

2011-2012 AWARD PROGRAM FEES

Application Fees

Intent to Apply Fee

A \$150 Intent Fee is required with the Intent to Apply/ Eligibility Form to cover costs associated with the initial processing and eligibility determination.

Level 1 applicants do not need to fill out the Intent to Apply/ Eligibility Form.

Application Fee

The Application Fee is required for all award levels and should be included when the application is submitted to TNCPE.

Application fees are based on the number of full-time equivalent employees working for the applicant. Full-time equivalent employees are defined as those who regularly work 40 or more hours a week and are entitled to benefits such as paid vacation, sick leave and insurance coverage.

Each instance of job sharing, where multiple individuals fulfill the responsibilities of a single position that requires 40 or more hours per week, is counted as a full-time equivalent employee.

In addition, a non-refundable \$150 Processing Fee is required with the application.

Application Fees

Type of applicant	Fee scale	Minimum	Maximum
TNCPE members	\$3 per full-time equivalent employee	\$30	\$5,000
Non-members	\$5 per full-time equivalent employee	\$50	\$6,250

Site Visit Fees

All applicants must participate in a site visit from a team of TNCPE examiners (see page 71 for details). A Site Visit Fee based on application level and the number of full-time equivalent employees covers site visit expenses. Use the table below to determine your fee.

Each instance of job sharing, where multiple individuals fulfill the responsibilities of a single position that requires 40 or more hours per week is counted as a full-time equivalent employee.

Applicants will be invoiced for the Site Visit Fee following completion of the site visit. In keeping with TNCPE's philosophy of encouraging involvement and participation in the process, the Board of Directors strives to maintain affordable Site Visit Fees.

Site Visit Fees

Application Level	Length of Site Visit	1 – 99 FTE* employees		100 – 500 FTE employees		More than 500 FTE employees	
		Member	Non-member†	Member	Non-member†	Member	Non-member†
1	Half day	\$150	\$185	\$300	\$375	\$450	\$565
2	One day	\$300	\$375	\$600	\$750	\$1,200	\$1,500
3	Two days	\$600	\$750	\$1,200	\$1,500	\$2,400	\$3,000
4	Three days	\$900	\$1,125	\$1,800	\$2,250	\$3,600	\$4,500

* FTE = full-time equivalent

† For more information about becoming a TNCPE member, please turn to page 88.