

# Chapter 5 Rule on Fees and Assessments

**Effective Date:** [To be determined]

## **Reason for Rule**

To establish a uniform and transparent process for the assessment and collection of fees and financial contributions that support the operation of the Social Work Licensure Compact Commission.

**Authority:** Section 3.D, Section 10.C.12, Section 10.G, and Section 12 of the Social Work Licensure Compact

## **5.0 Purpose**

Pursuant to the authority granted in the Social Work Licensure Compact, the Commission adopts this Rule to establish and administer fees related to the issuance and renewal of multistate licenses and to provide for annual assessments to support Commission operations. The Rule provides for the collection and disbursement of administrative and state fees and establishes a review process to ensure transparency and fiscal accountability.

## **5.1 Definitions**

**“Administrative Fee”** means a recurring non-refundable fee paid to the Commission by Member States for each Multistate License Transaction, as required by the Compact and this Rule.

**“Member State Fee”** means a fee set by a Member State, collected by the Member State, and retained by the Member State for each Multistate License Transaction not including the administrative fee.

**“Multistate License Transaction”** means anytime that a Multistate License is issued or renewed.

**“Annual Assessment”** means an annual charge levied by the Commission on each Member State to fund Commission operations.

## **5.2 Administrative Fees**

- A. An Administrative Fee of \$\_\_\_\_\_ shall be paid to the Commission by Member States for each Multistate License Transaction. This fee is non-refundable and may not be waived, including for applicants whose state has waived the State Fee.

- B. The fee is subject to change through the rule-making authority of the Commission.

### **5.3 Member State Fees**

- A. Each Member State shall establish a State Fee in accordance with its laws and procedures.
- B. Any change to a State Fee shall be in accordance with the Member State's laws and procedures.
- C. Member State Fees shall be retained in full to the respective Member State board or licensing authority minus the administrative fee.
- D. A Member State may waive or reduce the State Fee at their discretion, but such waiver does not apply to the Administrative Fee or other Commission fees.

### **5.4 Annual Assessments**

- A. The Commission may assess Member States annually to support its operations.
- B. The amount and structure of the Annual Assessment shall be proposed by the Finance Committee and reviewed by the Executive Committee and approved by majority vote at the Commission's annual meeting.

### **5.5 Collection and Disbursement of Fees**

- A. The Commission shall provide and administer a process to collect Administrative Fees from Member States. Member States shall remit collected Administrative Fees to the Commission in accordance with the provisions of this rule.
- B. The Commission shall provide an itemization sufficient to permit the member board to reconcile the fees.
- C. Member States shall effectuate fund disbursement of collected Administrative Fees starting on the 15th of the month after which the Multistate License Transaction occurred.

### **5.6 Transparency and Public Notice**

- A. The Commission shall publish the current Administrative Fee on its public website.
- B. Any proposed changes to fees or assessments shall be posted with at least 30 days' notice prior to adoption.