|  |
| --- |
| **A blue circle with white text  AI-generated content may be incorrect.****MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION****Application for an****Affiliating Organization** **Instructions:** Submit this application, application fee, and required attachments electronically to accreditation@macte.org. |
| **Affiliating Organization Information** |
| Name of Affiliating Organization or Consortium:      Mailing/Office Address:      Chief Executive Officer:      Email:      Phone:      Legal Registry (State, Department, N/A):      Total Number of Teacher Education Institutions/Programs:       |
| **Total number of Teacher Education Program Certification Course Levels:** |
| Infant & Toddler:  | Early Childhood: | Elementary I:  | Elementary I-II:  | Elementary II:  | Secondary I:  | Secondary I-II:  |
|       |       |       |       |       |       |       |
| **Affiliating Organization Requirements** Please indicate compliance with the following criteria for affiliating organizations by attaching numbered documents as requested.  |
| 1. The affiliating organization is organized for purposes that are exclusively educational. * + Attachment 1: Provide a copy of Articles/By-Laws section containing statement of purposes.

2. The affiliating organization has primary responsibility in seeking and receiving MACTE accreditation for five or more affiliated Montessori teacher education programs. * + Attachment 2: List of affiliated courses including name of institution, course level(s), director, telephone, and address(es) for site(s) and mailing.
	+ If fewer than five are prepared to apply to become MACTE accredited, please include a paragraph that discusses the expected timeline and recruitment process for the additional programs.

3a. The affiliating organization has adopted the Quality Principles and Criteria of MACTE. Requires a verification of action by the governing board.3b. The affiliating organization has made a commitment to fulfill the required financial responsibilities (payment of annual dues). Requires a verification of action by the governing board. 3c. The affiliating organization representative is responsible for keeping its constituencies informed about the activities of MACTE. This includes verification of the commitment, a plan for dissemination of information, and a designation of responsibility.3d. The affiliating organization is committed to cooperation with all participating organizations and courses. Requires verification of commitment by resolution.* + Attachment 3: A copy of the minutes/proceedings of the governing board verifying the above. Please label (3a, 3b, etc.) where each of the above are located Attachment 3.
 |
| **Additional Documentation**Please submit the additional documentation requested below.  |
| 4. The affiliating organization submits three nominations for the MACTE Board.* + Attachment 4: A document that lists the names and Montessori credentials of three qualified candidates for the MACTE Board.

5. The affiliating organization must submit the guide for affiliation that is used by the affiliate’s teacher education programs. * + Attachment 5: The guide must address the following:
		- What are the hours required for training of each level? Clarify both academic hour and practicum hour requirements.
		- Practicum site requirements.
		- Affiliate’s process of monitoring TEPs, which may include the following:
			* process of applying for and renewing affiliation,
			* completing annual reports, if applicable,
			* completing any substantive change documents (such as a change in director, additional locations, etc.)
		- The affiliation’s distance education policy.
		- The affiliation’s code of ethics.
		- An outline of the process the affiliate will use to evaluate adult learners presented for graduation, how graduates will be tracked, and how you will distribute the credentials to the adult learners.

6. The affiliate must have a standard credential that includes the name of the teacher education program the adult learner graduates from. * + Attachment 6: A copy of the standard credential the affiliate uses

7. The affiliated organization must complete MACTE Affiliation Curriculum Component Form.* + Attachment 7: The MACTE Affiliation Curriculum Component Form
 |
| On behalf of our affiliating organization, we attest to the accuracy of the statements herein and completeness of documentation attached. This application is accompanied by payment of the affiliation application fee. Email this application and supporting documentation to: accreditation@macte.org  |
| Chief Executive Officer:      Signature/Date:      *(Please type name/date to submit Electronic Signature)*  |