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| **MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION (MACTE)****On-Site Verifier Visit Checklist** This document is intended to help guide verifiers in planning and conducting the on-site verification visit. Please contact the MACTE office with questions at (434) 202-7793 or accreditation@macte.org. |
| ***Program and Verifier(s) Information***  |
| Date of Visit |  |
| Type of Visit(Initial, Renewal, Substantive Change) |  |
| Program Level Reviewed |  |
| Program Director |  |
| Verifier Name(s) |  |
| ***Before the Visit***  |
| ACTIVITY | **DATE COMPLETED** |
| **FORMS:** Read, sign, and send the *Confidentiality Agreement and Conflict of Interest Policy Acknowledgment* to accreditation@macte.org |  |
| **TRAVEL:** Contact the program director to find out which airport you will fly into. Make travel arrangements and send your travel itinerary to the Program Director ASAP. Program Director will make lodging arrangements.  |  |
| **SCHEDULE:** The team leader will work with the Program Director to complete the on-site schedule and share with the OSVT.  |  |
| *SELF-STUDY* ACCESS: Prior to the visit, you will be given access to read the *Self-Study* and any additional necessary documentation (such as a Staff Analysis). NOTE: If you are missing documentation, please contact accreditation@macte.org.  |  |
| REPORT: Review and familiarize yourself with the On-Site Verification Report to be completed. |  |
| ***After the Visit*** |
| REPORT: Within 5 calendar days of the on-site verification visit, the team leader should finalize the On-Site Verification Report and send to the OSVT for review and feedback. The Team Leader will send the final copy of the On-Site Verification Report to the MACTE office (email to accreditation@macte.org) within 5 calendar days of the visit. |  |
| MACTE REVIEW: The MACTE office reviews the report and requests any clarification from the OSVT.  |  |
| REIMBURSEMENT: Within 14 calendar days of the visit, submit expenses to the program director. Use the reimbursement form attached to the official notification email. |  |