MACTE ACCREDITATION PROCESS

(Average Time for Completion of Process: 24 months)

STEP A: Director Obtains Handbook and CD from MACTE Office

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STEP B: Director Submits Application/Self-Study, CD, Appendices, and Fee to MACTE Office
MACTE Sends Acknowledgement to Director and Affiliate Organization*

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STEP C: MACTE Staff Member Reviews Documentation

(Renewals and Substantive Changes Given Priority. Initial Applicants May Take 5-6 Months)

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Documentation Complete	Documentation Not Complete
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MACTE Staff Notify Director and Affiliate Organization* of Approval for OSET (Via Email)	MACTE Staff Request Additional Information

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STEP D: MACTE Staff Schedule OSET Visit/Director Sends Copies of Application/Self-Study to OSET Members and Affiliate Organization* After Receiving Notification Sheet

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STEP E: On-Site Evaluation Team (OSET) Visits Institution

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STEP F: OSET Sends Original Report to MACTE Office and Copy to Director (Within 15 Calendar Days of Visit)	→ ←	Director Sends Response to MACTE Office (Within 15 Calendar Days of Receipt)

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STEP G: Director Receives Instructions for Final Review and Sends 2 Copies of Materials (See List on Page 2) to MACTE Office

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STEP H: MACTE Commission Reviewers Contact Staff with Questions

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STEP I: MACTE Commission Takes Action on Application (May or November)

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STEP J: Director Receives Certified Letter (Within 14 Calendar Days of Action)

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STEP K: Interim Report Due for New Institutions in Third Year of Operation

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STEP L: Renewal of Accreditation Occurs Every Seven Years (if in *Good Standing*)