

Fees for an Arch/Diocesan Office with Approved Certification Standards and Procedures

The fees quoted are for payment in 2008.
Fees are raised \$50 in even-numbered years.

Filing Fees

- *For Arch/Diocesan Offices:* The filing fee is a nonrefundable \$400 for an arch/diocesan office that seeks to have certification standards and procedures approved by the USCCB/CCA. The director of the arch/diocesan office sends the filing fee to the USCCB/CCA office with a completed application form.
- *For State Catholic Conferences:* The filing fee is a nonrefundable \$400 for a state Catholic Conference that oversees the submission of certification standards and procedures for the certification of specialized ecclesial ministers. The lead agent who is facilitating the collaborative project for a Catholic Conference sends the filing fee to the USCCB/CCA office with a completed application form.

Fee for the Review of Certification Standards

- The fee is \$625 for the initial USCCB/CCA review of certification standards and procedures.
- The fee is \$625 for the seven-year review and approval of certification standards and procedures.

Annual Fees

After the USCCB/CCA grants approval of certification standards and procedures, it assesses an annual fee to each arch/diocesan office. It assesses the fee even if in a given year the director has not certified any ecclesial ministers. Directors of arch/diocesan offices receive an invoice for the annual fee in December.

- The annual fee is \$300 for each arch/diocesan office, whether the certification standards and procedures are approved as a single arch/diocesan office or as part of a collaborative effort through a Catholic Conference.

In December, the USCCB/CCA office sends an invoice for the annual fee to the archdiocesan director. The director processes a check and sends it to the USCCB/CCA Office, 3211 South Lake Drive, Suite 317, St. Francis, Wisconsin 53235-3702.

Certification Site Review Fees

- The fee is \$700 for an arch/diocesan office requesting a certification site review.
- Before a site review, the director arranges for the arch/diocese to pay the hotel bill for the site reviewers.
- When the site review is completed and expense reports received from the site reviewers, the USCCB/CCA staff sends an invoice to the director for the certification site review fee and the cost of transportation and meals for the site reviewers.

Late Fees

- A late fee of \$50 is charged to the arch/diocesan office when the annual fee is not received by the due date, and \$50 for every month thereafter until the fee is paid in full. A grace period of 30 days is allowed for processing and mailing the check.
- A late fee of \$50 is charged to the arch/diocesan office if an annual report is not received by the due date or within a 30 day grace period allowed for mailing. If certification standards and procedures are approved for a state Catholic Conference, each arch/diocesan office submits its own annual report.
- A late fee of \$50 is charged to the arch/diocese when a check for a certification site review has not been received in the USCCB/CCA office within 60 days of sending the invoice to the arch/diocesan director.