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## PROVIDER CURRICULUM REVIEW EXPENSE FEES

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- (a) - Background:** CTEC contracts for provider curriculum review with independent outside education specialists. The cost of this review represents a significant part of CTEC's annual budget. The following provider fees are imposed to offset a portion of these costs and apply to new applicants, already approved providers due for a periodic review, and providers requesting a change in approval status. Change in approval status includes: 1) providers approved to offer continuing education courses and are requesting approval to offer qualifying education courses; and, 2) providers approved to offer qualifying education courses that are requesting approval to offer continuing education courses. (Reference: CTEC Policy CP02 – CTEC Curriculum Provider Application).
- (b) – Committee Review:** The Curriculum Provider Committee shall annually review fees and adjust as appropriate.
- (c) - Initial Curriculum Review Costs**
- (1) Qualifying Education Applicants:** Providers applying to obtain CTEC approval to offer qualifying education must submit \$1,500 with their initial application packet.
- (2) Continuing Education Applicants:** Providers applying to obtain CTEC approval to offer continuing education must submit \$600 with their initial application packet.
- (d) - Periodic Review Costs**
- (1) Qualifying Education Applicants:** Providers required to submit a QE course for periodic review to extend their CTEC approval, must submit \$1,000 with their application packet.
- (2) Continuing Education Applicants:** Providers required to submit a CE course for periodic review to extend their CTEC approval, must submit \$600 with their application packet.
- (e) – Incomplete Submissions** – Incomplete provider submissions are subject to an administrative fee of \$250, per the provisions of CP02(c)(4) and CP14(c)(3).
- (f) - Subsequent Curriculum Review Costs** – If curriculum approval is not attained during the initial curriculum review, additional fees will be assessed as indicated in CP14.

Approved June 8, 2000:  
CTEC Board of Directors

**Responsibility: Curriculum Provider Standards Committee**