

# Advanced Practice Provider Fellowship Accreditation (APPFA®) Cost Estimator Resource Guide

## Advanced Practice Provider Fellowship Accreditation



American Nurses Credentialing Center

# INTRODUCTION

As a community of advanced practice provider (APP) program directors (PDs), it can be overwhelming when trying to understand the costs associated with planning for, maintaining, and attaining initial accreditation with Advanced Practice Provider Fellowship Accreditation (APPFA®). The American Nurses Credentialing Center (ANCC) Practice Transition Accreditation Program (PTAP®) & APPFA team is here to help! We have created a tool to help you break down the costs associated with running an APP fellowship program. [Download the APPFA Cost Estimator Tool today!](#)

As a PD, it is important to have fiscal accountability for running an APP fellowship program. This can be difficult, as you may need to receive input from executive leadership, your organization or system chief nursing officer (CNO)/chief medical officer (CMO), the finance department, human resources, etc.

We hope this basic tool is beneficial as you break down the costs associated with your APP fellowship program. The tool is broken up into three main areas:

- Planning and development of an APP fellowship program
- Maintaining an APP fellowship program
- Achieving initial accreditation with APPFA

By understanding the estimated financial impact of planning and developing, maintaining, and achieving initial accreditation with APPFA, you can be better prepared to represent your APP fellowship program and the costs associated with running a transition-to-practice (TTP) program when in discussion with stakeholders. This tool breaks down costs both per cohort and annually.

We look forward to hearing about how you are utilizing this tool!

**Sheri Cosme, DNP, RN, NPD-BC**

Director

Practice Transition Accreditation Program (PTAP®)

Advanced Practice Provider Fellowship Accreditation (APPFA®)

[\*\*DOWNLOAD COST ESTIMATOR TOOL\*\*](#)

**QUESTIONS?** The ANCC PTAP & APPFA team hopes you find the cost estimator tool and resource guide valuable. Please reach out to [APPFA@ana.org](mailto:APPFA@ana.org) with any questions.

# HOW TO USE THE APPFA COST ESTIMATOR TOOL

The tool is comprised of five tabs at the bottom of the Excel workbook:

- Planning and Development
- Personnel Maintenance
- Material Maintenance
- Accreditation Costs
- Total Costs

Each tab contains a sheet that examines a different component of the APP program.



Within each sheet, you will be prompted to input financial information as well as other data, such as the number of attendees anticipated to send to a workshop, the estimated number of hours for writing and editing, etc. Enter the data in any cell with **blue** font. Each sheet has been set up to auto-populate any cell with **red** or **black** font. Each category will auto-populate a subtotal. At the bottom of each sheet in gray, the total for the tab will auto-populate based on the data from the categories.

Total number of attendees	0	
<b>TOTAL PRE-APPLICATION COSTS</b>		<b>\$0</b>
<b>Application Phase</b>		
Application Fee	\$0.00	\$0.00
ANCC Loyalty Discount for Affiliations (Magnet, Pathway, PTAP Accredited, Joint Accreditation, or ANCC Accredited Provider) (drop down)	\$0.00	
<b>Self-Study Preparation</b>		
PD and writing team hourly wage	\$0.00	
Total estimated number of hours writing and editing	0	
PDF Program Software License (e.g. Adobe Pro, \$29.99/month)	\$0.00	
<b>TOTAL APPLICATION AND PREPARATION COSTS</b>		<b>\$0</b>
<b>TOTAL APPFA ACCREDITATION APPLICATION COSTS</b>		<b>\$0</b>

Enter the data in any cell with **blue** font

Cells with **red** or **black** font auto-populate

Each category will auto-populate a subtotal

At the bottom of each sheet in the **gray** cells, the total for the tab will auto-populate based on the data from the categories

# PLANNING AND DEVELOPMENT

It is important for APP PD's to understand the costs associated with planning and developing an APP fellowship program. There are many different costs to be considered when building a program. Many of these costs stem from the PD (or co-PD's) salary, faculty, preceptors, etc.

It takes time to build a successful APP fellowship program. It is important to build a planning committee or stakeholder group to conduct literature reviews to determine best practices, perform an organization and learner needs assessment, and determine the program goals, curriculum, and competencies. While some of the costs to start up a program **may only occur once**, such as potential equipment or software needs, others may be recurring, such as wages, materials, etc.

If your organization decides to utilize a vendor product, this is another cost to consider when developing a program. The Cost Estimator Tool has a section for initial start-up costs and curriculum vendor costs, as well as a separate sheet for ongoing, annual maintenance fees. Ongoing maintenance is calculated per cohort and annually.

Let's break down the planning and development sheet and each of the categories.

 **If you have already developed a program and completed the planning and development phase, you can skip this section and move to the personnel maintenance sheet of the cost estimator tool.**

**QUICK TIPS** The following terms will be used throughout this guide. The descriptions are meant to provide context.

PROGRAM DIRECTOR	FACULTY	STAKEHOLDER	PROGRAM
A Physician's Assistant (PA) or advanced practice registered nurse (APRN) with a current, unencumbered license (or international equivalent) possesses a national certification as a PA or an APRN (or international equivalent), has education or experience in adult learning principles, maintains accountability and oversight of all participating sites and specialties, maintains accountability for the education design process (development, design, implementation, and evaluation) of the program, and agrees to serve as a point of contact with the APPFA office (ANCC, 2022, p. 7).	Professionals with an area of expertise in the clinical learning environment who participate in educating learners on the interprofessional team (ANCC, 2022, p. 53).	An individual or group with a vested interest in the program. Examples include executive leadership, faculty, fellows, preceptors, interprofessional team members, local academic institutions, and all others identified by the program (ANCC, 2022, p. 54).	An organized, time- or competency-bound, and consistently run plan during which PAs and/or APRNs may acquire and demonstrate the knowledge and skills to deliver safe and quality care (ANCC, 2022, p. 56).

SOURCE: American Nurses Credentialing Center. (2022). 2023 Advanced Practice Provider Fellowship Accreditation Application Manual. <https://www.nursingworld.org/nurses-books/2023-advance-practice-provider-fellowship-accredit/>

# Hourly Wages and Time Estimates for Key Planning Stakeholders

This category examines the wages and average time the **PD**, **faculty**, and **stakeholders** will spend planning and developing the **program**.

Planning and Development Costs		
Hourly Wages and Time Estimates for Key Planning Stakeholders		
<b>Program Director (PD) - Planning/Development Costs</b>		<b>\$0</b>
PD hourly wage	\$0.00	
Average number of hours the PD spends planning/developing the program	0	
<b>Co-Program Director (Co-PD) (if applicable)- Planning/Development Costs</b>		<b>\$0</b>
Co-PD hourly wage	\$0.00	
Average number of hours the Co-PD spends planning/developing the program	0	
<b>Faculty - Planning/Development Costs</b>		<b>\$0</b>
Number of faculty members helping to plan/develop program	0	
Average faculty hourly wage	\$0.00	
Average number of hours each faculty member spends planning/developing the program	0	
<b>Stakeholder - Planning/Development Cost</b>		<b>\$0</b>
Number of stakeholders helping to plan/develop program	0	
Average stakeholder hourly wage	\$0.00	
Average number of hours each stakeholder spends planning/developing the program	0	

 The first section focuses on the **PD and Co-PD (if applicable)**.

You will need to know the hourly salary of the PD and Co-PD (if applicable) and the average number of hours each will spend planning and developing the program.

Hourly Wages and Time Estimates for Key Planning Stakeholders		
<b>Program Director (PD) - Planning/Development Costs</b>		<b>\$0</b>
PD hourly wage	\$0.00	
Average number of hours the PD spends planning/developing the program	0	
<b>Co-Program Director (Co-PD) (if applicable)- Planning/Development Costs</b>		<b>\$0</b>
Co-PD hourly wage	\$0.00	
Average number of hours the Co-PD spends planning/developing the program	0	

## The second section looks at program faculty.

You will need to know the total number of faculty members, their hourly wage, and the average number of hours they will spend planning and developing the program.

- You may need to contact your Human Resources (HR) department to determine the average salary of faculty within the APP fellowship program.

<b>Faculty - Planning/Development Costs</b>		<b>\$0</b>
Number of faculty members helping to plan/develop program	0	
Average faculty hourly wage	\$0.00	
Average number of hours each faculty member spends planning/developing the program	0	

## The last section in this category looks at program stakeholders.

Common stakeholders may include executive leadership, the CNO/CMO, HR, marketing, interprofessional team members, local academic institutions, and the fellows.

- You will need to know the total number of stakeholders, their average hourly wage, and the average number of hours they will spend planning and developing the program.
- You may need to contact your HR department to determine the average salary of the program stakeholders within the APP fellowship program.

<b>Stakeholder - Planning/Development Cost</b>		<b>\$0</b>
Number of stakeholders helping to plan/develop program	0	
Average stakeholder hourly wage	\$0.00	
Average number of hours each stakeholder spends planning/developing the program	0	

### THINGS TO CONSIDER IN THIS CATEGORY:

When calculating the average number of hours the (Co-) PD, faculty, or stakeholders will spend planning and developing the program, it is important to consider the following time spent:

- Conducting literature reviews, performing organizational and program needs assessments, and planning for and attending committee/stakeholder meetings
- Establishing and/or revising APP competencies
- Creating program goals and outcome measures
- Developing curriculum (NOTE: A general rule of thumb is to set aside three hours of development time for each hour of class.)
- Training vendors (if applicable)

## APPFA Workshop Costs

This category examines the cost to **attend an APPFA workshop**. The ANCC PTAP & APPFA team has discovered that when programs attend a workshop when planning and developing an APP fellowship program, they have a better understanding of the standards, which leads to more confidence when ready to apply for accreditation.

APPFA Workshop Costs		
APPFA workshop registration	\$0.00	\$0
Total number of attendees	0	
APPFA Application Manual. FREE copy can be downloaded from <a href="https://nursingworld.org">nursingworld.org</a>	\$0.00	\$0
<b>TOTAL APPFA WORKSHOP COSTS</b>		<b>\$0</b>

### THINGS TO CONSIDER IN THIS CATEGORY:

- Using the *2023 Advanced Practice Provider Fellowship™ Application Manual* can be helpful when planning and developing a robust APP fellowship program. The *2023 APPFA Application Manual* is based on the conceptual model, which structures its standards to move learners from entry-level competence toward proficiency and expertise. ANCC is the only TTP accreditor to use a conceptual model to structure its accreditation standards.
- Consider who should attend a workshop. The PD, Co-PD (if applicable), site coordinator(s), faculty members, and other stakeholders are invaluable to have join when planning and developing a strong APP fellowship program.
- **PRO TIP:** Remember, we offer FREE APPFA resources you can share with your planning and development team, available on our website [nursingworld.org/appfa](https://nursingworld.org/appfa). Check out our *2023 APPFA Application Manual*, *Getting Started Guide* (which includes a Gap Analysis Tool and an Accreditation Review Checklist), APPFA Accreditation Timeline, and APP Student Guide when working with APP students ([nursingworld.org/appfa](https://nursingworld.org/appfa)).
- **PRO TIP:** The ANCC PTAP & APPFA team has discovered that programs that attend a workshop typically have fewer additional documentation requirements from the appraisers.

## Optional Curriculum Vendor Start-Up Costs

Vendors (e.g., ThriveAP, HealthStream, Versant, Vizient, Lippincott) offer various products to help APP fellowship programs create curriculum, education and training, professional development, performance management, competency management, and more.

Some vendors (e.g., ENA, ACGME, AAPA, AORN, ONS, AWOHNN) offer specialty-specific practice resources to assist in transitioning APPs to a specialty area of practice.

Optional Curriculum Vendor Start-Up Costs		
TTP curriculum vendor "start-up" fees (if applicable)	\$0.00	\$0
"Other" curriculum product "start-up" fees (if applicable)	\$0.00	\$0
<b>TOTAL CURRICULUM VENDOR PLANNING COSTS (if applicable)</b>		<b>\$0</b>

In this category, you will input **TTP curriculum vendor** and **"other" curriculum vendor** (i.e., specialty APP practice products) **start-up fees**.

## Other Start-Up Costs

Once you are almost done with the planning phase, you will want to consider any other costs associated with program development, curriculum delivery, toolkits, data analysis, competency assessment tools, etc. Other start-up costs may include purchasing new equipment and/or new computers/software.

Other Start-Up Costs		
Human resource costs for program marketing and advertisement	\$0.00	\$0.00
New Equipment Costs	\$0.00	\$0.00
New Computer/Software Costs	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00
<b>TOTAL OTHER START-UP COSTS</b>		<b>\$0</b>

### THINGS TO CONSIDER IN THIS CATEGORY:

- Consider what new equipment you may need and the cost associated with it. Do you need any supplies or equipment for a simulation or skills center? Is there an opportunity to partner with a local academic institution?
- Do you need new computers? How about new software for e-learning courses, modules, tools, or any licenses, such as a platform for online communication?
- It may be helpful to keep a running list of miscellaneous fees that arise!
- **PRO TIP:** Develop a tool to keep track of expenses related to equipment and upkeep, as well as a budget for future equipment purchases.

# PERSONNEL MAINTENANCE

 **If you have an established program and have already completed the planning and development phase, start here!**

Now that we have covered the planning and development portion of an APP fellowship program, we need to look at the personnel needed to keep your program up and running. This is based on the average number of learners per cohort. The personnel maintenance sheet calculates the maintenance needed per cohort and annually.

When budgeting for personnel maintenance, it is important to consider the cost per learner to participate in the program and the cost per cohort for learner participation. We will explore this information below.

## Cost Per Learner to Participate in the Program

This category looks at the cost of learners to participate in the program by examining the number of learners in the program.

First, you must know the average number of hours the learner spends in the program. Think about orientation, didactic time, and precepted time. You will also need to know the average hourly wage of each learner.

Next, you must know the average number of learners in one cohort.

Finally, at the end of this section, you can calculate the total cost for participation for one cohort based on the data provided.

Maintenance Costs - Personnel Costs Per Cohort		
<b>Cost per Learner to Participate in the Program</b>		<b>\$0</b>
Average number of hours the learner spends in the program	0	
Average learner hourly wage	\$0.00	
<b>Cost per Cohort for Learner Participation</b>		
Average number of learners in one cohort	0	
<b>TOTAL COST FOR PARTICIPATION FOR ONE COHORT</b>		<b>\$0</b>

### THINGS TO CONSIDER IN THIS CATEGORY:

- If your program offers rolling admission or if you run the program monthly, average the number of learners that start the program each month.
- When considering the number of hours the learner spends in the program, think about orientation (organization, program, and specialty-specific), didactic learning, e-learning, skills lab, and simulation.

## Program Director Costs

This category looks at the costs associated with a PD and Co-PD, if applicable. The PD and Co-PD are the critical people accountable for running a robust APP fellowship program. Alongside calculating the time spent planning and developing the program, it is important to calculate the costs per cohort to guide, direct, lead, and teach the program.

- You will need to know the PD's (and Co-PD's, if applicable) hourly wage and the average number of hours the PD(s) spends maintaining the program per cohort.

<b>Program Director (PD) Costs</b>		
PD hourly wage	\$0.00	\$0
Average number of hours the PD spends maintaining the program for one cohort	0	
Co-PD hourly wage (if applicable)	\$0.00	\$0
Average number of hours the co-PD spends maintaining the program for one cohort (if applicable)	0	

## Faculty Instructional Costs

The third category looks at the time a faculty member spends preparing for and teaching the APP fellowship program curriculum.

- You will need to know the total number of faculty members, their average hourly wage, and the average number of hours spent preparing for and teaching in the APP fellowship program per cohort.
- You may need to contact your HR department to determine the average hourly wage of faculty within the program.

<b>Faculty Instructional Costs</b>		
Average number of faculty in the program	0	\$0
Average faculty hourly wage	\$0.00	
Average number of hours faculty spends to prepare and teach curriculum in the program	0	

### THINGS TO CONSIDER IN THIS CATEGORY:

- Remember to include time the faculty spends preparing to teach.
- Consider professional development opportunities as well as any meetings faculty may need to participate in.

## Preceptor Costs per Cohort

The final category under Personnel Maintenance looks at total preceptor costs (per cohort) in the APP program.

- You need to know the average number of preceptors used for one cohort, the hourly differential for precepting a learner in the program (if provided), and the average number of hours the preceptor spends with a learner in the program.

Preceptor Costs per cohort		
Average number of preceptors used for one cohort	0	\$0
Hourly differential for precepting a learner in the program	\$0.00	
Average number of hours the preceptor spends with a learner in the program	0	
<b>TOTAL PRECEPTOR COSTS</b>		<b>\$0</b>

### THINGS TO CONSIDER IN THIS CATEGORY:

- Please note this category is in addition to the preceptor's regular wages. You can reach out to your finance or HR department to get further insight into preceptor costs associated with running an APP program.

Once you have finished entering data into this sheet, it will automatically populate the total personnel maintenance costs per cohort.

The sheet will also help you determine the total personnel maintenance cost annually based on the annual number of cohorts conducted in your program. If you run the TTP program monthly or have a rolling admission program, enter the number 12 in the prompt "annual number of cohorts conducted in program."

Preceptor Costs per cohort		
Average number of preceptors used for one cohort	0	\$0
Hourly differential for precepting a learner in the program	\$0.00	
Average number of hours the preceptor spends with a learner in the program	0	
<b>TOTAL PRECEPTOR COSTS</b>		<b>\$0</b>
<b>TOTAL PERSONNEL MAINTENANCE COST - PER COHORT</b>		<b>\$0</b>
Annual number of cohorts conducted in program	0	
<b>TOTAL PERSONNEL MAINTENANCE COST - ANNUALLY</b>		<b>\$0</b>

**Next, we will look at the material maintenance costs associated with running an APP fellowship program.**

# MATERIAL MAINTENANCE

When thinking of material maintenance, think of the “things” you need to run your APP fellowship program. This sheet will review the total materials maintenance costs per cohort, as well as annually, based on the annual number of cohorts conducted in the program.

There are a lot of things to think about for material maintenance. Below, we will look at what type of information you’ll need to gather. Let’s jump in and break down the material maintenance sheet based on various categories.

## Optional Curriculum Fees

This category looks at optional fees associated with vendor products. This is broken up per cohort.

Numerous vendors offer products to assist TTP programs (e.g., Vizient, HealthStream, ThriveAP) in creating curriculum, data analysis, competencies, performance management, education, training, etc.

Some vendors offer products and resources to assist APPs in transitioning to a specific area of practice (e.g., ENA, AORN, ACGME).

You will input the TTP curriculum vendor fees for one cohort for this category. If there are any other curriculum product fees, you will input those as well. If you utilize a vendor, refer to your contract for associated specific fees.

Materials Maintenance Costs - Per Cohort		
Optional Curriculum Fees		
TTP curriculum vendor fees for one cohort	\$0.00	
Other curriculum product fees for one cohort	\$0.00	
<b>TOTAL OPTIONAL CURRICULUM FEES</b>		<b>\$0.00</b>

## Other Costs

This category captures any other costs of running an APP fellowship program. This includes, but is not limited to, classroom materials, food, equipment, etc. This calculates per **cohort**.

Other Costs		
Average materials cost for one cohort	\$0.00	
Average food cost for one cohort	\$0.00	
Average equipment costs for one cohort	\$0.00	
Miscellaneous costs for one cohort	\$0.00	
<b>TOTAL OTHER COSTS FOR ONE COHORT</b>		<b>\$0.00</b>
<b>TOTAL MATERIALS MAINTENANCE COST - PER COHORT</b>		<b>\$0</b>

**THINGS TO CONSIDER IN THIS CATEGORY:**

- Estimate the average material costs for learners by thinking about binders, course books, marketing expenses, etc.
- Think about food costs. Will you provide snacks, lunches, and/or celebrations for your learners?
- Consider the costs associated with professional memberships and travel-related costs to attend conferences to gain knowledge and tips to bring back to enhance your program.
- **PRO TIP:** Keep a sheet with a running tally of costs acquired per cohort so you can better budget and understand variable and fixed expenses. Also, keep a record of other miscellaneous costs with comments to detail the source of each expense.

After you enter all the data onto the material maintenance sheet, it will automatically populate the total maintenance costs per cohort.

This sheet also auto-populates to help you determine the total materials maintenance cost per year after you enter the annual number of cohorts conducted in the program. If you have a monthly admission, you will enter 12. If you offer rolling admission, average the number of cohorts you have annually and enter that number.

<b>APPFA Cost Estimator</b>		
<b>Materials Maintenance Costs - Per Cohort</b>		
<b>Optional Curriculum Fees</b>		
TTP curriculum vendor fees for one cohort	\$0.00	
Other curriculum product fees for one cohort	\$0.00	
<b>TOTAL OPTIONAL CURRICULUM FEES</b>		<b>\$0.00</b>
<b>Other Costs</b>		
Average materials cost for one cohort	\$0.00	
Average food cost for one cohort	\$0.00	
Average equipment costs for one cohort	\$0.00	
Miscellaneous costs for one cohort	\$0.00	
<b>TOTAL OTHER COSTS FOR ONE COHORT</b>		<b>\$0.00</b>
<b>TOTAL MATERIALS MAINTENANCE COST - PER COHORT</b>		<b>\$0</b>
Annual number of cohorts conducted in program	0	
<b>TOTAL MATERIALS MAINTENANCE COSTS - ANNUALLY</b>		<b>\$0.00</b>

Now, we will look at how much you need to allocate for accrediting your APP fellowship program with APPFA.

# ACCREDITATION COSTS

APPFA accreditation is offered to any organization that helps PA and/or APRN learners transition to practice. Whether you have a small or large program, one or multiple specialties/service lines, or are located in only one state or globally, programs that utilize the APPFA framework find it valuable in improving their structures and processes by creating a comprehensive and robust APP fellowship program for PA and/or APRN learners.

Achieving APPFA accreditation shows that your organization demonstrates excellence for PA and/or APRN learners in their TTP. Learners look for APPFA accreditation as a stamp of approval and a symbol of a high-quality APP program. APPFA accreditation provides numerous benefits to your program, including:

- Networking with other accredited programs across the globe
- Best practices for TTP
- Resources, to include advertisements, certificates and awards, virtual meeting backgrounds, and literature dissemination

Now, let's break down the accreditation cost sheet and categories!

## Pre-Application

This category looks at the **APPFA Application Manual** (hint: it's FREE to download!) and the cost to attend a **program guidance workshop**.

The ANCC PTAP & APPFA team highly recommends that any program seeking accreditation or reaccreditation attend a program guidance workshop. The workshop reviews eligibility, each standard, Accreditation with Distinction standards, and writing tips; reviews the application; and offers invaluable networking opportunities with others on the same journey. This is a two-day virtual event that you will want to attend!

APPFA Accreditation Application Costs		
Pre-Application		
<b>Manual</b>		<b>\$0.00</b>
Download APPFA Application Manual e-book. A FREE copy can be downloaded from nursingworld.org	\$0.00	
Total number purchased	0	
<b>Program Guidance Workshop Attendance</b>		<b>\$0.00</b>
APPFA Workshop Registration	\$0.00	
Total number of attendees	0	
<b>TOTAL PRE-APPLICATION COSTS</b>		<b>\$0</b>

**THINGS TO CONSIDER IN THIS CATEGORY:**

- Remember, you can download the *APPFA Application Manual* e-book for free from [nursingworld.org](http://nursingworld.org)! Share this with your colleagues.
- When considering who should attend the two-day APPFA Program Guidance Workshop, include other faculty members, site clinical coordinators, stakeholders, unit educators, etc. Think of who may be helping plan and develop your program as well as who may be helping you write your self-study documents. The APPFA workshop provides invaluable information.
- If you have a system organization, APPFA offers on-site workshops, which can be customized based on your program's needs.

## Application Phase

This category breaks down the application fee when seeking accreditation as well as the expenses of preparing your self-study documentation.

First, you will select your program size from the drop-down option where it says, “please use the arrow to drop down.” This will determine the application fee associated with your program. If you have more than thirty sites, contact [APPFA@ana.org](mailto:APPFA@ana.org). Please note these fees are subject to change. The most up-to-date fees can be found on the [nursingworld.org](http://nursingworld.org) website. If you have an ANCC affiliation (Magnet®, Pathway, PTAP Accredited, Joint Accreditation, or ANCC Accredited Provider), you can select from the drop-down to display the discount.

Next, you will calculate the cost associated with self-study preparation. You will input the PD and writing team hourly wage and the total number of estimated hours of writing and editing. If you have a writing team, you will combine the hours of this team in this calculation.

Application Phase		
Application Fee	\$0.00	\$0.00
ANCC Loyalty Discount for Affiliations (Magnet, Pathway, PTAP Accredited, Joint Accreditation, or ANCC Accredited Provider) (drop down)	\$0.00	\$0.00
<b>Self-Study Preparation</b>		
PD and writing team hourly wage	\$0.00	\$0.00
Total estimated number of hours writing and editing	0	
PDF Program Software License (e.g. Adobe Pro, \$29.99/month)	\$0.00	
<b>TOTAL APPLICATION AND PREPARATION COSTS</b>		<b>\$0</b>
<b>TOTAL APPFA ACCREDITATION APPLICATION COSTS</b>		<b>\$0</b>

After you have entered all of the data into this sheet, a total for APPFA accreditation application costs will auto-populate.

Application Phase		
Application Fee	\$0.00	\$0.00
ANCC Loyalty Discount for Affiliations (Magnet, Pathway, PTAP Accredited, Joint Accreditation, or ANCC Accredited Provider) (drop down)	\$0.00	\$0.00
<b>Self-Study Preparation</b>		\$0.00
PD and writing team hourly wage	\$0.00	
Total estimated number of hours writing and editing	0	
PDF Program Software License (e.g. Adobe Pro, \$29.99/month)	\$0.00	
<b>TOTAL APPLICATION AND PREPARATION COSTS</b>		<b>\$0</b>
<b>TOTAL APPFA ACCREDITATION APPLICATION COSTS</b>		<b>\$0</b>

### THINGS TO CONSIDER IN THIS CATEGORY:

- There are fifty-six standards, including narratives and supporting documents. If you give yourself one hour per standard, that is about fifty-six hours you need to allocate for working on the self-study.
- **PRO TIP:** When estimating the amount of time you will need to write your self-study document, always plan for extra time!

### IMPORTANT REMINDER

This tool does not calculate annual fees or any additional fees your program may incur while it is accredited. Please navigate to our website to reference the most up-to-date APPFA investment fees.

APPFA Accreditation Fees | ANCC | American Nurses Association ([nursingworld.org](https://www.nursingworld.org))

# TOTAL COSTS

Now that you have a basic understanding of the finances involved with running your APPFA fellowship program, you can confidently proceed. You have talked the talk, now it is time to walk the walk!

The last sheet provides you with a summary of total costs from all the sheets in the workbook. This will give you a 30,000-foot view of the costs of running an APPFA fellowship program.

APPFA Cost Estimator	
TOTAL COST PER COHORT	
Planning Cost - Total	0.00
Personnel Maintenance - Total	0.00
Materials Maintenance - Total	0.00
<b>TOTAL PER COHORT</b>	<b>0.00</b>
TOTAL ANNUAL COST - INCLUDING PLANNING/DEVELOPMENT	
Planning/Development Cost - Total	0.00
Personnel Maintenance - Total	0.00
Materials Maintenance - Total	0.00
<b>TOTAL COST ANNUALLY</b>	<b>0.00</b>
TOTAL ANNUAL COST - EXCLUDING PLANNING/DEVELOPMENT	
Personnel Maintenance - Total	0.00
Materials Maintenance - Total	0.00
<b>TOTAL COST ANNUALLY</b>	<b>0.00</b>
APPFA Accreditation Application Costs	
<b>TOTAL APPFA ACCREDITATION APPLICATION COSTS</b>	<b>\$ -</b>

**QUESTIONS?** The ANCC PTAP & APPFA team hopes you find the cost estimator and APPFA Cost Estimator Resource Guide helpful. Please reach out to [APPFA@ana.org](mailto:APPFA@ana.org) with any questions.

## REFERENCE

ANCC. (2021). Practice Transition Accreditation Program® Cost Estimator Resource Guide. <https://www.nursingworld.org/~49f122/globalassets/docs/ancc/ptap-costestimator-resource-guide.pdf>