



2017 EVALUATION FEES

The cost of an evaluation includes an administrative fee based on the amount of time required to complete an evaluation, honoraria payment for each member of the evaluation team and travel expenses for each evaluator and NCCRS program staff.

I. Administrative Fee

Calculated by time spent on the evaluation process, includes professional and clerical staff time in preparing for and conducting the evaluation session, writing the report, posting exhibits to website and follow-up work.

- \$7,500/first full day
- \$6,500/each additional full day
- \$3,500/half day immediately following a full day evaluation
- \$4,500/one half day only (available to existing member organizations only)
- \$1,000/Administrative review (follow-up)

II. Evaluators' Honoraria

Evaluation teams consist of three members per discipline.

- \$375 per evaluator for 1 full day
- \$250 per evaluator for each half day
- \$550 per psychometric evaluator per evaluation

III. Travel Expenses for Evaluators and Program Staff Member(s)

Billed at actual cost; economy class travel

1. **Administrative Fee:** The administrative fee is determined by the time spent to complete an evaluation. A full day evaluation consists of six working hours; a half-day evaluation consists of three working hours. Cost estimates can be obtained from NCCRS, once the Eligibility Assessment Form has been submitted and eligibility has been established.
2. **New organizations:** New organizations will be assessed a full day administrative fee for the initial evaluation. New organizations are required to remit a nonrefundable payment of \$2,000 prior to the evaluation. This payment will be applied toward the cost of the evaluation at time of final invoice.
3. **Consultation Fees:** Prior to an evaluation, organizations may submit instructional materials related to one learning experience for internal review and preliminary assessment of the viability of the learning experience to undergo evaluation. If extensive consultation is required in assisting the organization to upgrade courses to college-level learning prior to a formal evaluation, a minimum fee of \$1,000 will be payable prior to the actual evaluation and will be applied toward future fees associated with an evaluation if scheduled within 12 months.
4. **Duration:** Credit recommendations are valid for five years, provided there are no substantive changes made to the courses or learning experiences that would require another evaluation
5. **Final Invoice:** The final invoice will be sent following the evaluation. Fees are due regardless of the outcome of the evaluation. If a follow-up review or new evaluation is required, additional fees will apply.
6. **Cancellation:** In the event of cancellation, the requesting organization will be responsible for all non-refundable travel, 25% of the administrative fee, and will be charged the full cost of evaluators' honoraria, if any of the following has already occurred: 1) the organization has been notified that the date of the evaluation has been scheduled; or 2) NCCRS has confirmed some or all of the evaluation team.
7. **Annual Fee:** Member organizations are responsible for an annual fee established according to the number of exhibits posted each year within *CCRS Online*.