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| **MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION (MACTE)**  **Program Director On-Site Verification Visit Checklist**  This document is intended to help guide program directors in planning 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/NOTES** |
| **LODGING:** Make lodging arrangements for On-Site Verification Team (OSVT) and confirm flights for team members. Please remember that the OSVT have individual hotel rooms. | |  |
| **TRAVEL:** Contact OSVT to confirm flight arrival and departure times. Share with team members how they can travel to and from the airport. You can provide transportation, or verifiers can arrange to take a taxi, Uber, etc. Keep in mind that not all verifiers are comfortable with public transportation such as buses and subways. Email this information to the OSVT. | |  |
| **SCHEDULE:** Complete the on-site schedule and share with the OSVT and MACTE. The team leader and/or MACTE staff may provide feedback. | |  |
| *SELF-STUDY* & ON-SITE REPORTACCESS: Prior to the visit, MACTE staff will provide the OSVT access to the Portal to read your program’s *Self-Study* and any additional necessary documentation (such as a Staff Analysis). They will also provide them with the On-Site Reports that will be used. | |  |
| DOCUMENATION FOR REVIEW: Gather all documentation to be reviewed by the OSVT. Clearly label files for ease of review. Refer to MACTE’s Guide to Accreditation to see what documentation needs to be provided. | |  |
| ***If Initial and/or Renewal Visit:*** | | |
| ***The items below will be addressed in a single email from a MACTE staff member*** | | |
| UPDATE ONSITE VISIT REPORT: The MACTE staff will share access to the on-site report(s). At least one week prior to the visit, update the onsite visit report(s) with the program's administrative information, all adult learner and faculty names, and practicum sites that will be visited. | |  |
| SEND EMAIL ADDRESSES FOR SURVEYS: Complete and return the *Email Collection Sheet for MACTE Onsite Visit* spreadsheet (or equivalent) by date listed in email. | |  |
| THIRD PARTY COMMENT LETTER DISTRIBUTION:  Distribute the Third-Party Comments letter attached to the email. This letter contains information regarding the opportunity for stakeholders (adult learners, graduates, faculty, employers, etc) to make a third-party comment addressing substantive matters  related to the quality of professional education programs offered. | |  |
| ***After the Visit*** | | |
| REPORT: Within 14 calendar days of receiving the On-Site Verification Report, complete and submit the Program Director’s Response. This is the time when any required updated materials are to be submitted for review. | |  |
| REIMBURSEMENT: Make payment for expenses within 14 calendar days of receiving reimbursement forms. | |  |