



March 21, 2011

To whom it may concern:

Subject: This is a break down of why KPHCC is wanted to increase the fee for processing CEU applications. The following break down is based on a course attendance of 1 to 25 students.

Steps in Approving CEU Courses

- Request comes into the office through the KPHCC website and goes out to the review board at the same time.
- The request is logged in and assigned a certificate number.
- Members respond by voting or may request additional information. When this occurs, our office contacts the company or instructor who requested the approval, usually by phone, to explain why the request was denied or to get additional information. The approval of the board member is kept in a log. If approved, our office begins the processing of the paper work required for the course.

Our Process and the Costs Associated

It takes approximately 1 hour to process each course from the initial start to posting the course on the KPHCC calendar. The process includes the origination of forms and certificates and emailing those out to the designated person responsible for the course.

Attendance at each course varies causing the time spent to compare the evaluations with sign-in sheets and record attendance to differ from course to course. One course with an attendance of 25 students usually requires an hour for evaluating the paper work and input time.

400 CEU course were processed in 2010. A total of \$13,580 was paid to KPHCC.

Wages to originate and complete the applications for classes of an average of 25 attendees in 2010 were approximately \$17,600. This does not include cost of website upkeep, office supplies, computer updates, or general overhead such as office space and utilities. Nor does it include Pay Pal monthly processing fee or the percentage that Pay Pal keeps of each transaction. Approximately 1/3 of the applicants are billed to their company. This requires additional office time. The other 2/3 pays through Pay Pal that is set up on the website.

Note that on a weekly basis our office receives numerous calls requesting information regarding CEU requirements and inquires from interested parties on how to get approval for providing CEU courses.

Newly proposed fee schedule:

Change the base fee to a minimum of 25 students and institute a tier base charge based on the number of students.

\$ 40.00	Base fee = 25 students
\$ 65.00	Fee for 26 to 50 students
\$ 85.00	Fee for 51 to 75 students
\$105.00	Fee for 76 to 100 students
	\$1.00 per student over and above 100 in additional to the \$105.00

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