

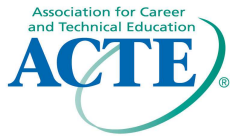
ACTE Positional Group Membership Application Timeline

A step-by-step guide for PGM main contacts, from application submission through active membership

This guide outlines the main steps for applying for or renewing an ACTE Positional Group Membership (PGM), from submitting the application to confirming active membership.

At-a-Glance Process Flow

Step	PGM Main Contact Action	Result
1. Request or access the application	Contact ACTE at pgm@acteonline.org to request the application.	ACTE can answer questions about eligibility, dues, divisions, and submission requirements.
2. Complete the application	Provide institution details, main contact information, participating positions, member names, emails, division selections, and applicable dues.	ACTE has the information needed to review and process the PGM.
3. Submit application and payment	Email the completed application to pgm@acteonline.org and include payment information, check, or purchase order as applicable.	ACTE reviews the submission and follows up if anything is missing or unclear.
4. Respond to follow-up requests	Provide any missing details, corrected information, roster updates, or clarification requested by ACTE.	Timely responses help keep processing on track.
5. Membership becomes active	No additional action is needed unless ACTE requests more information.	PGM memberships begin once the completed application and payment are received and processed. Listed members share the organization's membership dates.
6. Confirm and maintain roster	Share welcome information with participating educators and notify ACTE when a position needs to be reassigned.	Members can access benefits, and the roster stays accurate throughout the membership term.



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Before You Submit

- Confirm institution and primary contact information.
- List participating staff positions, member names, and current email addresses.
- Select ACTE divisions or sections for each participating member.
- Include any additional divisions, state dues, or state division dues, if applicable.
- Attach payment information, a check, or a purchase order, as applicable.
- Note any known staff changes before submission.

Key Timing and Roster Notes

- PGM memberships become active once the completed application and payment are received and processed.
- Missing or unclear information may delay processing until corrections are received.
- Members listed under the PGM generally share the same annual membership term.
- PGM memberships are tied to positions, so a membership can transfer to the new person filling that role for the remainder of the term.
- Renew on time to avoid interruption to ACTE member benefits.

Quick Questions

When does our PGM become active? Once ACTE receives and processes the completed application and payment.

Can we transfer a membership if someone leaves? Yes. Because PGM memberships are position-based, the membership can be reassigned to the new person filling that position for the remainder of the term.

Need Help?

For questions about applications, dues, rosters, or position updates, contact ACTE at pgm@acteonline.org.