



MACTE Invoice

July 13, 2015

Dear Dean/Director,

According to Michigan Association of Colleges for Teacher Education (MACTE) records, you are the unit head of the educator preparation programs at Somewhere State University. This letter serves as the invoice for your institution’s membership in MACTE (<http://www.michacte.org/>) for the period of July 1, 2015 through June 30, 2016. MACTE dues are based on the number of representatives for your institution. The number of representatives for 2015-2016 is based on the following chart.

Productivity = number of program completers in K-12 educator programs from your institution’s <u>most recent</u> iPEDS report (http://nces.ed.gov/ipeds/). CIP codes 13.xxxx	Representative Allotment
0-25	4
26-50	6
51-100	8
101-200	8
201-350	8
351-500	10
501-700	10
701-1000	12
1001+	14

Current dues are \$80 per institutional representative. Please use the following formula to calculate your dues.

$$\begin{array}{ccc}
 \$80 \times \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{\# of representatives} & & \text{Total dues \$}
 \end{array}$$

EMU example (799 program completers from iPEDS = 12 reps.): $\$80 \times 12 = \960

Please note that MACTE bylaws require that dues are paid on the basis of representative allotments rather than a sliding scale. While an institution may decide to have fewer representatives than allotted, it cannot reduce its fees based on that decision.

Institutions with active AACTE memberships are eligible for **regular** MACTE memberships while non-AACTE educator preparation programs are eligible for **associate** MACTE memberships (see bylaws and membership at <http://www.michacte.org/>). If you have any questions about your dues, or wish to discontinue your institutional membership, please contact Ms. Pauline Banks (pbanks@emich.edu, 734.487.1415). MACTE's tax exempt number is 37-1506836. **Please make your check payable to "MACTE" and send it to the following address:**

Shawn Quilter, MACTE Treasurer
310 Porter Building, EMU
Ypsilanti, MI 48197

Included with this invoice is a list of representatives for your institution. Please update this list and return it with your dues by **October 1, 2015**. I am also including a copy of MACTE's W-9 in case your institution requires that for processing the invoice payment.

Thank you for your commitment to educator preparation.

Happy Summer!

Sincerely,



Shawn Quilter, Associate Dean
College of Education, EMU
Treasurer, MACTE