

INSTRUCTIONS FOR FINAL REVIEW

Program Director:

Date:

Program Name:

___ Initial accreditation ___ Renewal of accreditation ___ Substantive Change (SC)

Type of Substantive Change: _____

Program level(s) Submitted:

Infant and Toddler (birth to 3)

Elementary I (6 - 9)

Secondary I (12 - 15)

Early Childhood (2 ½ - 6)

Elementary I-II (6 - 12)

Secondary I-II (12 - 18)

2 (two) complete copy(s) of the following documentation must be sent to the MACTE office within 15 days of receipt of this letter by one of the following methods:

- Email Attachment
- Jump drives
- CD's
- Dropbox.com (for instructions on this method please contact the MACTE office)
- Certified Mail

Documentation:

- Application/Self-Study & Appendices* (Substantive Change: application and documents)
- On-Site Evaluation Team Report (Substantive Change: On-site Evaluation form used.)
- Program Director's Response to OSET Report

IMPORTANT NOTES:

*If the Application/Self-Study and Appendices are available on disk, send those as well as hard copies. Please label the disks clearly. Please have hard copies three-hole punched and in ring binders with tabs and the application on top, the OSET report in the back with the Program Director response.

You will be billed later for mailing documents to the MACTE Board reviewers.

All fees owed MACTE must be paid in full for action to be taken by the MACTE Board.

Contact rebecca@macte.org with questions.

MACTE

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