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| **AMS Affiliation Process for Teacher Education Programs**  |
| **Step 1:** Program director requests a copy of the *AMS Handbook for Teacher Education Program Affiliation* from AMS, and a copy of the *MACTE Guide to Accreditation* and *MACTE Self-Study Checklist* fromMACTE. (The AMS document checklist is Appendix B of the *MACTE Self-Study Checklist.*) |
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| **Step 2:** Contact AMS Teacher Education (TE) office to obtain and submit application for affiliation, and submit application fee. (One application and fee per course level for which you are seeking affiliation.)Program has a two-year window for submission of self-study documents to the MACTE *Portal* submission system. (See Step 3.) |
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| **Step 3:** Program director requests access to the *Portal* submission system from MACTE, and prepares and submits all self-study documents to that *Portal.*The application now enters the AMS queue for initial office review. |
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| **Step 4:** *Office Review Phase*: AMS TE Office reviews the submitted documentation to verify completeness based on the AMS handbook requirements. A review checklist is generated by AMS, and emailed to the program. The checklist may include a request for revisions. The email contains detailed next steps. |
| * Documentation complete.
 | * Documentation not complete.
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| TE office notifies program director (via email) of approval of submitted documentation; process moves to TEAC Reader Review Phase.  | TE office requests additional information and/or revisions. Once all documentation is complete and approved, TE office notifies program director (via email) of approval of submitted documentation; process moves to TEAC Reader Review Phase. |
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| **Step 5:** *TEAC Reader Review Phase*: TEAC readers review the documentation for content and adherence to AMS standards and requirements. A review checklist is generated by the TEAC readers, and the TE office emails it to the program. The checklist may include a request for revisions. The email contains detailed next steps. (The TEAC Reader Review Process is identical to the Office Review Phase, as described above.) |
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| **Step 6:** Following acceptance of application/documentation by TEAC readers, TEAC votes to approve the program’s application. Once approved, program gains applicant affiliate status. |
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| **Step 7:** TEoffice notifies the program via email/mail that TEAC has granted applicant affiliate status. TE office also notifies MACTE that the program is ready for an on-site verification visit, and sends an invoice to the program regarding applicant affiliate fees. The program becomes eligible for publication of applicant affiliate status, and is added to the programs listed on [amshq.org](https://amshq.org/) upon submission of applicant affiliate fees. |
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| **Step 8:** The program submits the adult learner registration form for all adult learners who are enrolled in the course cycle that is in session during the AMS/MACTE on-site visit(s). (The program will be asked to resubmit this form after they have reached **full** affiliate status.) |
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| **Step 9:** Once MACTE and AMS have approved the self-study, MACTE staff schedules an on-site verification visit. MACTE notifies AMS of the on-site team, and AMS selects an AMS verifier. AMS then provides the program director and the verifier with instructions and forms for the on-site visit. |
| 🡻A minimum of 60 days. |
| **Step 10:** OSVT (On-site Verification Team) visits program site.  |
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| **Step 11a:** AMS verifier sends original verification report with signatures to AMS Director of Teacher Education (within 15 days). MACTE sends a copy of the OSV report to the program director. | 🡺🡸 | **Step 11b:** Program director sends director’s response to AMS Director of Teacher Education (within 15 days). |
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| **Step 12:** AMS verifier and program director send individual assessments of on-site visit to AMS Director of Teacher Education (within 15 days of conclusion of on-site visit). |
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| **Step 13:** If needed, the program director sends any revisions to application/documentation to AMS director of teacher education services as a result of the on-site visit.  |
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| **Step 14:** The program awaits notification of MACTE accreditation (made during its quarterly meetings).  |
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| **Step 15:** Upon confirmation of accreditation award (step 14), TE office sends program director the AMS certificate of full affiliation and invoices program for balance of annual dues for full affiliation status. |
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| **Step 17:** The program submits adult learner registration fees for all adult learners submitted in Step 8, and resubmits the adult learner registration form for all adult learners who are still enrolled. (Only adult learners enrolled during the on-site visit are eligible for an AMS credential.) |