

WHO TO CONTACT IN THE MACTE OFFICE

Please locate the general area of your question in the alphabetical list below, and then contact the appropriate MACTE staff member(s) via email.

Executive Director - Dr. Gretchen Warner, Warner@macte.org

Operations Manager - Susan Schuit, Sue@macte.org

Accreditation Services Coordinator – Nancy Lewis, Lowis@macte.org

Accreditation Services Associate – currently vacant

Administrative Assistant – Sue Vrana, Vrana@macte.org

Accreditation Handbook Orders - Administrative Assistant, Operations Manager

Accreditation Process – Any Staff Member

Administrative Probationary Accreditation Status – Executive Director, Operations Manager

Annual Fees – Operations Manager

Annual Reports (Accredited Institutions/Programs) – Executive Director, Operations Manager

Application Fees – Operations Manager

Application/Self-Study Questions (Initial and Renewal) – Accreditation Services Coordinator or Associate

Billing Questions – Operations Manager

Brochure Orders – Administrative Assistant, Operations Manager

Complaints Concerning Applicant Institutions or Accredited Institutions – Executive Director, Operations Manager

Commissioner Nomination/Representation – Executive Director

Confirmation (Official) of Accredited Status or Term of Accreditation – Executive Director, Operations Manager

Contractual Issues – Executive Director

Department of Education Recognition – Executive Director

Directory Changes and Information – Administrative Assistant, Operations Manager

Documentation Requirements – Accreditation Services Coordinator and Associate

Final Review Instructions – Accreditation Services Coordinator and Associate

Financial Questions – Operations Manager

Formerly Accredited Institutions/Programs – Executive Director, Operations Manager

Governmental Recognition – Executive Director

Information Updates – Administrative Assistant, Operations Manager

Initial Accreditation – Any Staff Member

Interim Reports (Accredited Institutions/Programs) – Executive Director, Operations Manager

Invoices – Operations Manager

Legal Issues – Executive Director

Mailing Questions – Administrative Assistant, Operations Manager

Meeting Agendas – Executive Director, Operations Manager

Meeting Coordination – Administrative Assistant, Operations Manager

On-Site Evaluation Visits – Accreditation Services Coordinator and Associate

On-Site Evaluators – Accreditation Services Coordinator and Associate

On-Site Evaluator Training – Executive Director

On-Site Evaluation Team Reports – Accreditation Services Coordinator and Associate

Organizations and Consortia – Executive Director

Overdue Payments – Operations Manager

Policies and Procedures – Executive Director, Operations Manager

Probationary Status for Accredited Institutions/Programs – Executive Director, Operations Manager

Publications – Executive Director

Receipts – Operations Manager

Renewal of Accreditation – Any Staff Member

Research/Assessment/Evaluation – Executive Director

Self-Study Writing Questions – Accreditation Services Coordinator and Associate

Staff Analyses – Accreditation Services Coordinator and Associate

Standards and Criteria – Executive Director, Accreditation Services Coordinator and Associate

State Authorization – Accreditation Services Coordinator and Associate

State Recognition – Executive Director

Strategic Plan – Executive Director

Student Fees/Student Lists – Operations Manager

Substantive Changes – Executive Director, Accreditation Services Coordinator and Associate

Title IV Certification for Accredited Institutions/Programs – Executive Director

Third Party Comments – Executive Director

Web Site Corrections – Administrative Assistant, Operations Manager