

NO CURRENT TEAM OPENING POSTINGS

HOW DO EVALUATORS BECOME CONFIRMED FOR VISITS?

1. Evaluators who are interested in a particular visit and who are available on the dates listed (please check this first) are asked to email Dr. Flanagan ASAP after the posting has been received.
2. A list of all interested persons is compiled and their evaluator files are pulled.
3. Each file is checked with regard to credential, possible position on the team, and geographical location. It is critical to have a complete file at the MACTE office.
(Continued on next page)
4. Dr. Flanagan balances the team according to guidelines provided in the MACTE Handbook (Section 6). She emails a pre-confirmation invitation to selected evaluators. This process can take several weeks, and it is imperative that evaluators check their email often and respond quickly.
5. When the Executive Director agrees to team member selection the program director is consulted. If the PD agrees to the team member selection, Dr. Flanagan confirms participation with each evaluator via e-mail.
6. The official OSET notification is written, and the parties involved receive the notification sheet; checklists that instruct both the program directors and evaluators of the steps leading to the visit; confidentiality agreements; etc.