

Accreditation fees

Fees and Payments guidance 2023/24

April 2023

1. Introduction

The Accredited Registers programme operates on a cost recovery non-profit making basis. The programme's budget is not subsidised by the fees for statutory regulators.

When it was first introduced in 2012, the programme was subsidised by the Department of Health and Social Care (DHSC) with the intention that it would become self-funding. In July 2021, a revised funding model was introduced to achieve this. It aims to ensure that operating costs are covered by fees income.

We consulted publicly on the need to achieve financial sustainability in December 2020 to February 2021. In our original consultation, we proposed a full per-registrant fee for renewals of accreditation. After considering the impacts of this, we adjusted this model to introduce a minimum and maximum cap. However, the principle of taking greater account of the size of the register, as determined by the number of its registrants, still applies.

Our revised fees model was introduced in July 2021. Our approach to fees will be reviewed annually through our business and budget planning process and renewed on a rolling three-year basis.

We operate our annual budgets on the financial year (i.e. 1 April -31 March). Our accounts are published within our [Annual Reports](#).

We have applied a 4% inflationary increase to all accreditation fees for 2023/24.

2. Application fees

As set out in our guidance on [Applying for accreditation](#), Registers may either submit an initial application to be assessed against Standard One, which determines eligibility; or a full application for all the Standards.

The fee for assessment against Standard One is £1,352. This is refundable against the full application fee if the outcome is that Standard One is provisionally met and the Register wishes to proceed to a full application. If Standard One is not met, then the fee is non-refundable.

The fee for full application is £14,350. This fee covers the cost of the review and consideration of the application and must be paid in full before assessment can begin. The Authority reserves the right to charge a supplementary fee to review the application according to variables as described below in section 5.

As set out in our application guidance, if a Panel decides that independent legal advice or expert opinion is required to determine whether Standard One is met, then the costs will need to be met by the Register.

3. Fees for renewal of accreditation

Fees for renewal of accreditation are paid annually, at the same point in the year. We will ask for registrant numbers as at 1 January, and calculate the fees using the formula set out below. The fees for the coming financial year will then be payable by the 31 March.

This approach applies whether a Register is due for a full assessment (usually every three years), or an annual check to ensure stability of income and cashflow.

The formula for calculating fees is a minimum base fee plus a variable per-registrant fee, with a maximum cap for any single Register. For 2023/24, the minimum base fee is £10,920 and the maximum cap is £62,400. These thresholds may be subject to indicative inflationary increases each year.

The per-registrant fee is variable and determined by the total number of registrants in any given year. For 2023/24, the per-registrant fee is £5.93.

Renewal fees for newly accredited Registers

Accreditation can be granted at any point within the year.

Once accredited (defined by the date on which we publish notification of accreditation being granted), the annual fees for Accredited Registers will apply. This will be calculated on a pro-rata basis, for the remaining months of the financial year. Thereafter, fees will be payable by 31 March each year for the year ahead.

To illustrate this, based on the fees model set out in this document:

- Register A applies for accreditation in July 2023 and pays the application fee of £14,350.
- Register A is accredited on 10 January 2024. Its fees for 2023/24 are based on the model set out in paragraph 3.3, calculated on a pro-rata basis for up to the end of March 2024.
- Fees for 1 April 2024 to 31 March 2025 are calculated on the basis of the formula at paragraph 3.3, using registrant numbers as at 1 January 2024 to determine the per-registrant cost.

Additions to the Register

If Registers make significant changes to their operations, governance or structure, we may need to undertake a review of whether they continue to meet our Standards for [Accredited Registers](#). Details of this are set out in our [Notification of Change guidance](#). If this includes a re-assessment against Standard One, for example if the Register is adding a new occupation to its Register, then we will charge a fee of £1,352 to undertake this assessment.

4. Making payments

Payments can be made by bank transfer (BACS) to the Authority's bank account stated below:

Bank name: Lloyds Bank
Account Name: Professional Standards Authority for Health & Social Care
Sort code: 30-00-09
Account Number: 00489705

Please contact the Finance team (finance@professionalstandards.org.uk) if you would like to discuss alternative methods of payment.

New applicants must complete the [Fees and payment form](#) and submit it to the Accreditation team.

For payments for renewals of accreditation, Registers will receive an invoice with the terms for payment.

5. Supplementary fees

We reserve the right to charge supplementary fees on top of those described above, according to variables that reflect additional complexity and that require additional resources to assess the application.

Examples include receiving high volumes of information from the Share your Experience invitation which requires extra work by the Accreditation team, the need to consider variations in education and training, the need for additional site visits, increased case sampling, additional reviews of the application, or where the impact assessment is complicated. This will be considered on a case-by-case basis.

Any additional days required will be charged at £490 per day; calculated in half day units. Organisations are advised to discuss their application and the implications of costs with the Accreditation team before submitting their application so that we can provide a quote for the total cost.

Document Control

Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Status	Description of Version	Date Completed
1.0		New guidance	5 July 2018
1.1		Updated to reflect new fees	1 April 2019
1.2		Updated bank details	18 July 2019
1.3		Updated to reflect new fees	1 April 2020
2.0		New fees model introduced	29 July 2021
2.1		Updated Section 3 to reflect that fees are payable from the point of accreditation.	31 March 2022
2.2	FINAL	Updated to reflect 4% increase in fees for 2023/24.	31 March 2023

