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| **MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION****On-Site Verifier Confidentiality Agreement Form****Instructions:** Review and sign the confidentiality agreement prior to the on-site verification visit. This form can be completed either via DocuSign or by printing, signing (with a physical signature), and then emailing to accreditation@macte.org. |
| **Confidentiality Agreement** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree to abide by the following statement with regard to confidentiality of information:As a participant in MACTE on-site verification visits, I am aware that I have access to confidential information concerning the institution/program(s) under evaluation. I agree to respect and protect the confidentiality of all information about the institution/program(s) and its personnel, including information contained in its *Self-Study* materials, on-site documentation, and all information included in the On-Site Verification Visit Report prior to, during, and following the on-site verification visit. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date  |
| Please return completed form to MACTE either via DocuSign or by printing, physically signing, and then emailing to accreditation@macte.org prior to the visit.   |

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| **MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION**On-Site Verifier Conflict of Interest Policy and Declaration Form**Instructions:** Review the conflict of interest policy and sign the declaration prior to the on-site verification visit. This form can be completed either via DocuSign or by printing, signing (with a physical signature), and then emailing to accreditation@macte.org. |
| **CONFLICT OF INTEREST POLICY** (Updated: 12/2020) |
| Definition of Conflicts of Interest |
| A conflict of interest will be deemed to exist whenever a board member, officer, or employee of the corporation is in the position to approve or influence corporation policies or actions which would or might financially benefit or harm: (a) the individual; (b) any member of the individual’s immediate family (spouse, parents, children, brothers or sisters, and spouses or domestic partners of these individuals); or (c) any organization in which the individual or an immediate family member is a director, trustee, officer, member, partner, or has or controls more than 10% ownership interest. A conflict of interest is also deemed to exist when conditions or circumstances preclude or interfere with the ability of a board member, officer, or employee of the corporation to make an objective decision, or conflict with the decision made, either corporate or accreditation. With regard to an accreditation decision for an institution/program 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 an institution for which recommendations or decisions relative to accreditation are considered;
2. has a monetary or personal interest in the outcome of the accreditation decision;
3. has recently been or is an employee or consultant of the institution;
4. has recently been or is an employee or consultant of the institution system;
5. cannot embrace the institution with positive regard for any reason;
6. is a graduate of the institution;
7. has a close personal or professional relationship with individuals involved in the institution;
8. has access to “unofficial” information concerning the institution;
9. operates an institution in direct competition with the institution under review;
10. has accepted, prior to, during, or after the on-site evaluation visit, any payments, loans, services, or favors involving more than ordinary social amenities, or gifts of more than a nominal value from the institution.
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| Disclosure of Conflicts of Interest |
| A board member or officer shall disclose to the Board of Directors any actual or potential conflict of interest as soon as possible after the board member or officer learns of the conflict. If the matter is before a committee, the action or transaction in question shall be referred to the Board of Directors and no further action on the matter shall be taken until the matter can be considered by the Board of Directors. |
| On-Site Verification Team Conflicts of Interest |
| MACTE requires on-site verifiers to be conscious of any real or perceived conflicts of interests in the assignment and/or performance of the On Site Verification Team (OSVT). Individuals are prohibited from serving as OSVT members if a conflict of interest, either real or perceived, is declared or identified. A conflict of interest may be declared by: an institutional administrator, faculty member, on-site verifier, MACTE Board Member, or MACTE staff member. An alternate verifier is selected in the event an assigned verifier becomes unavailable, or if a conflict of interest is perceived to occur. All verifiers are required to sign and submit a confidentiality agreement to the MACTE office. |
| Approval of Contracts and Transactions Involving Potential Conflicts of Interest |
| Following receipt of information concerning an action or transaction involving an actual or potential conflict of interest, the Board of Directors shall consider the material facts concerning the proposed action or transaction. The Board of Directors shall approve only those actions or transactions in which the terms are fair and reasonable to the Corporation and the arrangements are consistent with the best interests of the corporation. The Board of Directors shall set forth the basis for its decision with respect to approval of actions or transactions involving conflicts of interest in the minutes of the meeting at which the decision is made, including the basis for determining that the action or transaction is fair to the corporation.  |
| **CONFLICT OF INTEREST DECLARATION** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Montessori Accreditation Council for Teacher Education Conflict of Interest Policy. I declare I will only participate as a verifier if I clearly have no present or future potential conflicts of interest with the teacher education program(s) to be visited by MACTE. I will continue to observe the Conflict of Interest Policy carefully.  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date  |
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