Status	\$100	Not refundable		N/A

IREC reserves the right to review and adjust fees periodically

* The refund amount may be reduced, at IREC's discretion, to cover costs incurred in reviewing the application, travel, or other costs.

** Additional fees may be assessed as needed to cover IREC and assessor(s) time requirements and costs, including spot assessments.

*** IREC reserves the right to perform spot assessment, and fees will be assessed on a case-by-case basis. Fees include assessor fees plus travel costs, and assessor time spent on travel.

****As of 2013 new applications for Accredited Continuing Education Provider credential are no longer being accepted by IREC.

How to Pay

Payments by credit card and check are acceptable. All credentialing payments are now handled through the online system (CMS). When applying for a new credential, the application fee payment form will appear in the New Forms queue of your Form Activities page within 48 hours after your Universal Requirements form is submitted. You will receive a payment confirmation screen upon submission of the application fee payment form. You will have the option of paying by credit card or check. More information about payment can be found in the CMS reference guide on the Overview tab upon log in.

Additional Application Fees

Multiple Job Task Analyses

If a candidate for Accredited Training Provider submits more than one job task analysis as part of a single application, each additional job task analysis adds \$1,000 to the application fee. Candidates for Certified Master Trainer and Instructor pay an additional \$200 per additional JTA for the original application.

Course Additions

If an IREC Accredited Training Provider would like to add courses to their existing accreditation, they will use the Course Additions to Accredited Training Provider Form designed for this purpose. This abbreviated application can be accessed through IREC Credentialing Management System (CMS) upon request. Each course being added to an existing accreditation is charged at a rate of \$500.

The abbreviated application may only be used to add courses to a current accreditation. Assessment of a new training program covering a new technology requires the submittal of a full application, whether or not the Training Provider already carries an IREC accreditation.

Training Providers applying with affiliate programs are required to pay \$500 for each additional affiliate program per principal application.

Staff Time Reimbursement

The expected time investments on the part of the IREC staff and assessors for a typical candidate review are given in the Process section below. In addition to the routine application fees (listed above), IREC reserves the right to invoice candidates to cover excessive time required to review an incomplete or disorganized application. When an organization or individual requests assistance to resolve an issue or

when staff is required to search/research the matter, the organization or individual may also be invoiced to reimburse staff time. If a new assessor is assigned at the candidate's request after an assessment has begun, additional charges may apply.

For time investments above and beyond the expected review times, candidates will be charged in half- and full-day increments as follows:

	Half Day	Full Day
Candidate Charge Rate:	\$350	\$700

Candidates do not reimburse assessors directly. IREC will invoice the organization or individual when additional time has been incurred by IREC staff, IREC Registered Assessors, or other third parties working under IREC's direction for the benefit of a candidate.

Copy Services

If the IREC staff must reproduce copies of a candidate's application, addenda, or other paperwork, the candidate will be billed for the cost at a commercial rate.

Travel Expenses

In addition to the fixed application fee (listed in the chart above), candidates must also reimburse IREC for the travel costs incurred in conjunction with an on-site assessment team visit (when an onsite is required). Reimbursable items include: cost of travel, cost of assessor(s) time spent on travel, lodging expenses and per diem for assessor(s) in accordance with the IREC Travel Policy. Candidates do not reimburse assessor directly.

When an application covers more than one technology or job task analysis, IREC reserves the right to assign more than one assessor. The candidate is responsible for travel costs for all assessors assigned to an application by IREC.

Replacement or Additional Certificates

IREC credential holders may request replacement or additional certificates by contacting IREC and enclosing \$10 per certificate.

Late Fees

All fees are payable within thirty (30) days of the due date. Fees paid after thirty (30) days will be assessed a 10% penalty.

Returned Checks

Returned checks will be charged a 5% penalty (minimum penalty \$25.)

Failure to Pay

Failure of an organization or individual to pay fees, penalties, and evaluation costs within sixty (60) days of the due date will be taken by IREC as conclusive evidence that the organization/individual has voluntarily withdrawn its Candidate, Accredited, or Certified status. IREC will send the organization or individual a letter of revocation requiring the organization or individual to immediately cease claiming IREC Accredited/Certified status and to return the Certificate to IREC.

CANCELLATION REFUND POLICY

If a candidacy is cancelled by IREC or voluntarily withdrawn by the candidate prior to the assignment of an Assessor, part of the Application Fee may be eligible for refund, at IREC's discretion, per the Fee and Refund chart above. The refund amount may be reduced, at IREC's discretion, to cover other costs incurred in processing and reviewing the application.

If application fees are received by IREC for an application that is not received by IREC, funds will only be held for up to 30 days before a full refund is issued.

Cancelled Assessment Refund Policies

If an on-site assessment is cancelled after travel plans have been made or after the assessment has begun due to candidate withdrawal or error, IREC will not refund any portion of the candidate application fees. In addition, the candidate will be liable for any travel costs incurred by the assessor(s) and will receive an invoice for the same.

If an on-site assessment is cancelled after travel plans have been made or after the assessment has begun due to assessor or IREC error, or due to weather, natural disaster, or some unforeseen event not controllable or attributable to the candidate, IREC will reimburse the Candidate up to \$700 and may waive travel costs, at IREC's discretion.