

## Institution Information

To apply for membership in the American Association of Colleges for Teacher Education (AACTE), please complete and return this application. Please type or print legibly all information requested in this application.

### OFFICIAL NAME OF INSTITUTION

(AACTE will use this name in all official references to your institution)

INSTITUTION NAME

MAILING ADDRESS

CITY STATE ZIP

URL/WEB ADDRESS

PHONE FAX

### PRESIDENT, PROVOST, OR CHANCELLOR

NAME

TITLE

MAILING ADDRESS

CITY STATE ZIP

E-MAIL

PHONE FAX

### AACTE MEMBERSHIP CHIEF REPRESENTATIVE

(This is the official responsible for your institution's teacher education program—usually a dean or chairperson—and will be the administrator for your institution's membership. This person will receive the yearly dues notices and will assign all other institutional representatives for AACTE membership.)

NAME

TITLE

MAILING ADDRESS

CITY STATE ZIP

E-MAIL

PHONE FAX

### REGIONAL ACCREDITATION STATUS

- Institution is regionally accredited.  
 Institution is seeking regional accreditation.

NAME OF REGIONAL ACCREDITING ORGANIZATION

### TYPE OF INSTITUTION AND INSTRUCTIONAL UNIT

The institution is (check only one):

- A single-campus institution  
 A branch campus of a parent institution

(NAME OF THE PARENT INSTITUTION)

- A main campus (parent institution) with one or more branch campuses and/or other campuses  
 An administratively equal campus of a multicampus institutional system  
 A consortium

### ACADEMIC YEAR

- Semesters  Quarters  Other \_\_\_\_\_

### INSTITUTION TYPE AND AFFILIATIONS

Control  Public  Private

If your institution is a member of any of the following organizations, please check the appropriate box(es):

- AILACTE: Association of Independent Liberal Arts Colleges for Teacher Education  
 CAEP: Council for the Accreditation of Educator Preparation  
 CADREI: Council of Academic Deans from Research Education Institutions  
 HACU: Hispanic Association of Colleges and Universities  
 NAFEO: National Association for Equal Opportunity in Higher Education  
 NCATE: National Council for Accreditation of Teacher Education  
 TEAC: Teacher Education Accreditation Council  
 TECSCU: Teacher Education Council of State Colleges and Universities

## Endorsement of this Application

Your endorsement of this application signifies that your institution proposes to take an active part in the work of AACTE and that your institution is committed to paying the membership fee.

I have read and approved this application.

SIGNATURE OF CHIEF REPRESENTATIVE

TYPED OR PRINTED NAME

TITLE

DATE

**APPLICATION REVIEW** Your application will be reviewed within 15 days of its receipt, and you will be notified via e-mail of the AACTE's decision.

## Membership Dues

AACTE assesses dues on a calendar-year basis and prorates its dues by quarter for institutions joining partway through a calendar year.

**DETERMINING YOUR INSTITUTION'S DUES AMOUNT:** To determine the dues amount for your institution, you must first determine your school or department of education's productivity as reported to the National Center for Education Statistics' IPEDS database. The dues amount is determined based on the most recent available IPEDS data.

**DEFINITION OF PRODUCTIVITY:** AACTE defines "productivity" for the purpose of dues calculations as the total number of students reported to IPEDS that received a first-major bachelor's, master's, or doctoral degree in education (not including students receiving teacher licensure only). This productivity total represents those individuals identified by IPEDS CIP code 13.

**DETERMINING YOUR INSTITUTION'S PRODUCTIVITY TOTAL:** To determine your institution's productivity total, contact your institution's central office data administrator OR contact AACTE's Membership department for assistance in pulling the data directly from IPEDS (recommended).

**NOTE:** Future-year dues amounts for your institution will be calculated automatically with data that AACTE will download directly from IPEDS for the appropriate completion year.

Once your institution's productivity total has been determined, compare to the dues and representative ranges below to determine your dues amount and representative allotment.

### Dues Chart

PRODUCTIVITY	2019 DUES	REPRESENTATIVE ALLOTMENT
0-25	\$1,950	4
26-50	\$2,790	6
51-100	\$3,625	8
101-200	\$5,015	8
201-350	\$6,410	8
351-500	\$7,805	10
501-700	\$9,200	10
701-1000	\$10,595	12
1001+	\$11,995	14

IPEDS INSTITUTION ID

TOTAL SCHOOL/DEPARTMENT PRODUCTIVITY (FROM IPEDS)

YOUR INSTITUTION'S REPRESENTATIVE ALLOTMENT (FROM CHART ABOVE)

DUES AMOUNT (SEE DUES CHART)

**CAN WE PRORATE OUR DUES?** If you are applying for membership in any quarter other than the first quarter of the year, calculate your institution's prorated dues as follows:

### PRORATED DUES SCHEDULE

Quarter in which application is submitted	Multiply your dues by this percentage
First: January – March	Pay total dues amount
Second: April – June	[dues amount] X 75%
Third: July – September	[dues amount] X 50%
Fourth: October – December	[dues amount] X 25%

### ASSIGNMENT OF REPRESENTATIVES

Once your application has been approved and membership is activated, the Chief Representative (CR) identified in this application will be able to assign Institutional Representatives online through the AACTE website. Procedures for assigning representatives will be sent to the CR at the appropriate time.

### Payment Information

If you would like to pay your AACTE dues via credit card, please provide us with the following information:

Check one:  Visa  MasterCard  American Express

CREDIT CARD NUMBER

EXPIRATION DATE

AUTHORIZING SIGNATURE

PRINTED NAME

To pay by check, please make check payable to:  
American Association of Colleges for Teacher Education. Please remit payment to:

American Association of Colleges for Teacher Education  
Membership Department  
1307 New York Avenue, NW, Suite 300  
Washington, DC 20005

If prepayment by check or credit card authorization is not submitted with this application, a dues invoice will be mailed following acceptance of your application. Membership becomes active when the invoice has been paid.

### Membership Criteria

1. The institution is a 4-year or upper-division graduate or undergraduate degree-granting institution.
2. The institution's primary purposes are educational.
3. The institution is regionally accredited.
4. The institution is committed to equal educational opportunity, affirmative action, diversity, and multiculturalism.
5. The institution can demonstrate that the preparation of professional educators is one of its most important institutional purposes.
6. The institution is committed to the preparation of professional educators for PreK-12 schools.
7. The institution has an identifiable unit devoted to the preparation and training of professional educators.
8. Resources are available to the professional education unit in the areas of personnel, funding, physical facilities, library, equipment, materials, and supplies.
9. The institution has written policies and procedures (including admissions and exit criteria, student assessment, and evaluation of graduates) upon which the operation of the unit rests.