



Section:	5. NTEP
Subpart:	5.2. Fees
Policy No.:	5.2.2.
Title:	Fees for NTEP Evaluation
Effective:	May 8, 2014
Revised:	N/A

Fees for NTEP Evaluation

Purpose: Establish fees for time and expenses related to performance of NTEP evaluations by NCWM staff.

Background: In 2014, NCWM hired an additional staff person who would have as part of their duties to conduct NTEP field evaluations and evaluations at manufacturers' facilities. This necessitates the establishment of fees for time spent on office time, communication, travel, and actual evaluations. In considering the fees, the Board of Directors considered the fee levels of other laboratories to ensure that NCWM is not underpricing and taking workload from those labs.

Policy:

Fees shall be assessed as follows for the conduct of NTEP evaluations.

Evaluation Time	Includes time spent on site, in consultation with applicant, and office time including review of draft certificates submitted by the applicant.	\$150/hour
Travel Time	Includes travel to and from the location and office	\$100/hour
Travel Expenses	Includes airfare, hotel, personal vehicle use, rental car meals and miscellaneous expenses	Actual Cost
Certificate Drafting Fees	Applicable unless applicant provides initial draft	\$350