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TIMELINE and STEPS in the AMS Initial Affiliation Process For Teacher Education Programs

Step 1: Program director obtains "AMS Handbook for Teacher Education Program Affiliation" from AMS office.

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Step 2: Program director submits application/documentation and fee to AMS office; AMS sends acknowledgment to program director.

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Step 3: AMS manager of teacher education services reviews documentation for format only, verifying all contents/documents required in the application and fee have been submitted.

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Documentation complete.	Documentation not complete.
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AMS manager of teacher education services notifies program director (via e-mail) of approval and requests 2 copies of application/documentation for Teacher Education Action Committee (TEAC) readers.	AMS manager of teacher education services requests additional information. Upon approval, program advances to the next step. Notification via e-mail.

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Step 4: AMS manager of teacher education services sends copies to 2 TEAC readers, who review application and documentation for content.

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Step 5: If during review TEAC readers have questions, they are e-mailed to AMS senior director of teacher education for e-mailing to program director for response. Responses are e-mailed back to AMS senior director, who forwards them to readers for their consideration.

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Step 6: Upon approval of application/documentation, TEAC readers recommend program to TEAC for applicant affiliate status action.

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Step 7: TEAC notifies program of action (via certified mail), and AMS manager of teacher education invoices program for applicant affiliate fees.

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Step 8: Once MACTE approves the self-study, MACTE staff schedule on-site verification visit. Program director sends copy of AMS application/documentation to on-site evaluation team (OSET) member, assigned by AMS as AMS verifier, after receiving AMS information and forms for on-site visit.

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Step 9: OSET visits program site.

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Step 10: AMS verifier sends original verification report with signatures to AMS manager of teacher education services and copy to program director (within 15 calendar days of visit). Verifier sends electronic copy to senior director of teacher education.	→ ←	Program director sends director's response to AMS manager of teacher education services (within 15 calendar days of receiving report from AMS verifier).

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Step 11: AMS verifier and program director send individual assessments of on-site visit to AMS manager of teacher education services (within 30 days of conclusion of on-site visit).
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Step 12: Program director receives instructions for final steps of affiliation process and sends any revisions to application/documentation as result of on-site visit to AMS manager of teacher education services.
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Step 13: Upon notification of MACTE accreditation, program director sends copy of MACTE letter of accreditation to AMS manager of teacher education services.
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Step 14: Program director submits new handbook to AMS; to include all revisions made during the affiliation process and adding AMS information.
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Step 15: Upon confirmation of accreditation award (step 13) and receipt of new handbook (step 14), AMS manager of teacher education services sends program director AMS certificate of full affiliation and invoices program for balance due for new level of affiliation.
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Step 16: The program submits adult learner registrations for adult learners who are enrolled in the course cycle in session during the AMS/MACTE on-site visit(s) that results in AMS full affiliate status and MACTE accreditation. Only adult learners enrolled during on-site visit are entitled to an AMS credential.
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Step 17: The term of AMS affiliation for a teacher education program is the length of accreditation with the MACTE Commission.