Table A: Data Supporting Regulatory Fee Structure
Historical Workload (FY's 15-16 to 18-19)

Tasks Associated with Developing Examinations for Licensure	Unit (State Exams)	Hrs. Per Unit	Hrs. (AGPA PY)	Hrs. (SSA PY)	Hrs. (OT PY)	Hrs. (SSM I PY)	Hrs. (Executive)
Plan and facilitate examination development meetings for all state-specific examinations.	9	35	313				
Coordinate and monitor vendor and contractor activities associated with diagnostic evaluation and psychometric considerations.	9	35	313				
Develop technical materials for item writing, item review, grading, and standard setting.	9	58	522				
Coordinate, schedule, and lead exam development sessions.	9	58	522				
Maintain program information, item bank respository, and ensure accurate data is utilized	9	46	418				
Prepare contracts and confidential examination materials for development and adminstration.	9	70		626			
Assist with examinations development and grading workshops including item input, artwork, item bank entry and validation, standard setting, and results.	9	70		626			
Develop, evaluate, recruit, and contract with exam Expert Consultants.	9	35		313			
Track expert expenses, liaise, and provide training and support.	9	35		313			
Work with examination vendor to ensure availabilty and delivery of computer based testing.	9	23		209			
Assist with examination development workshops, type materials, maintain item banks, prepare exam score tracking documents, and review reference materials.	9	93			835		
Screen Expert Consultants for recruitment, secure meeting facilities, process Expert consultant invoices and track all expenses.	9	70			626		
Correspond with vendors, contractors, and experts regarding exam contracts, meetings, exam locations, and materials. Assist with test notices to candidates.	9	70			626		
Coordinates, directs, and supervises examination development staff, examination contracts, exam delivery, scoring, and results.	9	104				940	
Oversees ocupational analysis and test plan development, consults with contractors, monitors contracts for scheduling, costs, and compliance.	9	128				1,148	
Oversees examination development and monitors compliance with Board laws and regulations.	9	46					418
Total Hours			2,088	2,088	2,088	2,088	418
Workload Required (PY's)			4.0	2.0	1.0	1.0	0.4
Total Average Costs by Classification (Per Year)			$771,000	$368,430	$154,060	$227,364	$111,290
Costs Per Exam by Classification			$85,667	$40,937	$17,118	$25,263	$12,366
Additional Costs (i.e. Temporary help, Experts, Contracts, etc.)	$1,252,316						
Total Costs All Exams	$2,884,459						
Average Candidates Tested Annually	7,640						
Average Candidate Fee Per Exam	**$378**						

Table A: Data Supporting Regulatory Fee Structure
Historical Workload (FY's 15-16 to 18-19)

Tasks Associated with Processing Applications for Licensure	Unit (Applications)	Hrs. Per Unit	Hrs. (AGPA PY)	Hrs. (MST PY)	Hrs. (OT PY)	Hrs. (PT II PY)	Hrs. (SSM I PY)	Hrs. (Sr. Reg. PY)	Hrs. (Executive)
Create, edit, and modify all applicant forms, documents and web material for licensing, license qualified candidates, monitor pass/fail records and repair issues in ATS.	11,276	0.1	1,044						
Create licensing for job creation reports, analyze trends in application, licensing, and exam data to report trends to management, facilitate transition of examination cycles to continuous testing.	11,276	0.1	626						
Liaise between Licensing and Enforcement for fingerprint/criminal record information, analyze conviction reports and take appropriate action.	11,276	0.04	418						
Process all applications, research inconsistencies, refer application to Senior Registrar, authenticate applicant historical information.	11,276	0.07		835					
Receive and prepare Council Records from the national vendor, verify for completeness, maintain data in ATS.	11,276	0.04		418					
Correspond via phone, email, letter, or fax with applicants regarding applicant file information and documentation, develop reports appropriate to application, licensing, and staff functions.	11,276	0.07		835					
Cashier all regulatory fees for applications and examinations, compile application documentation, evaluate for completeness, enter all information in ATS, assist with fingerprint/criminal record review, correspond with applicants.	11,276	0.19			2,088				
Open, compile, and review all applications, process for completeness, forward files to Senior Registrar for review, pull files and collect data or information to complete application review, corresponds with applicants for documents and information.	11,276	0.19				2,088			
Coordinates, directs, and supervises licensing staff, plans workload in conjunction with exam program, evaluates work performance, identifies deficiencies, and plans the long range strategies for licensure.	11,276	0.19					2,088		
Performs technical application review according the specific branch of licensure, verifies all qualifications and experience, and communicates with licensing, exams, enforcement, and applicants throughout the process.	11,276	0.19						2,088	
Oversees application and licensing and monitors compliance with Board laws and regulations.	11,276	0.07							835
Total Hours			2,088	2,088	2,088	2,088	2,088	2,088	835
Workload Required (PY's)			3.0	1.0	2.0	3.7	1.0	4.0	0.8
Total Average Costs by Classification (Per Year)			$528,575	$127,531	$228,814	$428,263	$192,917	$1,072,686	$201,768
Costs Per Application by Classification			$47	$11	$20	$38	$17	$95	$18
Additional Costs (i.e. Temporary help, Experts, Contracts, etc.)	$48,478								
Total Costs All Licensing	$2,829,031								
Average Applications Received Annually	11,276								
Average Application Fee Per Application	**$251**								