

Fees for an Organization of Specialized Ministers with Certification Standards and Procedures Approved by the USCCB/CCA

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

Filing Fee

The fee is a nonrefundable \$400 for organizations of specialized ministers to open a file to have certification standards, or certification standards and procedures, approved by the USCCB/CCA. The executive director or president of the organization 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 review of certification standards, or certification standards and procedures.
- The fee is \$625 for the seven-year review and approval of certification standards, or certification standards and procedures.

Annual Fees

The annual fee for organizations with at-large memberships is based on the number of members in the organization during the current year. Organizations that have archdiocesan or other membership structures are charged an approved annual fee when the USCCB/CCA approves their certification standards, or certification standards and procedures. An organization pays half the annual fee when the USCCB/CCA approves its certification standards, or certification standards and procedures, during the spring meeting of the board of directors.

- **That the annual fee for organizations with 100 members or fewer is \$300 (raised \$50 in even numbered years) with an additional fee of \$1.25 per certified member;**
- **That the annual fee for organizations with 101 to 250 members is \$500 (raised \$50 in even numbered years) with an additional fee of \$1.25 per certified member;**
- **That the annual fee for organizations with 251 to 500 members is \$775 (raised \$50 in even numbered years) with an additional fee of \$1.25 per certified member;**
- **That the annual fee for organizations with more than 500 members is \$775 (raised \$50 in even numbered years) with an additional fee of \$1.25 per certified member.**

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

Late Fees

- A late fee of \$50 is charged to the organization 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 organization if an annual report is not received by the due date or within a 30 day grace period allowed for mailing.
- A late fee of \$50 is charged to the organization when a check for review of certification standards, or certification standards and procedures, has not been received in the USCCB/CCA office within 60 days of sending the invoice to the executive director.

Bolded revision suggested by 2006 Finance Committee