CENTER FOR PROFESSIONAL DEVELOPMENT

217 Oscar Drive, Suite C
Jefferson City MO 65101
Voice: 573-636-4623 Fax: 573-636-9576
www.centerforpd.org

**Approved Provider – Fees**

**Contacts**

Jody DeStigter, Accredited Approver & Provider Program Director: ProgramDirector@vtls.org
Carol Walker, Nurse Peer Review Team Leader & Nurse Planner: NursePlanner@vtls.org
Sara Fry, Professional Development Director: sara@vtls.org

**2025 Fees**

- Intent-to-Apply Fee – **$200** This fee is a non-refundable, pre-payment of a portion of your provider application renewal fees due six months prior to renewal.
- Provider Application Review Fee – **$2,000** Single Agency / **$4,800** System Providers – This fee is due every three years at the time of the provider application submission (*see definitions of Single Agency and System Providers in the Writing to the Approved Provider Application document*)
- Review Cycle Deferral Fee – **$360** Single Agency / **$840** System Providers – This fee is charged for an Approved Provider to move to another review cycle; voluntary/involuntary. It is due at the time the deferral is made.
- Provisional Approval Fee – **$500** Single Agency / **$750** System Providers – This fee is assessed when an organization receives a provisional approval decision on their provider application review. The fee is assessed to offset the cost of additional review time and resources. It is due prior to final approval decision.
- Annual Fee – **$300** Single Agency / **$800** System Providers (*see definitions in Writing to the Approved Provider Application document*) This fee is assessed at the end of a calendar year for services throughout the previous year. For example, the fee due January 31, 2026 is for services provided in 2025. Approved Providers that voluntarily revoke their approval status, are required to pay the fee due for the final year of service. Annual fees are due by January 31.
- Probation/Suspension Reinstatement Fee – **$500** Single Agency / **$750** System Providers – This fee is assessed when an Approved Provider is placed on suspension/probation. Approved Providers must submit the required materials by the deadline provided along with the reinstatement fee in order for the suspension/probation to be lifted.
- Second Corrective Action/Progress Report Due Fee – **$200** for failure to correct deficiencies in first report.
- Activity File Documentation Review Fee – **$200/each** – This fee is assessed if an Approved Provider wishes for VTL Center for PD staff to perform an audit of a sample activity file for adherence to the recordkeeping criteria. The written report provided indicates compliance or non-compliance for each recordkeeping criterion.

Failure to submit application materials after 30-day submission due date or withdrawal after application due date/submission date results in forfeit of all paid fees.

VTL Center for Professional Development reserves the right to adjust fees as needed without notice.

Payments should be made payable to VTL Solutions and mailed to:

VTL Solutions
217 Oscar Drive, Suite C
Jefferson City, MO 65101

Please ensure your vendor records reflect our correct name, address and EIN number.