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| **MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION** **Teaching Site Notification Form** |
| **Instructions:** Complete the Teaching Site Notification Form electronically and email to accreditation@macte.org. Upon receipt of this application and the corresponding payment, the MACTE office will create a submission report within MACTE’s Accreditation Management Portal to submit all documentation required for the teaching site.There is a one-time fee for a teaching site notification that is the amount of a substantive change not requiring an onsite visit. The current MACTE fee schedule, inclusive of payment instructions, can be downloaded from [macte.org/document-library](https://www.macte.org/document-library/). Portal access will be given once both the notification form and fee are received. |
| **A teaching site is a facility that the institution uses only for instruction during the operation of a course level offered primarily at a program's primary or additional location. The teaching site allows the institution to meet the needs of different course components during the *same* course cycle. The cohort is consistent throughout the cycle of the course. Only teaching sites at which *over*** **10% of the total clock hours offered in the course cycle are held must be indicated on the Teaching Site Notification Form.****A teaching site i**s***not* an additional location. A site is considered a teaching site if the cohort of adult learners who attend the site *are the same* as those who attend a program's primary or additional location. If the cohort that attends a site is separate from a program's primary or additional location, that site is considered an additional location, and submission of a separate Substantive Change 8 is required.** |
| **Program Information**  |
| Program Name:      Program's Permanent Address:       |
| **Level(s) with Instruction offered at Teaching Site** |
| [ ]  Infant Toddler [ ]  Early Childhood [ ]  Elementary I [ ]  Elementary I-II [ ]  Elementary II [ ]  Secondary I [ ]  Secondary I-II [ ]  Administrator |
| **Teaching Site Location Information** |
| Physical Address of Related Primary or Additional Location:      Physical Address of Teaching Site:      Number of Academic Hours at Teaching Site:      Is the site a Montessori children’s school? [ ] Yes [ ]  NoIf Yes, include information for the Montessori school below:Name of School:      Telephone:      School Contact:       School Contact Email Address:      School Website:      If No, please describe the location of the Teaching Site and explain why the program will be using this location for academic instruction:       |
| **The items listed below are required when notifying MACTE of your teaching site. These items will be requested in MACTE’s Accreditation Management Portal. Please DO NOT submit this documentation via email with the notification form.**[ ]  1. Updated academic schedule inclusive of teaching site[ ]  2. MACTE Faculty Summary Table if there has been a change in faculty to accommodate the teaching site[ ]  3. Copy of contract with host school or agency[ ]  4. Copy of state and local licenses for teaching site |