Accreditation Fee Schedule — Educational Programs

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To ensure fairness, transparency, and consistency in the evaluation of educational programs seeking DOMAC accreditation, the Association maintains a structured fee schedule separating the cost of program evaluation from the granting and maintenance of accredited status.

1. Application and Assessment Fee

The non-refundable Application and Assessment Fee is invoiced after DOMAC receives the application. Review begins once payment is confirmed.

Application and Assessment Fee	**$1,250 (non-refundable)**
Payment of this fee does not guarantee accreditation. It represents the cost of evaluation only.	

This fee covers:

- Administrative processing of the application
- Verification of required documentation
- Review of curriculum, instructor qualifications, and program structure against DOMAC accreditation standards
- Committee review and decision preparation
- Access review of electronic learning platforms where applicable

A written accreditation decision will be provided within 25 business days of DOMAC receiving a complete application and confirming payment of the Application and Assessment Fee. If an application is incomplete, DOMAC will tell the applicant within 10 business days. The decision period begins when the application is complete and payment is confirmed.

2. Accreditation Term Fee

Programs that are granted accreditation will be invoiced for the Accreditation Term Fee. Accreditation is granted for a three-year term.

Annual payment	**$1,050 per year**
Payable annually, prior to each accreditation year.	

Upfront payment (3-year term)	**$3,000 total**
Single payment upon approval — a saving of $150 over the annual rate.	

This fee covers:

- Maintenance of accredited status
- Public listing on the DOMAC website
- Authorization to use the DOMAC Accredited Program designation and logo in marketing materials
- Annual compliance review and confirmation process
- Continued recognition of graduates as eligible to apply for the CPDOA examination pathway

Failure to maintain payment or submit required annual confirmations may result in suspension or revocation of accredited status.

Refunds. The Application and Assessment Fee and the Appeal Fee are non-refundable. If accreditation ends before the end of a term that was paid in advance, DOMAC will consider a partial refund for the unused years of that term. Each request is evaluated case by case.

2A. Provisional Accreditation for New Programs

A program that has not yet graduated a class may apply. If the application meets the Standards, DOMAC may grant provisional accreditation. The Application and Assessment Fee and the Accreditation Term Fee apply as for full accreditation. A provisionally accredited program is listed as “Provisionally Accredited” and may use the DOMAC designation only with the word “Provisional”. Graduates who complete the program while it is provisionally accredited are eligible to apply for the CPDOA examination pathway.

Provisional accreditation becomes full accreditation when the program submits references from three graduates of its first class, as set out in Standard G, within 6 months after those graduates complete the program. The due date for these references and for the final review depends on when the program’s first students complete it, not on a fixed calendar date. If the program does not yet have graduate references one year after the date of provisional approval, it must submit a short progress report explaining why and giving the expected timeline. DOMAC reviews the report and may set a revised date in writing. Provisional accreditation does not continue past the end of the three-year term unless DOMAC agrees in writing. If the references are not received

by the due date, or do not show that the program prepared its graduates for work in a dental office, provisional accreditation ends and the program may submit a new application.

3. Renewal and Lapsed Accreditation

At the conclusion of the three-year term, programs seeking continued accreditation must submit a renewal application. The same fee structure applies to renewal as to the initial term:

Annual renewal	**$1,050 per year**

3-year renewal (upfront)	**$3,000 total**

If a program's accreditation lapses and renewal payment or submission is not received within 60 days of the renewal due date, the program will be required to submit a full new application, including payment of the current Application and Assessment Fee, before accreditation can be reinstated.

4. Appeal Fee

A non-refundable Appeal Fee applies to all formal appeals of an accreditation decision.

Appeal Fee	**$650 (non-refundable)**
Covers administrative handling and reassessment by the Certification Committee. If an appeal results in accreditation being granted, DOMAC may, at its discretion, credit the appeal fee toward the first year of the accreditation term.	

5. Additional Review Fees

DOMAC reserves the right to apply additional review fees where significant program restructuring, multi-campus delivery, or major curriculum changes require expanded review. Any such fees will be communicated in advance and in writing.

6. Fee Review

DOMAC reviews accreditation fees periodically to ensure they reflect the administrative and governance requirements of maintaining national professional standards. All current fees are published on the Association website and in accreditation materials.

Questions regarding fees may be directed to the Executive Director at info@officemanagers.ca.