

Program/Location:
Program Director:
Evaluator:

MACTE
3-DAY ON-SITE VISIT
CHECKLIST FOR THE EVALUATORS/TEAM LEADER

DATE: ACTIVITY:

_____ Contact PD to find out what airport you will be flying into
_____ Make your travel arrangements and send an itinerary to the PD and team leader.
_____ The team leader will approve the visit schedule suggested by the PD.
_____ Read, sign and send the confidentiality agreement to the MACTE office.
_____ 30 days prior to your visit, you should receive the complete application. Record
_____ the receipt of these items:
Application/self-study _____ Appendices _____

NOTE: A complete application will be a CD with the application/self-study, appendices and changes and/or corrections labeled clearly with date of revision.

_____ Team leader receives checklist and calls team members to be sure they have read
_____ the material before the visit.
Note: At this time, if you are missing documentation, contact the PD and the
_____ MACTE office.
_____ Review the Report form to be completed by you during the visit. Review Section
_____ 6 of the MACTE Accreditation Handbook. The full body of the report is available
_____ via e-mail from the MACTE office or on our website. Please keep all materials
_____ for the visit together in one secure file.
_____ Complete the visit. Have team members sign the report cover page. Within 15
_____ days of the visit, complete the report. Return the Application/self-study with the
_____ notations in the 2nd column to the MACTE office and Appendix R notated.
_____ The team leader will send one copy of the report to the PD, the original to the
_____ MACTE office, one to each team member. Dispose of program material after the
_____ commission has voted on the programs accreditation.
_____ Within 15 days of the visit, submit expenses to the PD.
_____ You will receive a letter from the MACTE office as well as an assessment to
_____ complete after we receive the visit report.

PLEASE RETURN THIS CHECKLIST TO THE MACTE OFFICE ONCE COMPLETED.
Send Attn: Rebecca Pelton - FAX: 888-525-8838