



Pennsylvania Accreditation Centre

ACCREDITATION SERVICE FEES

Personnel Certification Bodies

ISO/IEC 17024:2012

As of 01/04/2023

INITIAL ACCREDITATION

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Application Fees	US\$ 1,500 <i>For personnel certification bodies each discipline beyond the first certification discipline is considered an "additional program".</i>	US\$ 500
Document Review (policy manual and related procedures)	US\$ 1,500 <i>For the first certification discipline</i>	US\$ 500 <i>For the each additional certification discipline</i>
Initial Management System Assessment (office assessment)	US\$ 3,750 <i>First site/ first discipline + evaluator travel, lodging and meals</i>	US\$ 1,250 <i>each additional discipline + evaluator travel, lodging and meals</i>
Initial Accreditation Fee	<i>Up to 25 employees = \$ 1,000 26 to 50 employees = \$ 2,000 51 to 250 Employees = \$ 3,000 Over 250 Employees contact us</i>	<i>Up to 25 employees = \$ 500 26 to 50 employees = \$ 1,000 51 to 250 Employees = \$ 1,500 Over 250 Employees contact us</i>

ON-GOING ACCREDITATION ACTIVITIES

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Annual Management System Surveillance Assessment	First site: US\$ 2,500 <i>+ travel, lodging and meals for up to two evaluator</i>	US\$ 1,250 <i>for each additional discipline + evaluator travel, lodging and meals</i>
Annual Accreditation Fee	US\$ 1,500	US\$ 750
Logo Usage / Accreditation Fees - Due on each quarter on the anniversary of Initial Accreditation	US \$ 10 per certificate issued bearing the PAC Logo (US\$ 1500 minimum quarterly fee)	US \$ 10 per certificate issued bearing the PAC Logo (US\$ 1000 minimum quarterly fee)
Re-Accreditation (Every 3 years)	<i>The fees associated with re-accreditation shall be at the prevailing rates for Document Review, Management System Assessment and Initial Accreditation. <u>No re-application fee</u> is required for continual accreditations</i>	

Surveillance Assessment

Surveillance Assessment will be conducted at least once a year of the management system and technical 1 service delivery. For organizations with multiple sites may be subject to sample assessment based on the sample of the sites. A follow-up assessment may be required if non-conformities are detected. PAC reserves the right to vary the frequency of surveillance assessment as it deems necessary to ensure all the criteria requirements are met.

If the organization has achieved other accreditations for which it would like consideration to be given, a copy of the certificate and accreditation evaluation report should be submitted. Complaints that are lodged with PAC regarding its accredited organization shall be investigated. If the complaints are deemed to be valid, the organization shall compensate PAC for the time dedicated to the investigation of the situation at a rate of US\$ 100 per hour.

Travel Policy

Unless otherwise specified, PAC shall be responsible for coordinating all assessment or travel related to the accreditation process. PAC will work cooperatively with the client organization to determine the best course of action depending on the organizations situation. Any door-to-door travel that exceeds 4 hours shall be billed at US\$ 100 per hour per evaluator.

Cancellation Policy

If the client organization cancels or postpones an assessment within 30 – 14 days of planned initial date of the service there will be a cancellation fee of 30 % of the associated fees. If the client organization cancels or postpones an assessment within 14 days of planned initial date of the service there will be a cancellation fee of 50 % of the associated fees. If there is no formal notification of cancellation of the service, the client organization shall be responsible for and shall be billed the full fees.