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| **MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION (MACTE)****On-Site Verification Visit Checklist for the Program Director****Instructions: Complete the information requested in this section. Please return the completed form to the MACTE office via fax or email****Fax: 888-525-8830/ Email:** **kate@macte.org** |
| ***Program and Verifier(s) Information***  |
| Date of Visit: | Click here to enter text. |
| Type of Visit:(Initial, Renewal, Substantive Change) | Click here to enter text. |
| Program Level Reviewed:(IT, EC, EL I, EL I-II, SEC I, SEC I-II) | Click here to enter text. |
| Program Director: | Click here to enter text. |
| Signature/Date:(type name to electronically sign) | Click here to enter text. |
| ***Activity Checklist***  |
| ACTIVITY | **DATE COMPLETED:**  |
| Make lodging arrangements for On-Site Verification Team | Click here to enter text. |
| Work with the Team Leader to complete the schedule for the On-Site Verification Visit and share with each member of the On-Site Verification Team and the MACTE office. NOTE: Refer to the 2013 On-Site Verification Visit Guide for information regarding components of the On-Site Verification Visit. Contact the MACTE office with any questions.  | Click here to enter text. |
| At least 30 days prior to your visit send a complete copy of the Application and Self-Study or Substantive Change documentation to the On-Site Verification Team. If your Self-Study or Substantive Change documentation is in Dropbox, contact Kate Early, kate@macte.org, to share the folder with the verifiers.  | Click here to enter text. |
| Gather all documentation that needs to be verified on-site. Clearly label each file for ease of review by the On-Site Team. Refer to the 2013 Guide to Accreditation and the 2013 On-Site Verification Guide to see what documentation needs to be provided. Contact the MACTE Accreditation Associate, Cassie Bradshaw, (cassie@macte.org) if you have any questions regarding this requirement.  | Click here to enter text. |
| After the Visit |
| Within 15 calendar days of receiving the On-Site Verification Report from the Team Leader, complete and submit the Program Director’s Response to the MACTE office. The Program Director’s Response form can be located as an attachment in the Official Notification Email sent prior to the visit.  | Click here to enter text. |
| Within 15 calendar days of receiving reimbursement forms from members of the On-Site Verification Team make payment for expenses.  | Click here to enter text. |
| Watch for Instructions for Final Review that requires updated materials to be sent to the MACTE Board reviewers.  | Click here to enter text. |
| Included with the Instruction for Final Review (above) you will be sent an assessment to complete and return to the MACTE office.  | Click here to enter text. |