



# **Montessori Accreditation Council for Teacher Education On-Site Verification Visit Guide**

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MACTE

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# INTRODUCTION

MACTE's On-Site Verification Visit Guide is for the faculty and administrators of MACTE institutions/programs and the members of the On-Site Verification Team (OSVT). The On-Site Verification Visit Guide contains information regarding scheduling and conducting the on-site verification visit.

The MACTE staff is available to answer questions and support to all involved in the planning and execution of the on-site verification visit.

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# PURPOSE OF THE ON-SITE VERIFICATION VISIT

The on-site verification visit is a key component of the accreditation process. The On-Site Verification Team (OSVT) travels to Montessori teacher education programs for both initial and renewal applicants, as well as to programs who have applied for MACTE substantive changes requiring a one to two-day on-site visit. The verification visit is conducted by a team of highly qualified professionals representing MACTE for the purposes of:

1. Achieving a comprehensive view of the certification course level in its particular environment;
2. Verifying the contents of the application and *Self-Study*;
3. Providing verification with a written report to MACTE and the program.

During the process, the OSVT works to determine if the content of the application and *Self-Study* can be verified through the on-site observations, review of files, and interviews.

For initial applicants, only adult learners present and currently enrolled in academic session during the on-site verification visit will be eligible to graduate from a MACTE accredited program. The OSVT will record the names of all adult learners present.

***An on-site verification visit in no way guarantees MACTE accreditation.***

## LENGTH OF VISIT

The OSVT is expected to spend adequate time to complete a comprehensive review. The length of the visit and size of the team will depend upon the size, complexity, and location of the institution and the number of certification course levels being concurrently verified. A minimum of two and one-half days will be allocated to visit an institution offering a single certification course level. If two or more certification course levels are going through the current accreditation process, the MACTE office will determine if additional days and/or on-site verifiers are needed to conduct the visit. The following MACTE Substantive Changes require a one to two-day on-site visit:

- 5C:** Addition of Age Range (Elementary II and/or Secondary II)
- 6:** Legal Status, Ownership of Control
- 7:** Relocation of Permanent Site
- 8:** Additional Location (Additional Site/Contract Site)

# CRITERIA TO SERVE AS AN ON-SITE VERIFIER

Individuals may be recommended or may volunteer on their own to serve as an on-site verifier. Selection is nondiscriminatory with respect to race, color, creed, national origin, gender, age, disability, or marital status.

## REQUIRED DOCUMENTATION

Verifiers must submit to the MACTE office: 1) completed MACTE verifier profile, 2) two letters of reference, 3) a copy of their credential(s), and 4) current resume. Letters of reference need to specifically address the skills and experience required of on-site verifiers.

## EXPERIENCE

Verifiers must provide evidence that they have the appropriate experience to serve on a team. For Montessori professionals, this involves having Montessori certification and at least three years teaching and/or administrative experiences. For the professional non-Montessori educator, a minimum of three years of experience in an educational setting is required.

## ADDITIONAL CRITERIA

In addition to the submission of the required documentation, verifiers are expected to:

1. Submit a verifier profile, two letters of reference, copy of credential(s), and current resume
2. Participate in a MACTE on-site verifier training session
3. Participate in MACTE webinars and workshops at least every two years in order to regularly update knowledge and skills
4. Demonstrate the ability to make positive contributions to the accreditation process as evidenced by the following professional experiences and behaviors:
  - Maintain confidentiality
  - Communicating effectively
  - Applying deductive reasoning
  - Employing problem solving skills
  - Exhibiting maturity, objectivity, diplomacy, and flexibility
  - Using appropriate interviewing techniques
  - Collecting, analyzing, and evaluating relevant data
  - Actively participating as a team member in all related activities

**Note to program directors:** Program directors are strongly encouraged to enroll in OSVT training and to serve on an OSVT prior to the visit of their own program. Attending an on-site visit as a verifier is one of the best ways to prepare for a program's own future on-site verification visit.

# COMPOSITION AND SELECTION OF THE ON-SITE VERIFICATION TEAM

## TEAM COMPOSITION

The OSVT consists of three or more qualified verifiers appropriate to the needs or special characteristics of the program. At least one of these verifiers must be credentialed at the certification course level(s) offered at the program being verified. If the applicant program operates more than one certification course at the same site, an attempt is made to verify all certification courses at a single visit. In such a case, MACTE may appoint a fourth on-site team verifier. The composition of the team must include:

**Team leader** A program director, educator, or practitioner with significant experience as a trained on-site verifier. Team leaders must have current verifier training and be up to date on all MACTE Quality Principles and Criteria.

**Educator** A person whose primary responsibility is that of a faculty member; someone who is directly involved in the delivery of an educational program, or someone who currently spends at least 50 percent of a full-time workweek teaching, conducting research, or involved in Montessori teacher preparation.

**Practitioner** Someone currently or recently directly engaged in a significant manner in the practice of a profession in the area being verified.

**Local practitioner (when applicable)** The OSVT may include a local practitioner who is familiar with the local educational context. There may be issues and findings that can be clarified with the advice and counsel of someone with local knowledge about the program, the community, local practicum sites, the careers of the program's graduates, etc.

### *Selection Process*

The program will select the practitioner, ensure there is no conflict of interest, cover costs (if any) of the practitioner's substitute, and pay the person no less than the same honorarium paid to the program's supervising teachers. Program directors are to send a copy of the local practitioner's vita along with a brief statement describing the reasons for selecting this person to the MACTE office. The local practitioner's relationship (past and present) with the program must be disclosed to MACTE.

### *Conflict of Interest Requirement*

While the practitioner needs to be familiar with and knowledgeable about the program and its graduates, the person must not have a direct personal stake in the outcome of the visit. The local practitioner is a member of the OSVT and participates in all activities. They will receive training before the on-site begins, have full access to the Self-Study and its supporting materials, and participate in the on-site interviews, etc.

**Observer  
(when applicable)** An observer may be present during the on-site visit but does not provide input or assist with completing the On-Site Verification Report. The program is NOT required to pay for travel/food/lodging for an observer. Observers are typically present for training purposes.

## **TEAM SELECTION**

Verifiers are selected and assigned by the MACTE office, not by the program. MACTE carefully considers the distance involved in travel and any expressed needs of the applicant program during the assignment of the OSVT.

### **Conflict of Interest Policy**

MACTE requires on-site verifiers to be conscious of any real or perceived conflicts of interest in the assignment and/or performance of the OSVT. A conflict of interest exists when conditions or circumstances preclude or interfere with an individual's capacity to make an objective decision, or conflict with the outcome of the decision made. In these instances, individuals must recuse themselves from volunteering. Conditions or circumstances which may create a real or perceived conflict of interest include, but are not limited to, situations where an individual:

1. is an officer or employee of a program for which recommendations or decisions relative to accreditation are considered
2. has monetary or personal interest in the outcome of the accreditation decision
3. has been or is an employee or consultant of the program system
4. cannot embrace the program with positive regard for any reason
5. is a graduate of the program
6. has close personal or professional relationships with individuals involved in the program
7. has access to "unofficial" information concerning the program
8. operates or is employed at a program in direct competition with the program under review
9. has accepted, prior to, during, or after the on-site verification visit, any payments, loans, services, or favors involving more than ordinary social amenities, or gifts of more than a nominal value from the program.



Individuals are prohibited from serving as OSVT members if a conflict of interest (real or perceived), is declared or identified. A conflict of interest may be declared by a program administrator, faculty member, on-site verifier, MACTE Board member, or MACTE staff member. An alternate verifier is selected in the event that an assigned verifier becomes unavailable or if a conflict of interest is perceived to occur.

All verifiers are required to sign and submit the Confidentiality Agreement / Conflict of Interest Policy and Acknowledgement to the MACTE office prior to each on-site verification visit. These forms are sent via email with the verifier checklist when the Official Notification email is sent out to the program director, verifier(s), and affiliate.

## ON-SITE VERIFIER CONDUCT

MACTE holds on-site verifiers to a high-standard and expects their on-site conduct to reflect this. Allegations (from program directors and/or other OSVT members) of verifier's inappropriate behavior or poor performance are investigated. In order for an investigation and action to occur, allegations must be submitted to the MACTE office in writing, be dated, and signed. MACTE follows due process in investigating complaints and designates the President of MACTE to facilitate an investigation and determine the validity of the allegations.

The President notifies the on-site verifier of the allegations made against him/her and requests a written response within twenty (20) calendar days; provides the MACTE Board with copies of the complaint, responses to the complaint, and the President of MACTE's recommendations for resolution.

The MACTE Board considers the documents submitted by the President of MACTE when determining the final resolution; informs the on-site verifier in writing of the resolution. Proven allegations of unprofessional behavior, poor performance, or failure to uphold the standards and procedures of MACTE are cause for suspension from future on-site verification visits.

# PREPARING FOR THE ON-SITE VERIFICATION VISIT

## PREPARATION RESPONSIBILITIES

### MACTE Staff

Prior to the scheduled on-site verification visit, MACTE staff will:

1. Provide the following documents to the program director and OSVT:
  - Official Notification (containing all contact information)
  - On-Site Verification Visit Guide
  - On-Site Verification Report(s)
  - MACTE Reimbursement Form
  - Google Doc Planning Document
  - Program Director Checklist
  - On-Site Verifier(s) Checklist
  - Confidentiality and Conflict of Interest Policy and Acknowledgement Agreement
2. Provide access to the program's Accreditation Management Portal containing the *Self-Study*
3. Share any other necessary documentation deemed necessary by MACTE Accreditation Specialists (such as a Staff Analysis)

### Program Director

Prior to the on-site visit, the program director will:

1. Develop the schedule for the OSVT (see MACTE's requirements of On-Site Verification Visit agenda below)
2. Coordinate travel and lodging for verifiers (see travel and lodging requirements below)
3. Organize the on-site documentation to facilitate the work of the OSVT

### Team Leader

At least fifteen business days prior to the on-site verification visit, the OSVT leader:

1. Reviews all documents, requests additional material if necessary
2. Contacts OSVT members prior to the visit to discuss their interests and areas of expertise and assigns primary responsibility for particular areas of the *Self-Study* as appropriate
3. Approves the schedule submitted by the program director and suggests changes as necessary

### All OSVT Members

1. Reads the *Self-Study* completely, well in advance of the on-site verification visit, in conjunction with the MACTE Quality Principles, Criteria, and required documentation

2. Sets aside the time required for the visit in order to avoid interruption by other responsibilities
3. Respects and maintains the confidential nature of all materials
4. Makes detailed notes while reviewing the *Self-Study* so that comments and questions can be communicated to the team leader
5. Organizes questions for interview sessions
6. Plans to arrive on time, participate fully, and depart from the program immediately after work is completed

In the event an assigned OSVT member withdraws prior to the date scheduled for the visit, they are responsible for immediate notification to the team leader and MACTE.

## **TRAVEL AND LODGING REQUIREMENTS**

Program directors secure the lodging for the OSVT. This should be done early on to ensure availability. On-site verifiers must have separate lodging; they do not share a room or bathroom. Program directors should communicate with the OSVT how they will travel from the airport to the hotel, from the hotel to the training site, etc. Verifiers are not expected to utilize public transportation, such as the subway or bus. Lodging and transportation details are recorded in the shared Google Doc that the OSVT and program are given access to during the planning of the on-site visit.

## **MEALS AND OTHER PLANNING CONSIDERATIONS**

Program directors are to provide a comfortable space that is conducive for the verifiers completing the required work while on-site. Programs may choose to offer the OSVT snacks and beverages during their time on-site, keeping in mind any dietary considerations of team members. Some teams prefer to have a working lunch brought in, while others may welcome a break away for a quick meal. Program directors can ask preferences and/or decide which option is best.

## **ON-SITE VISIT SCHEDULE**

MACTE requires an on-site verification visit schedule to help assure things run smoothly. An approximate time is assigned to each agenda item. The schedule developed by the program director must include:

- OSVT planning meeting
- Arrival time
- Preliminary conference with officials of the program
- Tour of facilities (including additional locations and teaching sites, if appropriate)
- Interviews with the program director, faculty, enrolled students, graduates, employers, and practicum site personnel

- List of names of faculty, enrolled students, graduates, employers, and practicum site personnel to be interviewed
- Observation of classes
- Review of records, files, and documentation specified in the MACTE Guide to Accreditation
- Tour of practicum sites with specific addresses specified
- Departure time

**Note to program directors:** The visit requires intensive work for the OSVT. Allowing maximum time for the team to confer and rest is appreciated. Late nights and lengthy social gatherings should be avoided when planning the schedule. Meals with the OSVT may be offered as an option, bearing in mind team members may choose to continue working at their hotel and/or have a meal on their own instead.

## PURPOSE OF ON-SITE VERIFICATION VISIT TASKS

### OSVT STRATEGY MEETING

Purpose: to enable OSVT members to get acquainted, receive an orientation from the OSVT leader, review the schedule, discuss critical points noted in individual reviews of the *Self-Study*, decide on facilities to be toured, and determine assignment of specific activities to each member.

### PROGRAM DIRECTOR, ADMINISTRATORS, AND VERIFIERS PRELIMINARY CONFERENCE

Purpose: to allow the verifiers to state briefly the purpose of the visit, describe the accreditation process, review the schedule as planned by the program director, and make adjustments as necessary.

### TOUR OF FACILITIES

Purpose: to familiarize the verifiers with the classroom, practice space, and adjunct areas used by students and staff.

### MEETING WITH THE PROGRAM DIRECTOR

Purpose: to allow the OSVT to gain a complete understanding of the program director's perspective and to ask any questions they have concerning the program.

### INTERVIEWS WITH FACULTY AND FIELD CONSULTANTS

Purpose: to ask questions that verify the questions of the *Self-Study*.

### INTERVIEWS WITH ADULT LEARNERS AND GRADUATES

Purpose: to obtain reactions to all phases of the certification course(s). These interviews must

occur without the presence of faculty or administrators.

## **OBSERVATION OF CLASSES**

Purpose: to verify scheduling and resources as described in the *Self-Study*.

## **TOUR OF PRACTICUM SITES, ADDITIONAL LOCATIONS, TEACHING SITES**

Purpose: to survey the quality of student teaching environments of at least a representative sample of practicum sites approved by the program. Distance may be a complicating factor, and the verifiers may have to separate in order to observe the largest possible number of sites.

Verifiers may use opportunity to speak with practicum personnel and students in order to assess the quality of their relationship with the program. A minimum of two practicum sites should be visited for each certification course level.

## **REVIEW OF DOCUMENTATION**

Purpose: to verify maintenance of records as described in the *Self-Study* and as required to be available for the OSVT (On-Site Verification documentation requirements listed in Section D of Guide).

## **CONFERENCE WITH FINANCIAL OFFICE (OPTIONAL)**

Purpose: to review and verify financial information.

# **DOCUMENTATION TO BE AVAILABLE FOR REVIEW**

Documentation must be easily accessible and organized for the OSVT to review. The following documentation must be on file for at least the previous five years for renewing institutions and for the length of operation for initial applicants:

- All on-site verification documentation requirements indicated in the MACTE Guide to Accreditation - Section D
- Adult learner files and records: admissions, evaluations, counseling, advising, inclusive of completed academic phase assessment evaluations, and completed practicum phase assessment evaluations listed in requirements 2.5 and 2.10 from the Guide to Accreditation
- Official copies of diplomas/degrees/transcripts, contracts (if applicable), resumes (if applicable), background checks (if applicable)
- Samples of adult learner work and projects (a minimum of 20% of student files)
- Records of grades and clock hours
- Records of practicum site agreement forms and supervisors
- Personnel/faculty records: verified transcripts, credentials, employment history, evaluations, signed agreements, background checks (if applicable)- these are kept on file permanently

- Financial records
- Results of program and student assessments (e.g., test results, questionnaires, etc.) as required in Table 2.1 in the *Self-Study*
- Renewal of accreditation visits: completed graduate and employer surveys. Access to files containing evidence of placement rate and graduation rate tracking supporting data collection noted in requirement 2.13
- File of student complaints/resolutions within the last five (5) years relative to the institution's compliance with MACTE Quality Principles and Criteria

When required documents are not immediately available to the OSVT, they must be made available within twenty-four hours of the team's request.

## TRAVEL EXPENSES

### FOOD, LODGING, TRAVEL EXPENSES

Due to high costs of travel to international sites, a program should reimburse airfare immediately upon submission to them of the itineraries. An acceptable alternative would be for the team member to provide the program with exact travel plans, mileage information, seat preferences, dietary limitations, etc. and allow the program to make the reservations which are charged to the program accounts. Similarly, for food and lodging, using program accounts are expeditious and avoid spiking exchange rates and delays in reimbursement.

The length of the visit should include appropriate rest and travel time given the locale. No personal residence of an owner, faculty or staff will be used for lodging of the team. If the verifier plans to travel early and/or extend their visit after the on-site verification visit, the program is not responsible for expenses incurred by the verifier. This would be considered personal travel and should not be included in the reimbursement form sent to the program. MACTE does allow for verifiers to arrive a day early and leave one day after the conclusion of the visit; the program covers these expenses.

### INCIDENTAL EXPENSES DURING TRAVEL

The program is responsible for food, lodging, travel, and any associated tips or fees for normal activity. If there is any question as to what is "normal," the program will need to be consulted before a verifier incurs the debt. The MACTE office can be contacted as well.

The verifier must keep receipts and make a record of all such activities and the associated costs. If possible, when the program escorts the team, it is expeditious for the program to handle

arrangements and fees at that time.

## **OTHER EXPENSES**

The question verifiers should ask to determine if the program should fund additional expenses is, “Can I continue with my OSVT work if I do not have this item/cost, etc.?”

If the cost is necessary to continue OSVT work, the program covers the cost. If the cost is associated with personal or comfort items, souvenirs, entertainment, or any other items unrelated to the on-site visit, it is covered by the verifier.

As the OSVT team consults with the program prior to the on-site visit, issues specific to the location that may incur a cost should be shared by the program and/or also questioned by the team members.

The cost of travel expenses begins from the verifier’s home and extends to the site and back again, eliminating costs for any change from the plan such as extended visit time or rerouting based on decisions by the individual.

## **INTERNATIONAL ON-SITE VERIFICATION VISITS**

### **PASSPORT**

Individuals volunteering for visits must procure and fund their own passport. Experienced travelers who possess a passport are given priority when possible. Verifiers should have a passport before they volunteer or have adequate time to procure one (estimate is at least three months).

### **VISA**

For locations requiring a visa, the program supplies critical information on how and where to apply as well as the invitation with details to be supplied to officials. This must occur minimally three months prior to a visit and will be funded by the program. If agreed, the cost for a visa service can be charged to the program. The program can recommend a service if they are familiar with one. Other costs for the visa such as phone, mail, photos, etc. will be covered by the program and should be documented and listed using the reimbursement form.

### **EMBASSY REGISTRATION**

Embassy registration may be mandatory upon arrival. Contact persons and location of the United States or any other embassy requested is required prior to the visit. Any special circumstances should be revealed before the team is confirmed so that team members are aware of the entire situation in which they will be placed. A program cannot assume that

MACTE has any specific knowledge of the embassy's location or customs and language.

## **CARRYING PRINTED MATERIALS**

Some locations have guidelines and/or laws about carrying printed materials into the location. It is important to determine if materials need to be searched and what may be confiscated.

## **IMMUNIZATIONS, INOCULATIONS, MEDICATIONS**

Each verifier needs to consult with their physician in regard to personal and official requirements. Personal needs are to be funded by the verifier and required (listed on state department websites or health care provider materials) items are to be funded by the program. The program should address country/region/location specific concerns prior to accepting a team.

## **GENERAL SAFETY**

A schedule of times and places should be provided to the team members with details of locations where meetings occur, persons to be interviewed, and contact information for them. A preview video or photographs can be helpful in preparing an appropriate wardrobe. An escort with multiple language skills will be required in any location where the language of the team members is not in general use.

A useful website for planning international visits: [www.travel.state.gov](http://www.travel.state.gov).

## **HEALTH CARE PROVIDERS AT THE SITE**

A list of reputable health care facilities in the location of the program and its practicum sites must be presented to the team prior to the visit date. The verifier is responsible for identifying issues relating to health and the program is responsible for being aware of emergency situations that might arise and how to provide for access for the team. The verifier's insurance companies and health care providers must advise the verifier as to the status of care available to them at the site if they are concerned. An accessible Medivac program may be available at the location.

# **CONDUCTING THE ON-SITE VERIFICATION VISIT**

During the visit, the program director:

- Provides all required documentation for verification
- Provides a location for the team to meet and conduct interviews; materials must be able to be safely left and discussions can be private
- Provide additional, pertinent materials and information as requested
- Facilitate the schedule by keeping the OSVT aware of the time, adapting to unforeseen changes, and arranging for personnel to be present when needed



During the on-site visit, the OSVT leader:

- Chairs team meetings, assigns responsibilities, and reviews critical points
- Starts each interview or meeting with an expectation of the purposes of the visit and functions of the team
- Maintains the schedule and modifies it as needed
- Facilitates interviews
- Coordinates completion of the report

Following the opening conference with program officials to state the purpose of the visit, the OSVT divides its labor. Individual members conduct separate interviews, observe classes, review records, and perform other tasks. The OSVT may come together for working lunches and other meetings, as necessary. After the on-site visit, the OSVT leader finalizes the On-Site Verification Report and notifies the MACTE office when it is ready for review within five calendar days of the visit ending.

## INTERVIEW PROCESS

The OSVT should construct questions for interviews based off the material provided within the program's *Self-Study*. The questions must aim to verify what is written in the *Self-Study*.

The team should prepare questions for the following interviews:

- Program faculty and staff
- Current adult learners
- Program graduates
- Supervising teachers
- Other: individuals in charge of program finance/operation (if different than director)

The purpose of interviews is to support information provided in the *Self-Study* and document it as a verification technique in the On-Site Verification Report. Questions asked in interviews should target specific Quality Principles and Criteria stated in the *Self-Study*. All interview content is to be typed out with the specific responses in the On-Site Verification Report section "Program Interviews."

## THE ON-SITE VERIFICATION TEAM REPORT

The OSVT leader is responsible for completing the written report. The cover sheet contains the signatures and contact information for all team members. Before endorsing the report, each OSVT

member reviews it to make sure that:

- It is legible, clear, accurate, and complete
- Specific addresses are provided for all locations visited
- Names of individuals appear only in the lists of those interviewed (titles may appear as necessary, but always in impersonal and objective reference, or for the purpose of commendation)
- All observations are verifiable and objective
- Verified status with respect to each MACTE Quality Principle is addressed in the space provided, with a detailed explanation of how it was verified
- The program's performance with respect to student achievement is assessed

The on-site team leader sends the original completed report to the MACTE office within five calendar days of the visit. The MACTE office reviews the report and may request clarification from the On- Site Verification team. The MACTE office then sends a copy to the program director within fifteen business days of the visit. Within fifteen business days of receipt of the OSVT Report, the program director sends the Program Director's Response (with appropriate supporting documentation, if appropriate) to the MACTE office.

Use only the official report provided by the MACTE office.

All OSVT members must sign the report. This is most conveniently done while the team is together at the program; if the report draft is complete at that time, it is acceptable for the team member verifiers to sign the (final) cover sheet while there. OSVT members receive a copy of the report. In the event the final version of the report is different from a team member verifier's understanding or memory of the draft report, the team member sends a written statement to that effect to the OSVT leader and the MACTE office.

If the OSVT cannot agree on the content of a particular section(s) of the report, the dissenting member(s) writes a "minority opinion" which is submitted as part of the final report.

An evaluation rating of Verified, Verified with Error, and Not Verified and a detailed response **must** be included for every MACTE Quality Principle and Criteria listed in the report. The response must contain, as a minimum, the ways in which the OSVT verified the Criterion, including:

- Citation of page numbers of appropriate documentation (e.g., student handbook, program brochure, etc.)
- Certification through interviews (e.g., with administrators, faculty, practicum site personnel, students, etc., listing the category);
- Verification by observation (e.g., of the faculty, model or lab classroom,

- o practicum site classrooms, additional location, teaching sites, etc.);
- o verification of documentation reviewed in files or posted in the facility.

Areas in the program “**Not Verified**” or “**Verified with Error**” must relate to specific MACTE Quality Principles and Criteria. These are listed in the “Findings of the On-Site Verification Team” section at the end of the report, which the team is required to complete. Areas not verified must be clarified by the OSVT. The OSVT must refrain from offering consultative suggestions unless requested the program director and staff.

Quotes or transcripts of interviews should be included at the end of the On-Site Verification Report in the designated area.

## CHECKLIST FOR THE ON-SITE VERIFICATION TEAM

### BEFORE THE ON-SITE VERIFICATION VISIT

#### OSVT Leader

- o When the official date for the visit is set by the MACTE office, contact the program director to confirm dates, agenda, material, etc.
- o Prior to the visit, review the *Self-Study* (and any other documentation, correspondence, etc.) and on-site visit schedule. Assign primary responsibility for particular areas of the *Self-Study* to the OSVT members as appropriate.

#### All OSVT Members

- o Read the *Self-Study* completely, well in advance of the visit.
- o Make notes about questions, missing documentation, potential areas of concern, and items to check on with the program director.

### DURING THE ON-SITE VERIFICATION VISIT

- o Verifier team meeting: The initial meeting should involve reviewing the schedule, discussing critical points, and assigning specific activities to OSVT members. An ongoing meeting should involve sharing notes, entering verification information and concerns on a blank copy of the OSVT Report.
- o Tour facilities, additional locations, and teaching sites
- o Preliminary conference with administrators of the program (see section 9)
- o Meeting with the program director: Request additional information, if necessary, and ask questions to clarify understanding of the program (see section 9).
- o Interviews with faculty and field supervisors (see section 9)
- o Interviews with students and graduates: These are confidential sessions with all team members present and program director must be absent from the room. The interviews

are usually done with groups of students/graduates but may be done with individuals (see section A.9).

- Interviews with employers (see section 9)
- Review of files and records, including:
  - Documentation required to be available as listed in the Guide to Accreditation
  - Random selection of student files and records (for completeness of documents required for admission, evaluations, counseling, advising, transcripts, background checks, etc.) These should be available for at least the previous five years for renewing institutions and for the length of operation for initial applicants. Grades and clock hour records should be kept permanently.
  - Samples of student work and projects
  - Printed handouts distributed to students by the program
  - Records of practicum sites and supervisors
  - All personnel records (transcripts, credentials, employment history/experience, evidence of competence in teaching, educational administration, and curriculum development such as evaluations, letters of recommendation, projects developed or curricula designed, professional development activities within last three years, evaluations, signed agreements, background checks)
  - Published advertisements and promotional literature
  - Financial records
  - Files of student complaints/resolutions within the last five years relative to the program's compliance with the MACTE Quality Principles and Criteria
  - Results of program and student assessment (documentation of test results, surveys, and other assessment measures as required) inclusive of completed academic phase assessment evaluations and completed practicum phase assessment evaluations listed in requirements 2.3, 2.4 and 2.10 (see Guide to Accreditation)
  - Review of on-site documentation (e.g., posted licenses, original copies of approval by state postsecondary review agency, incorporation/registration, state approved articles or bylaws, as appropriate)
  - Observation of class sessions for each certification course verified
  - Visits to student teaching sites and interviews with site personnel
  - Optional meeting with financial officer to review/verify financial information
  - Private OSVT meeting to prepare written draft of the On-Site Verification Report

**Note to program directors:** When required documents are not immediately available to the On-Site Verification Team, they must be made available within twenty-four (24) hours of the team's request while on-site.

## **AFTER THE ON-SITE VERIFICATION VISIT**

### **OSVT Members**

The team leader finalizes the report and within five calendar days of the visit, emails the completed On-Site Verification Report to the MACTE office and other team members.

### **MACTE Staff**

The MACTE office reviews and sends the On-Site Verification Report to the program director.

### **Program Director**

The program director responds to the On-Site Verification Report within fifteen business days of receipt of report using the Program Director's Response form. The purpose of this response is to confirm that the report has been received and to give the director the opportunity to respond to or clarify items addressed in the report.

### **MACTE Board**

The complete *Self-Study*, On-Site Verification Report, and Program Director's Response are sent to two MACTE Board members for a final review and recommendation to the MACTE Board for deliberation and final motion for accreditation.