

Consulting Costs and Potential Timeline  
For Peregrine Academic Services to Assist Institutions  
Engages in the Accreditation Process.

This example covers the period from membership through the addressing of notes and/or conditions that result of commissioner’s actions. The actual time required to move through the process is contingent upon many factors such as commitment of staff time and assessment programs being in place. **An Institution can take advantage of Peregrine’s assistance for any or all of the sections of the process below.**

Steps	Process	Description of Time Requirements	Hours
<b>Step 1</b>	<b>Application for Candidacy:</b> PAS would be part of a web meeting to go over what the institution needs to collect for the Candidacy application. The institution would then gather the required documents and complete the candidacy form. PAS would then review material and make revisions as need and return to institution for revision. Institution puts documents in final form PAS would then review document on final time before submission.	The time would be need to review the gathered documents and determine if they meet the requirements for candidacy; final review before submission	7 -10
<b>Step 2</b>	<b>Consulting Assignment:</b> After candidacy has been granted PAS would make a consulting visit to assist in organizing and deploying the self-study team. Following the visit PAS will have web meeting as often as once a week to answer question of the team and to assist in keeping to the proposed time line. As the self-study document is gather PAS would review each section and report on the status of each section submitted. When the first draft is completed PAS will do a final review before it is forwarded to the accreditation officials. If the accrediting body request the documents to be revised PAS will assist in its revision.	2 to 3 day of a site visit. Two travel days (50%)  Web meeting  Document Reviews  Consultant travel expenses (Transportation, lodging, meals, etc.)	29-36  7-30  16-40
		<b>Total for Steps 1 and 2</b>	<b>59-116</b>
<b>Option</b>	If the Institution want PAS to be the editor for the self-study there would addition time to edit the document	Editing self-study	200-250
		<b>Total for Primary Editing</b>	<b>200-250</b>
<b>Step 4</b>	<b>Site Visit:</b> If PAS has spend more than 100 hours on a self-study we will need to be present for the site-visit.	2 to 3 day of a site visit. Two travel days (50%)  Consultant travel expenses (Transportation, lodging, meals, etc.)	29-36
<b>Step 5</b>	The Board of Commissioners reviews accreditation materials submitted by the institution.		
<b>Step 6</b>	The accreditation decision by the Board of Commissioners is reported to the institution. If there notes, recommendations, conditions or other requirements of the institution, PAS can assist to the compliance process..	The time for this will vary depending on the number of actions needed	Variable

**Consulting Visit Budgeting:** For planning purposes, depending on the location of the institution, \$3000 per consulting team plus expenses. Site visit costs may fall below or exceed the amounts listed, depending on the institution's location, geographic location of the team members. There will be at least one on site visit for most consulting projects.

Hourly Rate \$125/hr

Daily Rate \$975

Travel time @ 50% of the daily rate: \$975.

Flights (estimate, invoiced at actual rates): Inside U.S \$300 to \$600; Outside U.S. \$1200 to \$3,000

Hotel (estimate, invoiced at actual rates): \$175/day

Per Diem: Adjustable depending on country/city