

Annex 4 Schedule of fees

The accreditation process is financed by fees charged for accreditation and certification. For individuals and institutions from countries with low income, a reduction of the accreditation costs may be possible after presentation of the financial circumstances.

If the office has delegated parts or all of the accreditation process to a national association for an anthroposophic body therapy, the costs will be charged and collected by this institution.

In principle, two auditors should process the documents and exchange information. The on-site audit can be conducted by one auditor if:

- it is a matter of re-accreditation.
- or if no essential questions arise from the processing of the documents

Educational institutions should be visited by two auditors in the case of an initial accreditation:

One subject auditor and one procedural auditor.

The period of accreditation is seven years, or the duration of 2 fully completed courses.

The application for re-accreditation is submitted three months before expiry.

There are two separate invoices:

1. Invoice from the IKAM-accreditation Office, department body therapies.

This is issued before the start of the audit process.

2. Invoice from the Auditor. This takes place after receipt of the audit report at the IKAM-accreditation Office, department body therapies

1. Fees to the IKAM-accreditation Office, Department Body Therapies

Certificate:	90,00 €
Handling fee:	150,00 €
Development contribution ¹ :	60,00 €

2. Invoice Audit

Approximate time spent in hours:

I. Processing of the documents per auditor 2 - 6 hours	= 4 - 12 hours
II. Discussion of results per auditor 1 hour	= 2 hours
III. Follow-up per auditor 1- 2 hours	= 2 - 4 hours
IV. Audit report and feedback process	= 2 – 4 hours
V. The guideline rate for the on-site visit is 500,00€ / per day	

In addition, there are travel and accommodation costs for the auditor's on-site visit.

The auditors work independently and on their own account.

Their reimbursable costs are agreed **in advance** with the educational provider.

¹ Among other things, costs for: Further development of auditors; translation into English, Spanish, etc.