

THIS SECTION OF THE STUDENT HANDBOOK SERVES AS THE SCHOOL CATALOG REQUIRED BY THE CALIFORNIA EDUCATION CODE.

PRIOR TO ENROLLMENT, YOU MUST BE PROVIDED, EITHER IN WRITING OR ELECTRONICALLY, WITH A SCHOOL CATALOG.

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.”

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the bureau’s Internet Web site: www.bppe.ca.gov.”

**CLASSES ARE HELD AT:
MONTESSORI CENTER FOR TEACHER EDUCATION**

4544 Pocahontas Avenue
San Diego, CA 92117
Phone (858)270-9350

www.MontessoriCenterforTeacherEducation.org

Effective June 1, 2015 to June 1, 2016

This catalog shall be updated annually. Annual updates will be made by the use of supplements or inserts accompanying this catalog. If changes in educational programs, educational services, procedures, or educational services, procedures, or polices required to be included in the catalog by state or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The Montessori Center for Teacher Education and Maria Montessori School are operated by Argonauta Educational Programs, Inc., a non-profit 501(c)3 corporation. This non-profit educational corporation was created to establish Montessori Schools for children, to offer Teacher Education Programs for adults, to conduct parent Study Groups and to provide qualified lecturers on Montessori Education. **“This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.”**

Argonauta Officers

Lo Ann Jundt	President
Edgar Ball	Vice-President
Carol Prendergast	Secretary-Treasurer

The Early Childhood and Elementary Montessori Teacher Education Courses of the Montessori Center for Teacher Education were first accredited by the Montessori Accreditation Council for Teacher Education (MACTE) in January 1992 and re-accredited in November 2014 to November 2021. Staff members of Montessori Center for Teacher Education are highly qualified educators in their field. With the exception of instructors of special classes, all are credentialed Montessori teachers with many years of experience teaching children in Montessori schools. The majority of our teachers on the teaching staff are also teachers at Maria Montessori School during the regular school year.

This Teacher Education Center is affiliated by the American Montessori Society and our Programs fulfill requirements for the AMS Credentials for Early Childhood, Elementary I, and Elementary I-II.

Administrative Staff members for the Center are:

Lo Ann Jundt:	Program Director, Instructor
Debbie Sheehan:	Assistant Director, Practicum Supervisor, Instructor
Dena Stoneman:	Consultant for EI, Instructor
Katherine Basmagy:	Consultant for EII, Instructor

ADMISSION POLICIES

Criteria for Enrollment

A. High School diploma and college units and degrees

1. Early Childhood

Early Childhood adult learners must have as a minimum

- a. a high school diploma or equivalent GED.
- b. Early Childhood adult learners with a bachelor's degree from a regionally accredited college/university will be recommended for an AMS Early Childhood Credential.
- c. AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma but not a bachelor's degree from a regionally accredited college/university.

2. Elementary I

- a. Elementary adult learners are required to have 60 units of college credit in order to enroll in the Academic Component for credit toward the full credential course.
- b. In order to be admitted into the practicum phase and work toward the AMS Elementary Credential, the adult learner must have a bachelor's degree from a regionally accredited college/university or a degree that equates to that of a regionally accredited college/university.
- c. Elementary adult learners without a bachelor's degree but with a high school diploma may audit the Elementary Academic Component only. Regular fees will be charged.

B. In Person or Phone Interview with an Administrative Staff member.

- C. The Courses are given in the English language.** The student must have the ability to read and write English at the level of a graduate of an American High School as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

D. Written paragraphs on site and under supervision

To evaluate the student's ability to communicate in writing, on the first day of the Course:

The adult learner will be asked to write on site approximately one page on the topic "Why I Would Like to Take This Training Course." The adult learner will pay attention to the following:

- Legible penmanship
- Correct sentence structure
- Correct verb tenses
- Expressing thoughts in complete sentences
- Correct spelling of basic words such as their-there, receive, believe, etc.

If the adult learner does not meet the criteria, the Teacher Education Center agrees to counsel such applicants on the disadvantages as well as the advantages of proceeding with the course.

- E.** "Ability to Benefit" screening evaluation will be given to adult learners who do not have a bachelor's degree. Adult learners receiving below the minimum score will be counseled on disadvantages as well as the advantages of proceeding with the course.
- F.** A practicum will not be done by an adult learner who audits the Academic Component.
- G.** Official copies of transcripts verifying highest level of education completed must be submitted before being recommended to AMS EC, EI, or EI-II Credential.

Disclosure

Montessori Center for Teacher Education has not entered into an articulation agreement or transfer agreement with any other college or university.

OUR MISSION

The Mission of the Montessori Center for Teacher Educations is to provide instruction to those individuals wishing to become Montessori teachers and, further, to provide that instruction in an atmosphere of inspiration, helpfulness, sincerity, and respect of the individual.

Maria Montessori School and Montessori Center for Teacher Education welcome diversity in our student body, faculty, and staff. We adhere to a policy of non-discrimination in regard to race, color, creed, national or ethnic origin, sex, marital status, sexual orientation and gender identity.

Objectives for Early Childhood

1. To learn of other theories of child development and see how they compare with Montessori's philosophy.
2. To gain a better understanding of children, with emphasis on ages 2 ½-6.
3. To learn of the many factors that contribute to a child's development.
4. To learn about the factors that contribute to a child's learning ability.
5. To demonstrate ability to assess children's developmental needs through a variety of vehicles, i.e., observation, case studies, development assessments, classroom products.
6. To provide a suitable match between assessment and developmental materials.
7. To demonstrate knowledge of varied learning styles.
8. To study the family of today and all the various types of family configurations.
9. To explore the family resources for referral and enrichment in a community.
10. To appreciate diversity and non-discrimination in all aspects of the child's life.
11. To understand the sequence and use of the Montessori materials in each area.
12. To examine how the Montessori materials relate to Montessori's basic principles and philosophy.
13. To demonstrate abilities to set up original activities and materials using concepts basic to Montessori apparatus (control of error, isolation of difficulty, etc.).
14. To present Montessori apparatus to children in a Montessori classroom.
15. To demonstrate knowledge of environmental design and preparation.
16. To develop classroom leadership abilities to plan and implement, individual and group activities, indoors and outside.
17. To learn how to provide opportunities for choice, problem solving, decision making and responsibility for learning on the part of the children.
18. To study a broad repertoire of teaching strategies such as inquiry, explanation, imitation, illustration, and dramatization.
19. To learn to evaluate objectives, children's individual growth, learning, and programs, and to prepare professional reports.
20. To design and evaluate curriculum materials and resources appropriate to children with diverse abilities and cultural backgrounds.

Objectives for Elementary:

1. Demonstrate knowledge of Montessori philosophy, theory, and methodology including Cosmic Education.
2. Demonstrate theoretical knowledge of pertinent research findings in the fields of child development, especially related to the 6-9 year old child.
 - a. Discuss Child Development and Education concepts.
 - b. Plan for continuity of learning experiences for children in the 6-9 age range.
3. Plan programs that meet the individual needs and interests of children appropriate to their development, cultural diversity, and experience level.
 - a. Become aware of the value of teaching peace both inside the classroom and in the community.
 - b. Develop a cultural awareness in children by providing experiences to appreciate differences and similarities of people in the world.
 - c. Encourage children to take care of the environment and thus attain a deep respect for all life.

- d. Demonstrate knowledge of environmental design and planning.
4. Design and evaluate curriculum materials and resources appropriate to children with varying abilities and backgrounds.
 5. Develop an understanding of how Montessori pedagogy corresponds to the developmental stages of children.
 6. Gain an understanding of the connection of geography, zoology, and botany curriculum with the sequence of lessons.
 7. Develop an understanding of the purpose of teaching a variety of perspectives about creation, evolution, and the contributions of ancient civilizations.
 8. Learn about the use of psychological presentations and The Great Lessons in Montessori education.
 9. Develop knowledge about the use of impressionistic charts to teach abstract concepts to children.
 10. Learn about the animal kingdom and the systems of classification for animals.
 11. Demonstrate an understanding of the use of nomenclature in teaching concepts and as a launching point for further learning by the children.
 12. Learn about the plant kingdom and the systems of classification for plants.
 13. Demonstrate an understanding of the use of nomenclature in teaching concepts and as a launching point for further experimentation by the children.
 14. Develop knowledge about the use of impressionistic charts to make clear for children to abstract botany concepts.
 15. Gain an understanding of the function of words (parts of speech) in English grammar.
 16. Learn about the use of psychological presentations in Montessori education.
 17. Become acquainted with Language Arts instruction and curriculum beyond the Montessori lessons.
 18. Develop an understanding of the purpose and sequence of the concrete materials moving from concrete to abstract operations.
 19. Gain knowledge about additional areas of math curriculum traditionally taught at different ages (i.e. telling time, money, measurement).
 20. Learn about the use of Primary Sensorial Materials in the sequence of Elementary geometry lessons.
 21. Develop an understanding of the purpose of nomenclature in geometry for spotlighting new terminology.
 22. Gain knowledge about the use of tools in geometry (i.e. compasses, protractors).
 23. Demonstrate an awareness of the community served, through parent conferences, and professional referrals.
 24. Become aware of community resources for children and families needing special services and/or support.
 25. Develop skill in articulating for parents, Montessori program details, and information about a child's developmental progress.
 26. Demonstrate theoretical knowledge of child development especially related to the 6-9 year or 6-12 year old child.
 27. Plan for continuity of learning experiences for children in the 6-9 age range.
 28. Plan programs that meet the individual needs and interests of children appropriate to their development, cultural diversity, and experience level.
 - a. Evaluate children's learning needs through a variety of vehicles (e.g., observation, tests, classroom products).
 - b. Develop a suitable match between needs and learning activities provided.
 - c. Learn about varied learning styles and approaches.
 - d. Demonstrate knowledge of environmental design and planning.
 29. Design and evaluate curriculum materials and resources appropriate to children with varying abilities and backgrounds.
 30. Participate in directed practice periods, and in creating materials for the Montessori elementary classroom,.
 31. Organize the physical environment in the classroom to effectively allow individual and group work and meeting space for all.
 32. Learn to include attractive, accessible and appropriate materials in the environment.
 33. Keep records of students' progress in academic and social-behavioral areas; to have a consistent record of lessons taught, as well as follow-up work completed by students.
 34. Schedule sufficient lessons to stimulate students, while allowing adequate time for student-selected work and integration of information; to include time to observe and support students.

35. Integrate the subjects which are other than the basic seven (botany, zoology, geography, history, math, geometry, and language) into the curriculum effectively; to coordinate specialist teachers, such as art, physical education, foreign languages, with the classroom program.
36. Understand and be able to utilize appropriate discipline techniques in a positive manner; to recognize the varied needs of students for promoting individual growth.
37. Utilize self evaluation and introspection for personal growth.
38. Become aware of various professional organizations, Montessori and other education-related groups,
39. Demonstrate knowledge of environmental design and planning.
40. Provide opportunities for choice, problem solving, decision making, and responsibility for learning on the part of the children.
41. To understand that computer technology is an integral part of practical life skills in the classroom.
42. To acquire some practical knowledge about the implementation of a computer education program for children aged 6-12.
43. To understand that physical development and movement, art, and music are an integral part of child development and learning.
44. To gain some practical knowledge about the implementation of a physical education, music, or art program into the classroom.

INTRODUCING OUR STAFF

Ms. Jundt received her B.A. from Cal State Northridge. She has taught all ages from pre-school to college graduate. She received her Montessori teacher education for 2-7 in London, England in 1965 from the International Association of Progressive Montessorians (IAPM) and her Association Montessori International (AMI) Diploma for Advanced Montessori 6-12 in Bergamo, Italy, in 1980. She is the past Executive Director for the National Center for Montessori Education, a position she held from 1981 to 1987. She is Executive Director of Maria Montessori School in San Diego, California and past Board member of AMS 2006-2010.

Ms. Stoneman has been a teacher of children ages 5-12 at Maria Montessori School of San Diego since 1994. In 2014, she became the school's Director. She received her Early Childhood and Elementary I-II Montessori Credentials through National Center for Montessori Education (NCME) and (AMS). She is the Consultant for the EI teacher education course, Field Consultant for EI-II, and an instructor for the EC, EI-II Teacher Education Courses held in San Diego.

Ms. Basmagy teaches Advanced Elementary children (ages 9-12) at Maria Montessori School in San Diego. Her Early Childhood Montessori Credential is from the International Association of Progressive Montessorians (IAPM) in San Diego and her Elementary Montessori Credential(6-12) is from AMI in Washington, D. C. Ms. Basmagy formerly taught in the U.S. Navy in Pensacola, Florida and Vanderbilt University, Tennessee. She has been a Montessori teacher at Maria Montessori School in San Diego in Early Childhood and then Elementary since 1978. She is the Consultant for the EII teacher education course, Field Consultant for the EII Component, and Instructor for EI-II.

Ms. Sheehan, Assistant Program Director, received the NCME Early Childhood Credential in 1995, the AMS EI-II in 2009, and the AMS Secondary Credential in 2011. She has taught Early Childhood for 12 years and has been teaching EI-II and Secondary since 2007. She is the Administrative Assistant Intern Supervisor, and Instructor for MCTE.

The Montessori Center for Teacher Education, 4544 Pochontas Avenue, San Diego, CA 92117 is registered with the Bureau for Private Postsecondary Education, P.O. Box 980818, W. Sacramento, CA 95798-0818. The school code is 3701731.

The Montessori Center for Teacher Education provides instruction for teachers in Montessori and other schools for children ages 2 ½ -12. These courses prepare individuals for employment as a Montessori teacher; offer further instruction to individuals who are already employed as teachers; individuals who would like to open their own schools and would like to use the Montessori Method; and Special Education teachers who need manipulative and concrete materials to develop neuro-muscular skills and abstract ideas.

Accredited are the Courses:

Early Childhood Montessori Teacher Education (to become a Montessori teacher of ages 2 ½-6)	
Academic Workshop on site	310 hrs.
Practicum	540 hrs.
*Additional hours during Course	<u>200 hrs</u>
Total Hours	1050 hrs.

*The adult learners must expect to spend additional time on homework assignments during the Academic Workshop and monthly written reports and material making during the Practicum. It is difficult to estimate the individual needs of each adult learner, but an approximation would be an additional 200 hours.

Elementary I-II Teacher Education

Academic Component to teach ages 6-9	390 hours
Academic Component to teach ages 9-12	<u>194 hours</u>
Total	584 hours
Practicum – direct contact with children	<u>1080 hours</u>
Total scheduled hours	1664 hours
Additional hours during Course	<u>365 hours</u>
Total	2029 hours

Elementary I Teacher Education (only)

Academic Component EI	390 hours
Practicum – direct contact with children	1080 hours
Additional hours during Course	<u>300 hours</u>
Total scheduled hours	1770 hours

During the practicum the adult learners should expect to spend additional time according to their own individual needs on studying, practicing with the Montessori materials, lesson planning, checking student's work; writing a Curriculum Development paper, and answering 12 content area questions and six additional general questions. An approximation of the additional time required for the Course is 360 hours.

Arrangements may be made for the practicum to be done at the 6-9 or 9-12 level.

Instruction is given in English only. Class size is limited to 12 adult learners for Early Childhood, 16 adult learners for EI, and 10 adult learners for EII Component.

Montessori Credentials are issued for satisfactory completion of the total courses: 2 ½-6, 6-9, 6-12.

A four-year college degree is required for the Credential. An Early Childhood student is able to obtain an Associate Credential without a four-year college degree. **Early Childhood graduates without a four-year college degree from an accredited college/university, are strongly urged to continue their education toward receiving a college degree from an accredited college/university preferably within the seven years following receipt of their AMS Montessori Associate Credential.**

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

“Any questions that a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818, phone 888-370-7589, or by FAX 916-263-1897, www.bppe.ca.gov.”

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for further action may be made to Program Director, Lo Ann Jundt. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, phone (888) 370-7589, FAX 916-263-1897. Complaint forms may be obtained on the website: www.bppe.ca.gov, and/or to AMS, 116 East 16th St. New York, NY 10003-2163. (212)358-1250, www.amshq.org, MACTE, 313 Second Street, S.E. Ste 112, Charlottesville, VA, 22902. (434) 202-7793, www.macte.org

All information in the content of this school catalog is current and correct and is so certified as true by Lo Ann Jundt, Program Director.

Lo Ann Jundt
Program Director

State of California
STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

“You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
3. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF which, to be considered must be filed within 60 days following school closure. For further information or instructions, contact:

STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND
Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818, 2535 Capitol Oaks Drive, Ste 400
Sacramento, CA 95833
1-(888) 370-7589
bppe@dca.ca.gov”

THE FOLLOWING WORDING IS A REQUIREMENT OF THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION AND MUST BE INCLUDED ON THE CURRENT SCHEDULE OF STUDENT CHARGES AND COURSE CATALOG.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Montessori Center for Teacher Education has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.

Records:

Montessori Center for Teacher Education maintains indefinitely, educational records for graduates including student admission, attendance, and evaluation, including a permanent cumulative file that documents student’s progress. Non-graduates records will be retained for five years. If file has passed its retention date, it will be shredded and disposed of properly.

1. The cum file contains information which conveys the substance of the preparation and indicates clearly the status of the adult learner upon termination of enrollment (up to five years).
2. Montessori Center for Teacher Education guarantees confidentiality and access to records in accordance with the Family Educational Rights and privacy Act.
3. Only the Program Director and Administrator will give out any information to third parties on the adult learner regarding their course work. This includes but not limited to grades, dates of attendance, rates of completion, absences, and times tardy. A signed statement by the adult learner giving permission to release information is required.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at Montessori Center for Teacher Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Credential you earn in Montessori Early Childhood or Montessori EI-II is also at the complete discretion of the institution to which you may seek to transfer. If the Credential that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Montessori Center for Teacher Education to determine if your Credential will transfer.”

Montessori Accrediting Council for Teacher Education (MACTE)

MACTE is the international standard setting and accrediting body for Montessori teacher education. MACTE was granted initial recognition by the U.S. Department of Education in 1995, and this recognition extends through the year 2015. The Secretary of Education is required by law to publish a list of nationally recognized accrediting agencies that the Secretary determines to be reliable authorities as to the quality of education or training provided by the institutions of higher education and higher education programs.

MACTE is recognized by the National Council for the Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC).

Montessori Center for Teacher Education has been accredited by MACTE since 1992 for Early Childhood and 1993 for EI-II.

Although Montessori Center for Teacher Education accepts adult learners from other countries who have a good command of the English language, we do not assist with the obtaining of the necessary government forms to study in the U.S.

The Courses are given in the English language. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. English language services, including instruction such as ESL, are not provided.

Students are given a screening of proof of “ability to benefit” by writing in legible handwriting, on site, an essay on “Why I Want to Study Montessori Education.”

THIS INSTITUTION DOES NOT GRANT CREDIT FOR PRIOR EXPERIENTIAL LEARNING.

MACTE COMPETENCIES FOR MONTESSORI TEACHER CANDIDATES
As revised in 2013

EARLY CHILDHOOD (2 1/2-6)
and
ELEMENTARY I (6 through 9) and I-II (6 through 12)

- 1. Knowledge** As relates to each level the candidate for certification understands:
- 1a. Montessori Philosophy
 - 1b. human growth and development
 - 1c. subject matter for each Course Level* not to exclude:
 - Cosmic education
 - Peace education
 - Practical life
 - The arts
 - Fine and gross motor skills
 - 1d. community resources for learning
- II. Pedagogy** As relates to each level the candidate for certification understands:
- 2a. correct use of Montessori materials
 - 2b. the scope and sequence of curriculum (spiral curriculum)
 - 2c. the prepared environment
 - 2d. parent/teacher/family/community partnership
 - 2e. the purpose and methods of observation
 - 2f. planning for instruction
 - 2g. assessment & documentation
 - 2h. reflective practice
 - 2i. support and intervention for learning differences
 - 2j. culturally responsive methods
- III. Teaching with Grace and Courtesy** As relates to each level the candidate for certification demonstrates and implements with children/adolescents:
- 3a. classroom leadership
 - 3b. authentic assessment
 - 3c. the Montessori philosophy and methods (materials)
 - 3d. parent/teacher/family partnership
 - 3e. professional responsibilities
 - 3f. innovation and flexibility
- *Early Childhood:** practical life, sensorial, math, physical and natural sciences, geometry, history, geography
- *Elementary:** language, mathematics, physical and natural sciences, geometry, history, geography and The Great Lessons

CODE OF ETHICS OF THE AMERICAN MONTESSORI SOCIETY

Principle I – Commitment to the Student

In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed or national origin
3. Shall protect the health and safety of students
4. Shall honor professional commitments, maintain obligations and contracts while never soliciting nor involving students or their parents in schemes for commercial gain
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law

Principle II – Commitment to the Public

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish private views from the official position of the Society;
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession

Principle III – Commitment to the Profession

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

1. Shall extend just and equitable treatment to all members of the Montessori education profession
2. Shall represent his or her own professional qualification with clarity and true intent
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications
4. Shall use honest and effective methods of administering duties, use of time, and conducting business

As American Montessori Society members, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the right of each child to have the freedom and opportunity to develop his/her full potential. AMS requires that all member schools and affiliated teacher education programs agree to comply with the AMS Code of Ethics. AMS relies solely on self-compliance of this Code.

Adopted by the AMS Board of Directors October 1969. Expanded June 1975. Updated October 2008 and 2010

INFORMATION ON EARLY CHILDHOOD AND ELEMENTARY COURSES

1. EARLY CHILDHOOD TEACHER EDUCATION

Description of the Early Childhood Course

Academic Component:

The areas of the Montessori program: Practical Life, Sensorial, Reading, Math, and Science Subjects including Botany and Zoology, Geography, Music, and Art are presented during this phase. Adult learners are given illustrations which must be colored and printed notes which make up the Teacher Resource Manuals.

Resource Manuals must be personalized. Classroom Leadership skills, observation techniques, record keeping, lectures on Child Development, Montessori philosophy, and supervised practice are also included in this section. A minimum of 10 hours of tutorial under the direct supervision of an EC course instructor at the Montessori School House is a requirement during this section.

The adult learner completes assigned readings and written reports on principles and philosophy of Montessori education and child development. Nine observations are made in Montessori classrooms. The cost of required textbooks is included in the list of fees.

Practicum Component:

Practical application by teaching in an approved Montessori classroom under the guidance of an experienced Montessori teacher occurs during this component. The adult learner observes, assists, and participates in the classroom for a nine month period. Prior to the first monthly report, the adult learner prepares an Organizational Report in which the children and their ages, gender, and previous Montessori experience are given, along with the Montessori materials available in the classroom. Each month the adult learner prepares a monthly report on the activities taught that month, problems arising, and plans for the coming month. A member of the Administrative Staff communicates with the adult learner by reviewing the reports, writing comments, contacting the adult learner by phone or email if necessary, and returning the report timely. Reports, with additional comments, questions, and discussion, are an ongoing vehicle of support for the adult learner in the teaching position. The Field Consultant visits the adult learner at least three times during the practicum year.

The written assignments and an original Curriculum Development project are completed during the practicum, along with other assignments outlined in this section.

Evaluations are made by the adult learner, the supervising teacher, and the field consultant. A curriculum project is also developed during this component by the adult learner. Financial arrangements are arranged between the adult learner and the practicum site.

Summarization: Final Assessment

Before the adult learner graduates from this Early Childhood Course a final assessment is held during one summer week.

The adult learners who are qualified to take the Final Assessment will be sent a letter by the end of April asking them to state whether or not they will be attending this assessment.

When all requirements have been satisfactorily met, the adult learner is recommended for the AMS Credential or Associate Credential by the Program Director.

This Final Assessment is based on several factors including active participation, authentic assessment, and final written tests on Montessori philosophy and materials.

During the time of final assessment, participants will be responsible for the following:

- * 1. Presentation of assigned materials to “students” in simulated classroom situations. All participants will critique and evaluate the presentations.
- *2. A 20 minute minimum (30 minute maximum), oral summary of the practicum year using examples of adult learners’ work, insights gained, work with “special needs” children, Human Values/Peace lessons, and general description of the year’s experience.
- *3. A 10-minute report on the Year’s Research/Curriculum Development Project. Examples of children’s work and photographs may be used.
- *4. A 5-minute report on the conference, seminar, or workshop attended during the practicum year
- 5. A description of two local resources/centers available in the adult learner’s community that were visited prior to the practicum year.
- 6. A 4 hour written test on Montessori materials/philosophy.
- *7. On display for sharing will be:
 - a. Teacher Resource Manuals
 - b. Curriculum Development Project
 - c. Practicum materials
 - d. Community Resource File
- 8. Summarizing practicum evaluations completed by the adult learner and other contacts as appropriate.

*** To participate in the Final Assessment all of the above items that are starred are considered “Sharing Assignments” and must be completed before the start of this Final Assessment.**

If the adult learner has NOT completed all starred items, then the individual is moved to a following year’s cohort and will not be able to graduate that summer.

The final written exams, however, may still be taken.

The final activity of the Assessment will be an Exit Interview held with each adult learner and the Program Director Assistant Director, and Field Consultant to review and discuss the readiness of the candidate to be recommended for an AMS Early Childhood Credential. At that time the Summarizing Practicum evaluations done by the adult learner and others will be reviewed.

Objectives

1. To discuss with the Final Authentic Assessment Cohort their practicum experience.
2. To demonstrate competency in the presentation of the Montessori materials.
3. To demonstrate competency in Montessori principles, philosophy and child development.
4. To verify completion of the Teacher Resource Manuals required by the Teacher Education Course.
5. To present the Curriculum Development project to the participants.
6. To share with the course instructors and cohort in the authentic assessment of their practicum experiences.

This evaluation is based on several factors including authentic assessment and a final written test on Montessori philosophy and materials.

GENERAL INFORMATION

Once 40 hours of the academic component have been completed the adult learner may apply for entrance into the Early Childhood Credential Program and begin the Practicum Component.

Adult learners will be considered enrolled in the AMS full Early Childhood Teacher Education Program leading to a Montessori Credential when they are admitted to the Early Childhood Credential Program.

Students will be admitted to the practicum upon:

1. Satisfactory completion of the Academic Component.
2. Verification of High School and/or College diploma or equivalent with a transcript from a regionally accredited college or university;
3. For those without a bachelor's degree, passing the Wonderlic Personnel Test, which will demonstrate the ability to benefit from our Teacher Education Program and will be given at the Center;
4. Securing a practicum site;
5. Submitting an application for entering the full AMS Credential/Associate Credential Program.

The adult learners who are qualified to take the Final Assessment will be sent a letter by the end of April asking them to state whether or not they will be attending this assessment.

When all requirements have been met, the adult learner is recommended for the AMS Credential/ or Associate Credential.

Program Directors may issue a certificate of attendance or letter indicating successful completion to an adult learner. The AMS Board of Directors approved the following guidelines for letters and certificates of attendance:

- The certificate or letter has the full name of the teacher education program only; reference to AMS cannot be included except in the required disclaimer statement below
- The certificate or letter is signed by the program director
- AMS logo, AMS seals, and MACTE seals may not be used
- The certificate or letter must include a disclaimer "This certificate of completion is not an AMS Montessori credential."

II. ELEMENTARY TEACHER EDUCATION

Description of the Elementary Courses

E I (6-9)

Prerequisite: Early Childhood Credential from an AMS, NCME or an approved Early Childhood Montessori Teacher Education Program or the 40 hour Early Childhood

Overview. *

* **Cost for the Overview is not included in the tuition fees for the Elementary Teacher Education Course.**

It is required that that the adult learner must have 60 units of college credit in order to take the academic component for credential credit. A bachelor's degree is required to be admitted to the credential component (practicum and final assessment.) If the adult learner does not have 60 units of college credit, s/he may attend the academic component as an audit adult learner wishing information only.

Academic Component: Eight Weeks Elementary Workshop for ages 6-9 (346 hours).

Montessori materials used in the Elementary Program for ages 6-9 are presented during the component. Subjects covered:

History	Practical Life	Philosophy & Principles
Botany	Art	Classroom Leadership
Zoology	Music	Evaluative Measures
Geography	Physical Education	Material Making
Language	Computer	Administration
Math		Diversity
Geometry		Reporting to Parents

Notes on the presentations will be distributed to the participants. These printed notes, along with personal notes and illustrations adult learners may wish to include, will constitute the adult learner's Teacher Resource Manuals. The Resource Manuals are to be personalized by the adult learner.

Much of the Elementary materials must be teacher-made, so some time will be spent on making materials during each daily session. Many paper materials (such as illustrations for charts, time lines, classified nomenclatures, drawings and labels) will be distributed at no additional charge.

Workshop sessions are held from 8:30-5:00 daily. Some weekday practice and Saturday sessions will be required.

During the 6-9 Course, materials and philosophy covered in the Early Childhood Montessori Course will not be repeated, except as they apply to the 6-9 Course.

Practicum:

The adult learner secures him/her an internship in an approved Montessori elementary school in which the theory and practice of Montessori education come together. Prior to the first monthly report, the adult learner prepares an Organizational Report in which the children and their ages, sex, and previous Montessori experience are given, along with the Montessori materials available in the classroom. Each month the adult learner prepares a monthly report on the activities taught that month, problems arising, and plans for the coming month. An Administrative Staff member communicates with the adult learner by reviewing the reports, writing comments, contacting the adult learner by phone or email if necessary, and returning the report timely. Reports, with additional comments, questions, and discussion, are an ongoing vehicle of support for the adult learner in the teaching position. The Field Consultant visits the adult learner at least three times during the year.

The written assignments and an original Curriculum Development project are completed during the practicum, along with other assignments outlined in this section.

The practicum may be completed in one year in its entirety after the Academic Components for A (for ages 6-7) and B (for ages 8-9) are completed, or the practicum may be completed in two years if A is taken one summer and B is taken the following summer.

The practicum may be started by an eligible candidate who has completed Academic Component A (for ages 6-7), the first four weeks of the summer program. In this case, the adult learner will complete half-reports for the nine-month period. The lessons being reported must be with the curriculum for the 6-7 year old.

The practicum with 8-9 year olds (or 6-9 year olds) may be started upon completion of Academic Component B.

Arrangements may be made for the practicum to be done at the 6-9 or 9-12 level if the adult learner has attended the full 6-12 courses of study.

Final Assessment:

Before the adult learner graduates from this E I Course a final assessment is held during the summer.

1. Adult learners who have completed at least 60% of their practicum by April 1 are eligible to register for the Final Assessment. They will be sent a letter by the beginning of April asking them to state whether or not they intend to attend during the upcoming summer.
2. The Final Assessment is always held in even years.
3. A minimum of five adult learners is required in order to hold the Final Assessment in odd years.
4. Lesson presentations will be assigned to participants during the Final Assessment.
5. Depending on the number of adult learners in the Final Assessment cohort, 5-7 days will be required to complete the Final Assessment.
6. Adult learners will receive the results of their written exams by August 31.
7. After the adult learner has successfully completed all requirements of the Teacher Education Program and all financial obligations have been met, the recommendation for the credential will be sent to the AMS office by the Program Director.
8. The request for the AMS EI Credential will be sent to the AMS office along with the adult learner's original transcripts. The credential is signed by the AMS President, then mailed to the teacher education program for the director's signature. The program then mails the credential to the graduate. This process may take some time, so if immediate confirmation of course completion is needed, the program will write a letter of completion, if requested.

Objectives

1. To demonstrate competency in the presentation of the Montessori materials.
2. To demonstrate competency in Montessori principles and philosophy.
3. To verify completion of the Teacher Resource Manuals required by the teacher education course.
4. To present the Curriculum Development project to the participants.
5. To share with the course instructors and cohort the authentic assessment of their practicum experience.

This Final Assessment is based on several factors including active participation, authentic assessment, and final written tests on Montessori philosophy and materials.

During this time of final assessment, participants will be responsible for the following:

- * 1. Presentation of assigned materials to “students” in simulated classroom situations. All participants will critique and evaluate the presentations.
- *2. A 20 minute minimum (30 minute maximum), oral summary of the practicum year using examples of adult learners’ work, insights gained, work with “special needs” children, Human Values/Peace lessons, and general description of the year’s experience.
- *3. A 10-minute report on the Year’s Research/Curriculum Development Project. Examples of children’s work and photographs may be used.
- *4. A 5-minute report on the conference, seminar, or workshop attended during the practicum year. A written report must be submitted at this time as part of the Competency Portfolio.
- 5. A description of the three local resources/centers available in the adult learner’s community that were visited during the practicum year.
- 6. Presentation/Discussion of observations made in Elementary classroom.
- 7. A 4 hour written test on Montessori Elementary philosophy.
- 8. A 4 hour written test on Montessori Elementary materials.
- *9. On display for sharing will be:
 - a. Teacher Resource Manuals
 - b. Year’s Project
 - c. Weekly Journal on five special needs children from Feb-June
 - d. Summary of the year’s work with the child selected for the daily log
 - e. Human Values journal
 - f. Samples of children’s work
 - g. Mind Maps for *From Childhood to Adolescence* and *To Educate the Human Potential*
- 10. Summarizing practicum evaluations completed by the adult learner and other contacts as appropriate.

*** To participate in the Final Assessment all of the above items that are starred are considered “Sharing Assignments” and must be completed before the start of this Final Assessment.**

If the adult learner has NOT completed all starred items, then the individual is moved to a following year’s cohort and will not be able to graduate that summer. The final written exams, however, may still be taken.

The final activity of the Assessment will be an Exit Interview held with each adult learner and the Program Director, Assistant Director or Elementary EI Consultant, and Field Consultant to review and discuss the readiness of the candidate to be recommended for an AMS Elementary I Credential. At that time the Summarizing Practicum evaluations done by the adult learner and others will be reviewed.

E II (9-12) component of the EI-II Course

Five weeks Elementary Component for ages 9-12.

The 6-12 Credential is given only after the adult learner has completed all 6-9 Credential course work and the 9-12 component. Beyond the 6-9 Credential, a minimum of 175 hours is required for the 6-12 Credential.

Montessori Materials used in the Elementary program for ages 9-12 are presented during each daily session. Many paper materials (such as illustrations for charts, time lines, and classified nomenclatures, drawings and labels) will be distributed at no additional charge.

Practicum information – Arrangements may be made for the practicum to be done at the 6-9 or 9-12 level, see EI on page 16.

Prerequisites for AMS 6-9 (EI) Elementary Credential:

1. Early Childhood Montessori Teacher Education for ages 2½-6.
(A credential is not required).
2. Successful completion of AMS E-I Course.
3. A bachelor's degree from a regionally accredited college/university or equivalent.
4. Payment of all required fees.

Prerequisites for AMS 6-12 (EI-II) Elementary Credential:

1. AMS or NCME E-I Credential verified:
2. If applicant has an EI Credential from other than AMS or NCME EI Course, course work from another EI organization may be evaluated. Deficiencies will be determined and must be arranged for make-up before the AMS EI-II Credential may be given. Refer to the policy in the EI Handbook.
3. Successful completion of the practicum in either a 6-9 or 9-12 classroom setting.
4. Successful completion of AMS E-II (the 9-12 Component).
5. A bachelor's degree from a regionally accredited college/university or equivalent.
6. Payment of all required fees.

Program Directors may issue a certificate of attendance or letter indicating successful completion to an adult learner. The AMS Board of Directors approved the following guidelines for letters and certificates of attendance:

- The certificate or letter has the full name of the teacher education program only; reference to AMS cannot be included except in the required disclaimer statement below
- The certificate or letter is signed by the program director
- AMS logo, AMS seals, and MACTE seals may not be used
- The certificate or letter must include a disclaimer “This certificate of completion is not an AMS Montessori credential.”

REQUIREMENTS FOR THE EI CREDENTIAL PROGRAM

Adult learners will be considered enrolled in the full AMS Elementary Education Course leading to a Montessori Credential when they are admitted to the Practicum Component.

Adult learners will be admitted to the Elementary Practicum Component after:

1. Completion of Early Childhood Credential or Early Childhood Overview
2. Evidence of successful performance in the Academic Component as evaluated by course instructors;
3. A bachelor's degree from a regionally accredited college or university; (This bachelor's degree serves as the Ability to Benefit requirement)
4. Securing a practicum site;
5. Submitting an application for entering full Credential Program.

The basic format of the AMS Elementary 6-9 Credential program consists of an eight week (346 hrs) intensive workshop during which time participants are presented with the elementary materials and are supervised in the preparation of teacher-made materials, followed by a nine month work/study period of (practicum) practical application and further study of each content area in an elementary classroom.

A one-week session is held for Final Assessment.

An exit interview is held with the adult learner.

The AMS Elementary 6-12 Certification consists of the EI Course and an additional five week 9-12 component. Only adult learners who have completed EI requirements and a practicum in the 6-9 or 9-12 age range are considered for the 6-12 Credential.

Note:

It is required that the adult learner must have 60 units of college credit in order to take the academic component for credential credit. A bachelor's degree is required to be admitted to the credential component (practicum and final assessment.) If the adult learner does not have 60 units of college credit, s/he may attend the academic component as an audit adult learner wishing information only.

The Montessori Center for Teacher Education does not recommend adult learners with a non-equivalent degree for the AMS Elementary Credential. Any deficiencies in equivalency must be corrected before the adult learner is accepted into the Practicum Component.

FEES AND OTHER RELATED EXPENSES

EARLY CHILDHOOD:

Effective September 1, 2014 to January 2016

Application fee Payable upon enrollment	\$ 100.00
Tuition September 16, 2015 to June 1, 2016 (Including album masters and books) \$1100 due on or before the first day of the course, \$1100 due in January and \$1098.50 due in April	3298.50
STRF fee (\$.50 per \$1,000 of tuition) Payable upon enrollment	1.50
*AMS adult learner fee Payable upon enrollment	215.00
*MACTE adult learner fee Payable upon enrollment	<u>155.00</u>
TOTAL CHARGES INCLUDING ADULT LEARNER FEES DUE UPON ENROLLMENT	\$3770.00
Practicum September 1, 2015 to June 1, 2016 Payable: Application \$50. Balance payable in two payments: September 2015 and January 2016	800.00
Final Assessment July 2017 TBA Payable by the first day of assessment with a Letter of Declaration to participate in the Final Assessment. All financial obligations must be resolved before testing can be given to the student.	500.00
*TOTAL CHARGES	<u>\$ 5170.00</u>

*or the current AMS and MACTE fees which do increase from time to time.

*total charges for the period of attendance and an estimated schedule of total charges for the entire educational program are the same.

Required supplies purchased independently:

Colored pencils, felt tip pens, paper for teacher-made materials
Plastic covers for Teacher Resource Manual pages are optional.

The Field Consultant must visit the Intern at least three times during the practicum. Additional charges apply for Field Consultant observations if student works over 25 miles from the Center.

MCTE does not participate in federal government aid or loan programs, however AMS does grant a number of scholarships each year. Information may be found on the AMS website: www.amshq.org.

ELEMENTARY I COMPONENT OF THE EI-II CREDENTIAL

Effective September 1, 2014 to January, 2016

Application fee payable upon enrollment	\$ 100.00
Tuition June 15, 2015 to August 7, 2015 (including album masters and books) Payable upon enrollment in two payments June and July 2015	4383.00
STRF fee (\$.50 per \$1,000 of tuition) Payable upon enrollment	2.00
*AMS adult learner fee Payable upon enrollment	215.00
*MACTE adult learner fee Payment upon enrollment	<u>155.00</u>
TOTAL CHARGES INCLUDING ADULT LEARNER FEES DUE UPON ENROLLMENT	<u>\$4855.00</u>
Practicum The Application Fee of \$50 paid at time of registration for practicum is applicable to the \$800, then \$350 paid with first report and \$400 paid with January report. If practicum is done in two years, the \$800 practicum fee can be divided by 2.	900.00
Final Assessment Payable by the first day of assessment with a Letter of Declaration to participate in the Final Assessment. All financial obligations must be resolved before testing can be given to the student.	<u>\$ 500.00</u>
* TOTAL CHARGES	\$6255.00

***or the current AMS and MACTE fees which do increase from time to time.**

***total charges for the period of attendance and an estimated schedule of total charges for the entire educational program are the same.**

Early Childhood Overview **\$ 350.00**

Adult learners who do not possess an Early Childhood Montessori Credential are required to take the five-day Early Childhood prerequisite which is held during the week before the beginning of the 6-9 Course. The Early Childhood program serves as the foundation of the elementary program, and an understanding of Montessori principles and practices of this age is important for the elementary teacher. Selected materials from the Practical Life, Sensorial, Language, and Math areas of the Early Childhood curriculum are either explained or presented. The adult learner is given album pages describing and illustrating Early Childhood Montessori apparatus.

Adult learners should plan on spending between \$200-\$800 on paper for mounting, duplicating copies, lamination, colored pencils, etc. according to the needs of each individual participant.

A representative of the Montessori Center for Teacher Education must observe the Elementary student teacher three times during the practicum. Additional charges apply for Field Consultant observations if the adult learner works over 25 miles from the Center.

Montessori Center for Teacher Education does not participate in federal government aid or loan programs, however AMS does grant a number of scholarships each year. Information may be found

on the AMS website: www.amshq.org.

ELEMENTARY II COMPONENT OF THE EI-II CREDENTIAL:

Effective September 1, 2014– August 31, 2015

Application fee Payable upon enrollment	\$ 100.00
Tuition June 22 to July 24, 2015 Payable upon enrollment (including album masters and books)	3123.50
STRF fee Payable upon enrollment (\$50 per \$1,000 of tuition)	1.50
*AMS adult learner fee Payable upon enrollment (if not previously registered)	215.00
*MACTE adult learner fee Payable upon enrollment (if eligible for EI-II credential)	155.00
*TOTAL CHARGES INCLUDING ADULT LEARNER FEES	\$3595.00

***or the current AMS and MACTE fees which tend to increase annually.**

***total charges for the period of attendance and an estimated schedule of total charges for the entire educational program are the same.**

If a practicum was not completed during the EI Component, a representative of the Montessori Center for Teacher Education must observe the EI-II adult learner three times during the practicum. Additional charges apply for observations and if the adult learner works over 25 miles from the Center.

Montessori Center for Teacher Education does not participate in federal government aid or loan programs; however AMS does grant a number of scholarships each year. Information may be found on the AMS website: www.amshq.org.

REFUND POLICIES

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Withdrawal of the participant in the Academic Component may occur any time following the seventh business days after the program starts. The adult learner will be entitled to a refund up to 60% of the Course, excluding unreturned materials and \$100 of the Registration Fees. Refunds will be sent within seven working days from official withdrawal.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Attendance Time means the time between the scheduled starting date of the first class and the date on which the adult learner formally cancels his/her enrollment, whether or not the adult learner actually attends.

STEPS TO FOLLOW TO CANCEL THE ENROLLMENT AGREEMENT

1. Student contacts the Director of the Program to inform the Director of plan to withdraw from the program.
2. Student fills out and returns the withdrawal form.
3. The refund is figured according to the following guidelines and sent within seven working days from the official withdrawal date.

REFUND POLICY

EARLY CHILDHOOD:

1. Application Fee - \$100

Once the adult learner has been accepted for the Course, \$75 of the application/registration fee is not refundable.

2. Registration:

AMS adult learner fee - \$215

The AMS fee goes to AMS and, **once paid, the fee is non-refundable.**

MACTE adult learner fee - \$155

The MACTE fee goes to MACTE and, **once paid, the fee is non-refundable.**

STRF FEE -\$1.50

A state imposed fee of \$.50 per \$1,000 of tuition paid is non-refundable

3. Cost of books and supplies is \$200 and is non-refundable

4. Tuition for Academic Component: \$3,298.50 (for 310 hours of instruction)

Non-refundable fees:

Application fee	\$ 75.00
AMS adult learner fee	\$215.00
MACTE learner fee	\$155.00
STRF fee	\$ 1.50 (\$.50 per \$1,000 tuition paid)
Album masters and books	<u>\$200.00 of the tuition</u>
Total	\$646.50

Example: If a student leaves the program after 10 days:

a. \$3298.50 - \$200 (album masters and books) = \$3098.50 ÷ 310 hours = approx. \$10.00 per hour

b. \$10.00 per hour X 75 hrs (7.5 hrs per day X 10 days) = \$750

c. Amount of refund : \$3098.50 - \$750 = \$2348.50

5. Practicum - \$900

Application Fee is \$50. Practicum Fees are paid by semester at the rate of \$450 paid in September and \$400 paid in January. **Once paid, the fee is non-refundable.**

Final Assessment- \$500

The Final Assessment is not payable until time of the assessment.
Once paid, the fee is non-refundable.

REFUND POLICY

ELEMENTARY I COMPONENT OF THE EI-II CREDENTIAL

1. Application Fee \$100

Once the adult learner has been accepted , \$75 of the \$100 Application/ fee is not refundable.

2. Registration:

AMS adult learner fee - \$215

The AMS fee goes to AMS and, **once paid, the fee is non-refundable.**

MACTE adult learner fee - \$155

The MACTE fee goes to MACTE and, **once paid, the fee is non-refundable.**

STRF fee – \$2.00

A state imposed fee of \$.50 per \$1,000 of tuition paid, and is non-refundable.

3. Cost of album masters and supplies is \$400 and is non-refundable

4. Tuition for Academic Component - \$4383 (for 390 hours of instruction)

Non-refundable fees:

Application fee	\$ 75.00
AMS adult learner fee	\$ 215.00
MACTE learner fee	\$ 155.00
STRF fee	\$ 2.00 (\$.50 per \$1,000 tuition paid)
Album masters and books	<u>\$ 400.00 of the tuition</u>
Total	\$847.00

Example: If a student leaves the program after 10 days:

a. \$4383- \$400 (album masters and books) = \$3983 ÷ 390 hours = approx. \$10.00 per hour

b. \$10.00 per hour X 75 hrs (7.5 hrs per day X 10 days) =\$ 750.00

c. Amount of refund: \$3983 - \$750 = \$3233.00

5. Practicum - \$900

Application fee is \$50.00 Practicum fees are paid by semester at the rate of \$500 paid in September and \$450 paid in January. **Once the Practicum installment fee has been paid, the fee is non-refundable.**

6. Final Assessment- \$500

The Final Assessment is not payable until time of the assessment. **Once paid, the fee is non-refundable.**

REFUND POLICY

ELEMENTARY II COMPONENT OF THE EI-II CREDENTIAL

1. Application Fee - \$100

Once the adult learner has been accepted for the workshop, \$75 of the Application Fee is non-refundable.

2. Registration:

AMS adult learner fee - \$215 (if the adult learner has not been registered previously)

Once the AMS adult learner fee has been paid, the fee is non-refundable.

MACTE adult learner fee - \$155

Once the MACTE adult learner fee has been paid, the fee is non-refundable.

3. Cost of album masters and supplies –\$ 275 and is non-refundable

4. STRF fee - \$1.50 (\$.50 per \$1,000 in tuition paid) – non-refundable

5. Tuition Fee - \$3123.50 (for 194 hours of instruction)

Non-refundable fees:

Application fee	\$ 75.00
AMS adult learner fee	\$ 215.00
MACTE learner fee	\$ 155.00
STRF fee	\$ 1.50 (\$.50 per \$1,000 tuition paid)
Album masters and books	<u>\$ 275.00 of the tuition</u>
Total	\$721.50

Example of Refund: If a student leaves the program after 10 days:

a. $3123.50 - \$275$ (album masters and books) = $\$2848.50 \div 194$ hours = approx. **\$14.50 per hour**

b. $\$14.50 \times 75$ hrs (7.5 hrs per day \times 10 days) = **\$ 1087.50**

c. Amount of refund: $\$2848.50 - \$1087.00 = \$1761.50$

MONTESSORI CENTER FOR TEACHER EDUCATION

FACILITY

Montessori Center for Teacher Education is located at 4544 Pocahontas Ave, San Diego, CA 92117. The facilities include:

- a. Three lecture rooms with a capacity of 12 adult learners for 2 ½-6 , 16 for EI, 10 for EII Component in which adult learners meet for demonstrations, lectures, supervised practice and material making. A complete set of Course- appropriate Montessori materials are kept in each lecture room. Practical Life exercises are either presented in a children's classroom or brought in to the lecture room as needed.
- b. Fully equipped and staffed Montessori school for children ages 2 ½ to 12 in which adult learners may intern and do observations.

There is adequate parking with a parking lot and street parking available. A city bus stop is 5 blocks from the facility.

This institution, the facilities it occupies and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

LIBRARY AND OTHER LEARNING RESOURCES

Resource books on core curriculum available in the classrooms. A branch library is located within walking distance of the facility and for all other research needs, adult learners are able to access the internet.

STUDENT SERVICES

Montessori Center for Teacher Education provides the following Student Services:

- A) Academic Advice
Lo Ann Jundt, Program Director, is available to discuss academic issues pertaining to course and college requirements.
- B) Counseling and Health Care
Assistant Program Director is available to give information on counseling services and health care.

HOUSING

- A. **Montessori Center for Teacher Education does not have a housing facility.**
- B. San Diego is a summer tourist area so typically hotels will charge \$99 to \$199 per day. There are a number of motels nearby within 10 miles of the facility.
- C. **Montessori Center for Teacher Education has no responsibility to find or assist a student in finding housing.**

CALENDAR

Early Childhood:

Written lessons may begin at any time.

Academic Component is held in summer and begins in June.

Practicum generally begins in September.

Final Assessment is held in June or July.

Elementary - 6-9 Component of the 6-12 Credential:

Academic Component begins in June or July

Practicum begins in September.

Final Assessment is held in even years in June or July.

Elementary – 9-12 of the 6-12 Credential:

Is held in summer, July – August in even numbered. With enrollment of a minimum of 5 students, an EII component of EI-II may be held in odd years as well.

Classes are not held on legal holidays. The specific calendar for each course is posted on the bulletin board in the teacher education course lecture rooms.

INSTRUCTION HOURS**Early Childhood**

Monday through Friday 8:30-5:00 and 2 Saturdays.

Elementary: Daily 8:30 a.m. to 5:00 p.m.

Some evenings 5:30 -7:30 and some Saturdays

ADMINISTRATION HOURS

Daily 8:30 a.m. to 4:00 p.m.

ATTENDANCE

State Law requires that attendance be kept. Regular attendance is essential, as new material is presented each session. Adult learners are responsible for knowing the content of each session.

More than 10% absence from the classroom instruction disqualifies an adult learner from receiving the Credential. For Early Childhood, all Tutorial hours must be completed.

Make-up work must be arranged by the adult learner with the instructor.

TIME LIMIT

Students are expected to complete all course requirements, academic, practicum, and financial, within 3 years following the program's official end of the academic phase for which the adult learner was enrolled. This period can be extended with the approval of the Program Director.

In the event the course work must be extended beyond the 3 years following the end of the academic phase, the following steps must be taken:

- a. The adult learner must discuss the situation with the Program Director.
- b. If the Program Director determines the potential for a reasonable cause for extension, the adult learner must state the following in writing:
 - 1.. finish date of the academic component of course
 2. date of required extension
 3. reason for extension
- c. In any case an extension will not be granted beyond a total of 5 years without further course work and fees to be determined.

The practicum must begin within two years after the end of the academic phase. If the adult learner extends his/her course work beyond the three years following the end of the academic session then the adult learner must be a

current member of AMS in order to be recommended for an AMS Credential.

LEAVE OF ABSENCE

In case of illness, family changes such as birth of a child or relocation, or other reasonably serious situation occurring, an extension may be granted. In any case, after 5 years from the last date of the academic component, if the adult learner has not completed the course, parts of it will need to be retaken and additional fees will be charged.

PROGRESS RECORD AND GRADING

All assignments must be completed with a "satisfactory" or "excellent" grade. Any unsatisfactory assignments must be re-done until a "satisfactory" grade is earned.

Major tests are graded with a point system. 70-100 is passing. Any test with a score below 70 must be retaken and passed before the Credential will be recommended.

A grading sheet indicating scores are mailed to the adult learner within 30 days of taking the Final Assessment.

RETENTION /DISMISSAL POLICY

The adult learners are expected to conduct themselves with dignity and respect for faculty and staff of Montessori Center for Teacher Education, supervising teachers, administrators and other staff at their practicum sites. They are also to be aware at all times that it is a privilege to be working with children and are to treat the children and individuals who allow them this privilege with great respect. Improper social conduct will be considered evidence of unsuitability to be a Montessori teacher and will therefore be grounds for dismissal.

It is the policy of this Institution to assist the adult learner having difficulties whenever possible. However, there may be times when an adult learner elects not to follow the principles of the program. If an adult learner is having continuous, unresolved problems, the Program Director will send a letter to the adult learner notifying him/her of the problem and a time limit for remediation of the problem. If the adult learner does not comply with the instructions in the letter during the time allotted, the adult learner will be asked to withdraw from the program

Grounds for dismissal include but are not limited to:

1. Excess of 10% unexcused absences during the academic workshop or during the practicum teaching year.
2. Failure to complete assigned projects and assignments when due.
3. Continuous unsatisfactory progress towards the objectives of the course as evaluated by the administration.

PROBATION: Steps before Dismissal

1. Regular evaluation will be given regarding performance to assure compliance is satisfactory.
2. A plan of correction will be stated and discussed verbally and in writing with adult learner when performance is not satisfactory.
3. The adult learner has 30 days to comply.
4. If the adult learner fails to comply, the adult learner is subject to being dropped.
5. All reasonable avenues of aid will be suggested to help the adult learner to complete the course, i.e., professional psychological counseling, career counseling, medical physical exam, etc.

IMMEDIATE DISMISSAL POLICY

At the discretion of the Program Director, an adult learner may be dismissed for serious or repeated incident of an intoxicated or drugged state of behavior or any other stated or determined infraction of conduct.

Reasons for immediate dismissal:

1. Drinking on job
2. Using illegal drugs
3. Abusing a child
4. Leaving a child or class unsupervised
5. Falling asleep during work hours
6. Quitting internship without approval
7. Engaging in malicious gossip
8. Excessive tardies and absences (over 10% of a 20 day school month)
9. Insubordination

PLACEMENT ASSISTANCE AND SALARIES

Known vacancies in the field will be posted on the bulletin board and announced in the training classes. Many schools contact the Center for prospective teachers. While the school will provide placement assistance, **no guarantee for employment or salary can be made.**

THE AMS CREDENTIAL

Early Childhood:

The adult learner will be recommended to AMS for an EC Credential when all assignments, tests, and practicum have been completed in a satisfactory manner, and all financial obligations have been met.

A full Credential will be given to adult learners who have a bachelor's degree from a regionally accredited college/university or equivalent. An Associate Credential will be given to adult learners who do not have a bachelor's degree. Upon receipt of verification of a bachelor's degree, the adult learner may upgrade the Associates Credential for a full Credential. Adult learners must have a current AMS membership.

Information for this upgrade procedure is available on the AMS website. www.amshq.org

Elementary:

The adult learner will be recommended to AMS for an EI or EI-II Credential when all assignments, tests, practicum have been completed in a satisfactory manner, and all financial obligations have been met. Adult learners must possess a bachelor's degree from a regionally accredited college/university or equivalent in order to receive the Elementary Credential.

Those adult learners receiving a credential on July 1, 2013 or later will need to document 50 hours of professional development every 5 years; the first 5-year period begins with the date of credential.

Adult learners must have a current AMS membership to receive the AMS Credential.

PREVIOUS EDUCATION

Upon enrollment, the adult learner will be asked to list any previous education in the area for which he/she is enrolling. If it is recent enough, sufficiently thorough and relevant, received from an accredited/ qualified program, and can be demonstrated as to satisfactory proficiency, appropriate credit may be allowed at the discretion of the Program Director. The course length may be shortened and the fees may be proportioned.

Prerequisites for the Early Childhood Credential:

Full Credential: a bachelor's degree from a regionally accredited college/university or equivalent.

Associate Credential: High School Diploma or equivalent; passing the Wonderlic Personnel Test

Prerequisites for Elementary Credential:

1. A bachelor's degree from a regionally accredited college/university or equivalent.
2. Early Childhood Montessori Education (for ages 2 ½ -6).

Transcripts from Universities Outside the United States

Students who have received their college degree from institutions outside the United States must have their transcript evaluated for US equivalency. The organization that many AMS teacher education programs use is the World Education Services. The web site for this organization is www.wes.org. The web site will provide all the information needed to begin the evaluation. Once complete, the WES documentation along with official college transcripts are sent to the adult learner's teacher education program.

EARLY CHILDHOOD If the adult learner's work is equivalent to that of a college/university in the United States, the Full AMS Early Childhood Credential will be received upon successful completion of all requirements of the teacher education program. If an adult learner's work is officially determined to not be the equivalent to a U.S. bachelor's degree from a regionally accredited college/university, but still meets the nationally recognized post-secondary educational standard in the state, province, or country of issuance, an Associate AMS Early Childhood Credential will be given. This credential will state the degree earned and the name of the country in which the degree was earned. The official transcript equivalency evaluation is to be submitted to the AMS Office of Teacher Education by the TEP director in lieu of the non-U.S. transcript. The adult learner's major does not impact either Credential.

Graduates receiving an Associate Credential may, upon completion of a four-year degree, request the Associate Credential to be changed to a Full Credential. This is done by providing documentation of receipt of the 4-year college degree. There is a nominal AMS fee for this credential upgrade.

Early Childhood graduates without a four-year college degree from an accredited college/university, are strongly urged to continue their education toward receiving a college degree from an accredited college/university preferably within the seven years following receipt of their AMS Montessori Associate Credential.

ELEMENTARY I AND I-II: Transcripts received from institutions outside the United States may be handled as described above. An Elementary course student may not receive an AMS Elementary Credential until he/she has a four-year degree either from a regionally accredited college or university or with a non-United States degree the transcript of which equates to that of a regionally accredited United States college or university. All graduates must possess the equivalent of a bachelors degree from a United States recognized accredited college or university. The adult learner's file and record of completion are kept by the teacher education program. If subsequently the adult learner receives a college degree, the AMS Elementary credential may be obtained upon submission of documentation.

MONTESSORI CENTER FOR TEACHER EDUCATION
4544 Pocahontas Ave.
San Diego, CA 92117

AMS Policy on Transfer of Credit

Transfer between AMS Programs when the adult learner has not yet completed the course.

For transfer of a current adult learner from one AMS teacher education program to another, AMS teacher education programs should consider:

The candidate must:

1. Be within the three-year time limit following the original academic phase
2. Be a current member of AMS

The new TEP must:

1. Review and evaluate previously completed academic and practicum work, and consider the cost of the review.
2. Notify the prospective adult learner in writing with the fees and time required to complete all transfer requirements.
3. Contact the original program to determine if the adult learner is in good standing including fulfillment of financial obligations.
4. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

Transfer of AMS EI graduated to AMS EI-II Course.

Completed AMS EI Credentials will be accepted without need for evaluation.

Transfer from Teacher Education Programs recognized by AMS

Transfer of contact hours and/or credits from teacher education programs recognized by AMS will be considered with verification of the following documentation:

The candidate must:

1. Have a degree in keeping with AMS credential requirements
2. Be a current AMS member or register as an adult learner

The new TEP must:

1. Review and evaluate the credential and portfolio of the candidate.
2. Utilize proficiency pre-testing to plan a program of study.
3. Determine the minimum requirement of the academic phase that the candidate must take to fulfill AMS qualifications.
4. Require all candidates take Montessori theory and philosophy from the program that will issue the credential recommendation.

5. Determine that practicum requirements of the candidate meet the requirements of an AMS teacher education course practicum.
6. Assess and evaluate proficiency as required by the AMS teacher education program.
7. Ensure that all the requirements of the AMS teacher education program issuing the credential are met.
8. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

Montessori Center for Teacher Education Approximate Transfer Fees

Initial Review of Course Materials:	\$150.00
Review of completed work from previous course	\$500.00 or less depending on quantity
Course of Academic Study will vary with each individual.	Individualized fees
Membership fees to MACTE and AMS	Current fees (approx. \$400)

**NOTIFICATION OF WITHDRAWAL
FROM THE CERTIFICATION PROGRAM**

Name _____

Address _____

_____ zip _____

I hereby withdraw from the Montessori Center for Teacher Education Certification Program. I understand if I wish to resume the program at a later date, I may be required to do additional work and/or pay additional fees.

(Optional) My reason for withdrawing is:

Signature

Date

MONTESSORI CENTER FOR TEACHER EDUCATION

NOTICE OF STUDENT RIGHTS

BUYER'S RIGHT TO CANCEL

(This is the exact wording from the State of California)

1. You may cancel your contract for school, without any penalty or obligations through the first day of the first class session, or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you upon beginning Section I. A different cancellation policy applies for home study or correspondence courses. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the catalog of the Student Handbook. If you have lost your catalog, ask the school for a description of the refund policy.

STUDENT TUITION RECOVERY FUND

3. If the school closes before you graduate, you may be entitled to a refund. Contact:

STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
1-888-370-370-7589
bppe@dca.ca.gov

4. “A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the bureau’s Internet Web site: www.bppe.ca.gov.”

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Limited English Speakers: If English is not the student's primary language, and the student is unable to understand the terms and conditions of the Notice of Student Rights, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

THE FOLLOWING IS A REGULATION OF THE STATE OF CALIFORNIA

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

_____ I have received a student handbook

_____ I understand that if I have any questions on any information given in the handbook, I may contact the Bureau for Private Postsecondary on the web site listed above.

_____ I have received a catalog that discloses the refund policy and payment policy in detail.

_____ I have read and understand the above Student's Rights.

_____ I have been given a tour of the facility.

Student Signature

Date