



European Council of Optometry and Optics

**Guidelines for the accreditation of
qualifications which meet the standards of
the European Qualification in Optics (EQO)**

Part VI

Financial Aspects of EQO Accreditation

February 2022

Part VI: Financial Aspects of Accreditation

1. Introduction

The EQO scheme is designed to be self-funding with all costs covered by the applicant institutions. A daily fee is paid to Visitors to cover their time commitment and an honorarium is paid to the Chair of the Accreditation Panel. Applicants will also be expected to cover the costs of travel and accommodation where this is necessary.

Students graduating with the EQO would also be required to pay a fee of €100 to cover the award of the Qualification in Optics.

The applicant institution will be liable for charges that depend on the extent to which it engages with the Accreditation Scheme. The purpose of this document is to list these charges and make it clear to applicant institutions the extent of their potential costs.

All costs will be reviewed periodically and updated versions of this document will be available on the ECOO website.

2. The Accreditation process and estimates of the related costs

Parts I to IV of the Accreditation Scheme describe the various stages of the process in chronological order and should be consulted in conjunction with this document.

The Accreditation Scheme allows for either a full accreditation process or benchmarking for those schools which do not want to undertake the full accreditation scheme but want to find out how their course aligns with the EQO. The fees for both are set out below.

It is not possible to estimate the costs of travel and accommodation, which will vary depending on the location of the school being accredited. As a guide, the preliminary visit will involve travel, overnight accommodation and meals for two Visitors. The panel meeting, which follows the receipt and analysis of the self assessment document, will involve travel for four Visitors to an easily accessible venue. The full Visit will involve travel, accommodation for three nights and meals for four Visitors.

The timescale for completing the process is dependent on how long the applicant takes to complete the self assessment form and to respond to requests for further information. An indicative timeline is described in Part I: the ECOO Accreditation scheme.

3. Fees for Full Accreditation and Benchmarking

Fees for Full Accreditation*

Stages at which the fees are payable

Preliminary Review/Visit**	€1080
Review of Self-Assessment Form	€1990
Accreditation Visit	€3790
Final Report	€640
Total	€ 7500

Fees for Benchmarking*

Preliminary Review/Visit**	€1080
Review of Self Assessment Form	€1990
Final Report	€640
Total	€3710

**Includes all preliminary work and support up to the submission of the Self Assessment form.

*Does not include costs for travel and accommodation which will be charged at cost

Subsequent visits to approve progress from partial to full accreditation will be subject to an additional charge dependent on the work involved.

Visit fee per day for each Visitor plus travel and accommodation €450

4. Candidate Registration for the Qualification in Optics

Each optician awarded the EQO by Accreditation will be required to pay a one off registration fee of €100. These fees are to be collected by the accredited institution and transferred to ECOO. Once ECOO is informed of the final number of diplomates, the Secretariat will issue an invoice to the accredited institution.

5. Re-Accreditation after the initial accreditation period has passed

Accreditation will normally be given for five years but may be for a shorter period.

It has been agreed that, in order to maintain the standards and credibility of the Diploma, a robust process of re-accreditation is needed. At the same time, it is recognised that accreditation procedures are both time consuming and expensive for Training institutions.

A re-accreditation visit will be over a period of two days and involve three visitors. This should include the reviews of the facilities, teaching and interviews with staff and students but to a tighter time scale than in the initial visit. Ahead of the visit, the panel will meet to discuss documentation and establish any issues that need clarification.

The time available would be 8.5 hours on day 1, including coffee breaks and lunch. 6 hours on day 2 for interviews and observation plus 2 – 2 ½ hours for final discussion and statement of outcome.

The Executive Committee has agreed that costs should be kept to a minimum and no overheads should be included. Based on this, the fee will be approximately €3,300 not including travel and accommodation.

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