

ABO/NCLE FEE SCHEDULE

The following fees will apply to all continuing education applications and requests. All fees are subject to change and every attempt will be made to provide advance notice.

New Course Application Fee:

- A \$100.00 non-refundable application and processing fee must be submitted with each General Knowledge course application and \$75.00 for each Technical course application submitted a minimum of 8 weeks prior to a meeting.
- If an application is submitted 4-8 weeks prior to a meeting, the late fee will be \$50.00 for each course, plus the application fee.
- If an application is submitted 2-4 weeks prior to a meeting, the late fee will be \$100.00 for each course, plus the application fee.

*** Applications submitted less than two weeks from the date of the program may be rejected.**

**** All courses are given an expiration date. At the time of expiration or prior to, courses must be submitted for renewal as a new course and all fees apply.**

New Speaker Application Fee:

- A \$50.00 non-refundable application and processing fee must be submitted with each speaker application submitted a minimum of 8 weeks prior to a meeting.
- If an application is submitted 4-8 weeks prior to a meeting, the late fee will be \$50.00 for each speaker application, plus the application fee.
- If an application is submitted 2-4 weeks prior to a meeting, the late fee will be \$100.00 for each speaker application, plus the application fee.

**** All speakers are approved for a period of 3 years. At the time of expiration or prior to, speakers must submit for renewal as a new speaker and all fees apply.**

***** Applications submitted less than two weeks from the date of the program may be rejected.**

Continuing Education Certificate (CEC) Request:

- CEC requests must be submitted at least two weeks prior to the meeting.
- If CECs are requested less than 2 weeks, but more than 1 week prior to meeting date, a \$50.00 late fee will be charged, plus standard CEC fees.
- If CECs are requested less than 1 week prior to meeting date, a \$100.00 late fee will be charged, plus standard CEC fees.
- A \$10.00 processing fee will be assessed for each course.
- CECs are \$10.00 if ordering 1-20; 21 or more are invoiced at .50 each.
- All charges are billed to the meeting sponsor unless otherwise indicated on the CEC request.

Shipping Charges:

All orders will incur a shipping charge according to the actual shipping costs. All orders will be shipped via UPS unless FedEx is requested by the sponsor or required for certain expedited shipping needs.

****** Please note that all fees are non-refundable. If a meeting is canceled or rescheduled, the sponsor is still responsible for payment due on the first order, plus any new fees that may incur for a new order.**