

Montessori Center for  
Teacher Education  
2021 School Catalog

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**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](http://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](http://www.MontessoriCenterforTeacherEducation.org)

**effective June 1, 2021 to June 1, 2022**

**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 (MCTESD) 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, Elizabeth Bailey	Vice-Presidents
Carol Prendergast	Secretary-Treasurer

**The Early Childhood and Elementary Montessori Teacher Education Courses of the Montessori Center for Teacher Education (MCTESD) 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, EII, and Elementary I-II.**

Administrative Staff members for the Center are:

Lo Ann Jundt:	Executive Director
Debbie Sheehan:	Director
Dena Stoneman:	Consultant for EI
Katherine Basmagy:	Consultant for EII

## 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, II, I-II**

- 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**

In order 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 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**

Adult learners enrolling in the Early Childhood program must have either a high school diploma, GED or passage of the California high school proficiency exam. These students will also be required to complete the Wonderlic Personnel Test which will be given on site. Those receiving a minimum score as defined by the test will be counseled on the disadvantages as well as the advantages of proceeding with the course. The minimum passing score for the Wonderlic Test is 20.

**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 for the EC, EI, or EI-II Credential.

**H. Visa Services** – The Montessori Center for Teacher Education does not participate in any student visa programs.

### Disclosures

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

1. **Student Visas** – At this time, the Center does not participate in any visa program.

To complete the Practicum component of the EC, EI, EII, or EI - II course in the state of California the following are required.

2. **TB test** -California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current federal Centers for Disease Control and Prevention (CDC) recommendations for targeted TB testing. Enacted laws, AB 1667, effective on January 1, 2015, SB 792 on September 1, 2016, and SB 1038 on January 1, 2017, require a TB risk assessment be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis.

3. **Fingerprinting** - California law requires all individuals who seek to obtain California credentials, certificates, permits, and waivers issued by the California Commission on Teacher Credentialing or individuals conducting private school instruction in a position requiring contact with minor pupils to submit two sets of fingerprints prepared for submittal by the employer to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and the Federal Bureau of Investigation. (<https://www.cde.ca.gov/sp/ps/psaffedcode.asp>)

4. **Mandates vaccinations** – California law (SB792) mandates proof of vaccination for measles, pertussis and optional annual flu vaccine (for the first year of employment) for daycare providers, and early childhood teachers. Medical exemptions for all three of the mandated vaccines include titer testing, pregnancy contraindicated for MMR. pre-pregnancy, lactation, pregnancy, infertility and autoimmune diseases are all considerations for medical exemption for the TDaP & MMR vaccines.

**Mission Statement** -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.

**Nondiscrimination Policy** -The 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 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 ADMINISTRATIVE 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. Sheehan earned the National Center for Montessori Education (NCME) Early Childhood Credential in 1995, the American Montessori Society (AMS) EI-II Credential in 2009 and the AMS Secondary I Credential in 2011. She taught in an Early Childhood classroom for 12 years and has taught EI-II and Secondary since 2007 to 2016. She is Program Director, EC Intern Supervisor, Field Consultant for the EC, EI, EII, and EI - II courses, and Instructor for the EC, EII - and EI-II Teacher Education Courses held in San Diego.

Ms. Stoneman has taught children ages 5-12 at Maria Montessori School of San Diego since 1994 and in 2014 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, EII, and 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 EII and EI - II Teacher Education Courses held in San Diego.

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.

### Montessori Instructional Staff

<b>NAME</b>	<b>COURSE</b>	<b>Position</b>	<b>Montessori Credentials Earned</b>	<b>Years of Experience in Adult Classroom</b>
Katherine Basmagy	EI-EII, EII	EII Coordinator, Instructor	EC 1978 EI - EII 1984	1985 - Present
Robin Cardin	EC	Instructor	EC 1999	2012 - Present
Cindy Clevenger	EC, EI, EII, EI - III	Instructor, Field Consultant	EC 1974 EI - II 1984	2003 - Present
Liane Jones	EI-EII, EII	Instructor	EI - II 1998	2010 - Present
LoAnn Jundt	EC, EI, EII, EI-EII	Executive Director, Instructor	EC 1965 EI - II 1980	1975 - Present
Heather Quantrell	EI, EII, EI-II	Instructor	EC 2010 EI - EII 2016	2015 - Present
Debbie Sheehan	EC, EI, EII, EI-EII	Program Director, Instructor, Practicum Coordinator, Field Consultant	EC 1995 EI - II 2009 Secondary 1 2011	2013 - Present
Dena Stoneman	EC, EI, EII, EI-EII	Instructor, Field Consultant	EC 1995 EI - II 2006	1997 - Present
Susan Whitacre	EI, EII, EI - EII	Instructor, Field Consultant	EC 1981 EI - II 1996	1983 - Present

All instructors are required to complete 30 hours of professional development every three years.

**Accredited Courses:****Early Childhood Montessori Teacher Education** (to become a Montessori teacher of ages 2 ½-6)

Academic Workshop on site	307 hours.
Practicum	540 hours.
*Additional hours during Course	<u>200 hours</u>
Total Hours	1047 hours.

\*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 Teacher Education (only)**

Academic Component EI	370 hours
Practicum – direct contact with children	1080 hours
Additional hours during Course	<u>300 hours</u>
Total scheduled hours	1750 hours

**Elementary II Teacher Education**

Academic Component EII	370 hours
Practicum – direct contact with children	1080 hours
Additional hours during Course	<u>300 hours</u>
Total scheduled hours	1750 hours

**Elementary II Component of the EI - II Teacher Education**

Academic Component to teach ages 6-9	370 hours
Academic Component to teach ages 9-12	<u>196 hours</u>
Total scheduled hours	566 hours
Practicum – direct contact with children	1080 hours
Additional hours during Course	<u>365 hours</u>
Total scheduled hours	2011 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, and the EII Component. Montessori Credentials are issued for satisfactory completion of the total courses: 2 ½-6, 6-9, 9-12, 6-12.

A four-year college degree is required for the Credential. An Early Childhood student without a four-year college degree is able to obtain an Associate Credential. 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](http://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 Lo Ann Jundt or Debbie Sheehan. 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](http://www.bppe.ca.gov), and/or to AMS, 116 East 16<sup>th</sup> St. New York, NY 10003-2163. (212)358-1250, [www.amshq.org](http://www.amshq.org), MACTE, 313 Second Street, S.E. Ste 112, Charlottesville, VA, 22902. (434) 202-7793, [www.macte.org](http://www.macte.org)

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

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Debra Sheehan  
Program Director

### **State of California Student Tuition Recovery Fund**

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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 2020. 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 2018**

**EARLY CHILDHOOD (2 1/2-6)**  
**and**  
**ELEMENTARY - EI(6 - 9), EII (9-12), E I-II (6 through 12)**

- I. Content Knowledge-** Understands the theory and content regarding:
- 1a. Montessori Philosophy
  - 1b. Human Growth and Development
  - 1c. Subject matter for each Course Level\* (IT, EC, etc.) not to exclude:
    - Level specific subject matter as outlined below\* (practical life, language, geometry, etc.)
    - Cosmic education
    - Peace education
    - The arts
    - Fine and gross motor skills
  - 1d. Community resources for learning
- II. Pedagogical Knowledge-** Understands the teaching methods and materials used regarding:
- 2a. Correct use of Montessori materials
  - 2b. Scope and sequence of curriculum (spiral curriculum)
  - 2c. Prepared environment
  - 2d. Parent/teacher/family/community partnership
  - 2e. 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. Practices-** Can demonstrate and implement within the classroom:
- 3a. Classroom leadership
  - 3b. Authentic assessment
  - 3c. Montessori philosophy and methods (materials)
  - 3d. Parent/teacher/family partnership
  - 3e. Professional responsibilities
  - 3f. Innovation and flexibility

## **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

### I 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.

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 during the course.
- 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
  - e. Weekly Journal on Special Needs Children
  - f. Peace/Human Values Journal
  - G. Samples of children’s work
- 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.

### 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.

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.

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

## GENERAL INFORMATION

Once 20% of the academic component has 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.

The Program Director 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."

## Early Childhood ( 3-6) Course Materials and Equipment

<b>Practical Life, Arts and Crafts</b>	
Grace and Courtesy (greetings, please, thank you, sorry, interrupting, etc.)	Flower arranging
Walking on a Line	Feeding an animal
Rolling and unrolling a rug	Dressing Frame- Buttons, Zipper, buckles, Lacing, bow-tying
Moving Furniture	Nose-blowing
Sequence of Pouring activities (incl. solids and liquids)	Hand-washing
Sequence of Scooping/Spooning activities	Clothes/Towel- Washing
Sequence of Squeezing activities (e.g. sponge/baster/clothespins/tongs/tweezers)	Sequence of Food Preparation and Serving activities
Sequence of Threading activities	Dish-washing
Sequence of Twisting activities (bottles & caps, nuts & bolts, etc.)	Outdoor Gardening activities (e.g. raking, weeding, planting, watering, harvesting)
Sequence of Folding activities	Play Dough (or Clay)
Sweeping activities (broom, dustpan & brush, table brush & pan)	Crayons
Mopping the floor (mop and bucket)	Sequence of Pasting/Glue activities
Scrubbing a table / chair	Sequence of Scissor Cutting activities
Washing a window (or mirror)	Sequence of Brush Painting activities
Sequence of Polishing activities (mirror/wood/metal)	Sequence of Sewing / Weaving activities
Watering a plant	
<b>Sensorial</b>	
Cylinder Blocks (Knobbed Cylinders) – 4 blocks	Thermic Bottles
Pink Tower (Tower of Cubes)	Smelling Bottles
Brown Stair (Broad Stair)	Tasting exercise
Red Rods (Long Rods)	Sequence of Sorting activities (by size, color, shape, etc.)
Knobless Cylinders – 4 boxes	Silence Game
Color Tablets – Box I, Box II, Box III	Sorting activities by size and color
Geometric Cabinet w/ Demonstration Tray and 3 sets of cards	Photographs/Illustrations of building using the following materials
Constructive Triangles – 5 Boxes: Triangle, Large Hexagon, Small Hexagon, Rectangle, Blue Geometric Solids and Bases	Cylinder Blocks (Knobbed Cylinders) – 4 blocks
Binomial Cube	Pink Tower (Tower of Cubes)
Trinomial Cube	Brown Stair (Broad Stair)
Sound Boxes (Sounds Cylinder)	Red Rods (Long Rods)
Bell Material w/ mallet and damper	Knobless Cylinders – 4 boxes
Rough and Smooth Boards – 2 or 3 boards	Color Tablets – Box II
Rough Gradation Tablets (Touch Tablets)	Color Mixing
Fabric matching (Touch Fabrics)	Picture Cards or Matching Geometric solids in real life
Fabric matching (Touch Fabrics)	Geo Boards

Mystery Bag (Stereognostic)	Pattern Blocks
<b>Math</b>	
Red and Blue Rods (Number Rods and Numerals)	Addition w/ Bead Bars
Sandpaper Numerals	Multiplication w/ Bead Bars
Spindle Boxes	Addition Strip Board and Tables
Numerals and Counters (Cards and Counters / Odds and Evens)	Subtraction Strip Board and Tables
Memory Game	Multiplication Board and Tables
Golden Beads - Intro to Decimal Quantity (One Tray)	Unit Division Board and Tables
Golden Beads - Large and Small Numeral cards	Addition Working Charts (Finger Charts, etc.)
Golden Beads - Intro to Decimal System (Nine Tray/Function of the Decimal System)	Subtraction Working Charts (Finger Charts, etc.)
Golden Beads - Four Operations (Addition, Multiplication, Subtraction, Division)	Multiplication Working Charts (Finger Charts, etc.)
Stamp Game	Division Working Charts (Finger Charts, etc.)
Teen Boards and Beads	Multiplication w/ Bead Bars
Tens Boards and Beads	Numeral Cards
Hundred Board	Dot Game
Short Bead Stair	Equation Cards (static and dynamic)
Short Bead Chains (Square chains) w/ squares and arrows	Fractions
Long Bead Chains (Cube chains) w/ cubes and arrows	Fraction Circles (Insets)
Addition Snake Game	Fraction Skittles
<b>Language</b>	
Oral language development activities (Sharing news, fingerplays, songs, stories, etc.)	Picture/word matching - w/phonograms
Child library area w/ fiction and non-fiction picture books	Silent 'e
Picture/Object matching	Puzzle Words (for English)
Picture/Picture matching	Environmental Labels
Classified Three Part cards (Pictures, labels, control cards)	Action Commands
Classified Picture cards for vocabulary and sorting by category	Series of Phonics-based Readers
Phonemic awareness activities w/ objects or pictures (e.g. I-Spy)	Object Boxes (match initial sounds)
Metal Insets w/ pencils, pencil holders, trays, paper	Objects to be spelled using the Movable Alphabet
Sandpaper Letters	Pictures to be spelled using the Moveable Alphabet
Sand Tray	Composing Words
Large Movable Alphabet - composition of words and phrases	Vocabulary Activities
Small chalkboards or whiteboards for writing	Non-phonetic reading books
Writing Sequence	Easy Readers
Comprehensive writing program	Poetry

Object Box I: Intro to reading phonetic words	Mini environments /phonetic
Picture/word matching - phonetic	Mini environments /non-phonetic
Object Box II: Intro to reading words w/ phonograms	Mini environment for intro to grammar
Double Sandpaper Letters	Grammar Symbols – Noun, verb, article, adjective
<b>Cultural (Geography, History, Natural, and Physical Sciences)</b>	
Land and Water Forms	Classification: Animal/Plant picture cards
Land and Water Forms Three Part Cards and Definitions	Parts of a Horse (mammal)
Globe of Land and Water (Sandpaper Globe)	Parts of a Bird
Globe of the Continents (Continents Globe)	Parts of a Turtle (reptile)
Puzzle Map - World Parts (Hemispheres)	Parts of a Frog (amphibian)
Puzzle Map - North America	Parts of a Fish
Puzzle Map - South America	Botany Cabinet (leaf shapes) and cards
Puzzle Map - Europe	Parts of a Plant (tree)
Puzzle Map - Asia	Parts of a Flower
Puzzle Map - Africa	Parts of a Leaf
Puzzle Map - Australia	Sink/Float activity
Puzzle Map - A country e.g. USA, Mexico, Canada,	Life Cycle of an Animal (e.g. frog, fish)
Tool and felt pad for pin-pricking maps	Life Cycle of a Plant (e.g. pumpkin, seed)
Packets of Pictures for Continents / Countries	Magnetic/Non-magnetic activity
Flags	Solid to Liquid to Gas activity
Calendar	Peace Education materials
Clock	Directions – North, South, East, West
Classification: Living/Non-Living picture cards	Cultural Artifacts
Classified Picture Cards - Animals	Cultural Explorations of the World (e.g. Continents, Countries, Clothing, *Food, Landmarks, Traditions)
Classified Picture Cards - Plants	Observation of Seasons Activities
Musical Instruments	Time Activities
History Activities	Artists and History of Art
Nomenclature Cards (cultural)	Art Materials (various mediums and techniques)

## 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.*

The Program Director 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.”
- A sample copy of the certificate of completion is required to be submitted with the annual report and at the time of main site renewal, and applications for additional locations and mobile sites.

**Academic Component: Eight Weeks Elementary Workshop for ages 6-9 (356 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. A 16 hour mid-year seminar is held in February.

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 Yearlong 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 years’ 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 the two local resources/centers available in the adult learner’s community that were visited during the course.
- 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	e. Peace/Human Values journal
b. Year’s Project	f. Samples of children’s work
c. Weekly Journal on three special needs children from Sept. -June	g. Mind Maps for <i>From Childhood to Adolescence</i> and <i>To Educate the Human Potential</i>
d. Summary of the year’s work with the child selected for the weekly log	
- 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.

### Elementary I (6-9) Course Materials and Equipment

<b>Math</b>	
Materials for History of Math	Large Bead Frame(s)
Quantity of Golden Bead Material	Hierarchical Material (Unit-Million)
Quantity of Short Bead Stair Bars	Checkerboard (for multiplication)
(Arithmetic ) Memorization Charts and Equations	Horizontal (Gold) Bead Frame(s)
Addition and Subtraction (Positive and Negative) Strip Boards.	Bank Game Cards(for multiplication)
Addition Snake Game	Test Tube Division
Subtraction Snake Game	Pegboard (for Multiples/Factors)
Multiplication Snake Game	Decimal Fraction Material
Bead Cabinet & Arrows	Fraction Skittles and Insets
Decanomial Materials (Decanomial Bead Bar Box, Cubes, Squares)	Fraction Insets (angle measurement and percents)
Stamp Games	Fractions (Parts of a Circle – working pieces)
Division Boards	Math Word Problems
Small Bead Frame(s)	
<b>Geometry</b>	
Geometric Cabinet	Classified Nomenclature
Constructive Triangles	Equivalency Material I – Square divided into rectangles and triangles
Geometric Solids	Montessori Protractor/Instrument for Measurement of Angles
Geometry Stick Material	
<b>Language</b>	
Materials for the Study of the History of Language	Command Cards: 1, 2, 3 Actions
Comprehensive Phonetic Reading Program	Word Studies Activities
Printed Bi-color Movable Alphabet	Mini Environments and labels
Phonetic Word Building Activities	Grammar Boxes
Sandpaper Letters for Handwriting	Grammar Symbols and Activities
Words to Pictures Cards	Sentence Analysis Charts and Boxes with Arrows for Sentence Analysis/Reading Analysis/Sentence Construction/ Logical Analysis
Sentences to Pictures Cards	Material for Irregular Verbs
Puzzle Words (Sight Words/Non-phonetic)	
<b>Cultural (Geography, History, Natural, and Physical Sciences)</b>	

<b>GEOGRAPHY MATERIALS</b>	
<b>Geography - Physical</b>	<b>Geography - Political</b>
Classified Nomenclature for Geography	Puzzle Maps of Continents/Control Maps
Geography Experiments supporting Impressionistic Charts	Flags of The World and Stands
Geography Impressionistic Charts:	Nomenclature of the Flag
The Universe, The Solar System and the Earth	Physical and Political Pin Maps
Solar Energy and The Earth	
Movements of the Earth/Consequences	
<b>HISTORY MATERIALS</b>	
Coming of Humans	BCE and CE and/or BC-AD Time Line with Golden Bead materials, Century Label Cards, and selection of representative pictures
Concept of Time	Long Black Line (timeline)
Day, Week, Month, Year, Year and Its Parts, Seasons	Clock of Eras
Personal Time Lines	Timeline of Life/Control and Mute
Clock Work	Fundamental Needs of People: Timeline and selection of cards from several time periods/civilizations
<b>LIFE SCIENCE MATERIALS</b>	
Timeline of Life	
<b>Zoology Material</b>	Classified Nomenclature of Invertebrates
Pictures of Vertebrates and Invertebrates for sorting and further classification	Five Kingdoms Chart/Domains of Life
Classified Nomenclature of External Parts of Vertebrates (Wall Charts, 3 Part Cards, Booklets)	<b>Botany Material</b>
Classified Nomenclature of Internal Parts of Vertebrates (Wall Charts, 3 Part Cards, Booklets)	Botany Classified Nomenclature for: Plant, Roots, Stem/Trunk, Leaves, Flowers, Fruit, Seed
Animal First Knowledge Stories (picture, label, story)	Botany Impressionistic Charts
Animal First Knowledge Questions and Answers	Plant First Knowledge Stories (picture, label, story)
Five Kingdom/Animal Kingdom Classification Charts	Materials for Botany Experiments
<b>Practical Life, Arts and Crafts</b>	
Practical Life	
The Arts	
<b>Other</b>	
Peace Education	
Access to a library for research and pleasure reading (classroom or school)	

**E II (9-12)**

**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.*

The Program Director 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.”
- A sample copy of the certificate of completion is required to be submitted with the annual report and at the time of main site renewal, and applications for additional locations and mobile sites.

**Academic Component: Eight Weeks Elementary Workshop for ages 9-12 (356 hours).**

The integration of the Montessori curriculum requires that the academic component for the EII academic course be comprised of two parts. Part I is built on the foundational Montessori materials and lessons taught in the Elementary 6- 9 course. In Part II Montessori Materials and philosophy used in the Elementary program for ages 9-12 are presented.

Montessori materials used in the EII Program for ages 9-12 are presented during the component. Subjects covered:

History	Geometry	Philosophy & Principles
Botany	Practical Life	Classroom Leadership
Zoology	Art	Evaluative Measures
Physical Science	Music	Material Making
Geography	Physical Education	Administration
Language	Computer	Diversity
Math		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. A 16-hour mid-year seminar is held in February.

During the 9-12 Course, materials and philosophy covered in the Early Childhood Montessori Course will not be repeated, except as they apply to the 9-12 Course.

**Practicum:**

The adult learner secures 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. 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 Component is completed, or the practicum may be completed in two years.

**Final Assessment:**

Before the adult learner graduates from this E II 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 EII 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
5. A description of the two local resources/centers available in the adult learner’s community that were visited during the course.
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:
 

<ol style="list-style-type: none"> <li>a. Teacher Resource Manuals</li> <li>b. Year’s Project</li> <li>c. Weekly Journal on three special needs children from Sept. -June</li> <li>d. Summary of the year’s work with the child selected for the weekly log</li> </ol>	<ol style="list-style-type: none"> <li>e. Peace/Human Values journal</li> <li>f. Samples of children’s work</li> <li>g. Mind Maps for <i>From Childhood to Adolescence</i> and <i>To Educate the Human Potential</i></li> </ol>
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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.

### **Elementary II (9-12) Course Materials**

<b>Math</b>	
Materials for History of Math	Cubing Material
Negative Snake Game	Algebraic Trinomial
Decanomial Materials (Decanomial Bead Bar Box, Cubes, Squares)	Systems of Numeration (Bases) Materials
Large Bead Frame(s)	Multi-Base Bead Frame
Hierarchical Material (Unit-Million)	Power of Two
Checkerboard (for multiplication)	Power of Three
Horizontal (Gold) Bead Frame(s)	Fraction Skittles and Insets
Bank Game Cards(for multiplication)	Fraction Insets (angle measurement and percents)
Test Tube Division	Fractions (Parts of a Circle – working pieces)
Pegboard (for Multiples/Factors)	Materials for
Decimal Fraction Material	Ratio and Proportion
Decimal Checkerboard	Principal/Interest/Rate/Time
Guide Squares	Velocity/Distance/Time
Squaring and Square Root Pegboard	Math Word Problems
<b>Geometry</b>	
Constructive Triangles	Theorem of Pythagoras plates
Geometry Stick Material	Circle – Circumference and Area Materials
Classified Nomenclature	Volume – Solid and Hollow Blue Shapes
Equivalency Material I – Square divided into rectangles and triangles	Volume box with 250 cubes
Insets of Equivalency for discovering area formulas	Volume box with 1000 cubes
Yellow Area Material	Five Prisms
Stand for Height of Triangle	Montessori Protractor/Instrument for Measurement of Angles
<b>Language</b>	
Materials for the Study of the History of Language	Sentence Analysis Charts and Boxes with Arrows for Sentence Analysis/Reading Analysis/Sentence Construction/ Logical Analysis
Word Studies Activities	Material for Irregular Verbs

Grammar Boxes	Material for Verb Forms
Grammar Symbols and Activities	Materials for Conjugation of Verbs
<b>Cultural (Geography, History, Natural, and Physical Sciences)</b>	
<b>Geography Materials</b>	
<b>Geography - Political</b>	<b>Geography – Physical(cont'd)</b>
Physical and Political Pin Maps	The Atmosphere and Its Phenomena
<b>Geography - Physical</b>	The Work of the Wind
Classified Nomenclature for Geography	The Hydrosphere and Its Phenomena
Geography Experiments supporting Impressionistic Charts	Detailed Format for In-depth Study of a Country
Geography Impressionistic Charts:	Economic Geography Charts
The Universe, The Solar System and the Earth	Interdependence Activities
Solar Energy and The Earth	Production/Consumption (Maps and Graphs)
Movements of the Earth/Consequences	
<b>History Materials</b>	
Coming of Humans	Fundamental Needs of People: Timeline and selection of cards from several time periods/civilizations
BCE and CE and/or BC-AD Time Line with Golden Bead materials, Century Label Cards, and selection of representative pictures	Timeline of People
Long Black Line (timeline)	Migration charts
Clock of Eras	Timelines for the Study of Civilizations
Timeline of Life/Control and Mute	Timeline of Child's Own Civilization/Country
<b>Life Science Materials</b>	
Timeline of Life	
<b>Zoology Material</b>	<b>Botany Material</b>
Five Kingdoms Chart/Domains of Life	Plant Classification Charts
Five Kingdoms/Domains of Life Material	Plant First Knowledge Questions and Answers
Comparative Functions of Animal Systems	Advanced Botany Classified Nomenclature for more specific parts of the parts of the plants.
Great River Materials (study of human body)	Materials for Botany Experiments
Tree of Life Chart/Materials	
<b>Practical Life, Arts and Crafts</b>	
Practical Life	
The Arts	
<b>Other</b>	
Peace Education	
Access to a library for research and pleasure reading (classroom or school)	

## **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. **This course is only offered in even numbered years.**

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 18.**

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

1. Early Childhood Credential from an AMS, NCME, or an approved Early Childhood Montessori Teacher Education Program or the 40 hour Early Childhood Overview.
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. Successful completion of the practicum in either a 6-9 or 9-12 classroom setting.
3. Successful completion of AMS E-II (the 9-12 Component).
4. A bachelor's degree from a regionally accredited college/university or equivalent.
5. Payment of all required fees.

The Program Director 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."
- A sample copy of the certificate of completion is required to be submitted with the annual report and at the time of main site renewal, and applications for additional locations and mobile sites.

## EI – II (6-12) Elementary Course Materials

<b>Math</b>	
Materials for History of Math	Pegboard (for Multiples/Factors)
Quantity of Golden Bead Material	Decimal Fraction Material
Quantity of Short Bead Stair Bars	Decimal Checkerboard
(Arithmetic ) Memorization Charts and Equations	Guide Squares
Addition and Subtraction (Positive and Negative) Strip Boards.	Squaring and Square Root Pegboard
Addition Snake Game	Cubing Material
Subtraction Snake Game	Algebraic Trinomial
Multiplication Snake Game	Systems of Numeration (Bases) Materials
Negative Snake Game	Multi-Base Bead Frame
Bead Cabinet & Arrows	Power of Two
Decanomial Materials (Decanomial Bead Bar Box, Cubes, Squares)	Power of Three
Stamp Games	Fraction Skittles and Insets
Division Boards	Fraction Insets (angle measurement and percents)
Small Bead Frame(s)	Fractions (Parts of a Circle – working pieces)
Large Bead Frame(s)	Materials for
Hierarchical Material (Unit-Million)	Ratio and Proportion
Checkerboard (for multiplication)	Principal/Interest/Rate/Time
Horizontal (Gold) Bead Frame(s)	Velocity/Distance/Time
Bank Game Cards(for multiplication)	Math Word Problems
Test Tube Division	Pegboard (for Multiples/Factors)
<b>Geometry</b>	
Geometric Cabinet	Stand for Height of Triangle
Constructive Triangles	Theorem of Pythagoras plates
Geometric Solids	Circle – Circumference and Area Materials
Geometry Stick Material	Volume – Solid and Hollow Blue Shapes
Classified Nomenclature	Volume box with 250 cubes
Equivalency Material I – Square divided into rectangles and triangles	Volume box with 1000 cubes
Insets of Equivalency for discovering area formulas	Five Prisms
Yellow Area Material	Montessori Protractor/Instrument for Measurement of Angles
<b>Language</b>	
Materials for the Study of the History of Language	Command Cards: 1, 2, 3 Actions
Comprehensive Phonetic Reading Program	Word Studies Activities
Printed Bi-color Movable Alphabet	Mini Environments and labels

Phonetic Word Building Activities	Grammar Boxes
Sandpaper Letters for Handwriting	Grammar Symbols and Activities
Words to Pictures Cards	Sentence Analysis Charts and Boxes with Arrows for Sentence Analysis/Reading Analysis/Sentence Construction/ Logical Analysis
Sentences to Pictures Cards	Material for Irregular Verbs
Puzzle Words (Sight Words/Non-phonetic)	Material for Verb Forms
<b>Cultural (Geography, History, Natural, and Physical Sciences)</b>	
<b>Geography - Political</b>	<b>Geography – Physical (cont'd)</b>
Puzzle Maps of Continents/Control Maps	Solar Energy and The Earth
Flags of The World and Stands	Movements of the Earth/Consequences
Nomenclature of the Flag	The Atmosphere and Its Phenomena
Physical and Political Pin Maps	The Work of the Wind
<b>Geography - Physical</b>	The Hydrosphere and Its Phenomena
Land Forms	Detailed Format for In-depth Study of a Country
Classified Nomenclature for Geography	Economic Geography Charts
Geography Experiments supporting Impressionistic Charts	Interdependence Activities
Geography Impressionistic Charts:	Production/Consumption (Maps and Graphs)
The Universe, The Solar System and the Earth	
<b>HISTORY MATERIALS</b>	
Coming of Humans	Clock of Eras
Concept of Time	Timeline of Life/Control and Mute
Day, Week, Month, Year, Year and Its Parts, Seasons	Fundamental Needs of People: Timeline and selection of cards from several time periods/civilizations
Personal Time Lines	Timeline of People
Clock Work	Migration charts
BCE and CE and/or BC-AD Time Line with Golden Bead materials, Century Label Cards, and selection of representative pictures	Timelines for the Study of Civilizations
Long Black Line (timeline)	Timeline of Child's Own Civilization/Country
<b>LIFE SCIENCE MATERIALS</b>	
Timeline of Life	
<b>Zoology Material</b>	<b>Botany Material</b>
Pictures of Vertebrates and Invertebrates for sorting and further classification	Botany Classified Nomenclature for: Plant, Roots, Stem/Trunk, Leaves, Flowers, Fruit, Seed
Classified Nomenclature of External Parts of Vertebrates (Wall Charts, 3 Part Cards, Booklets)	Botany Impressionistic Charts
Classified Nomenclature of Internal Parts of Vertebrates (Wall Charts, 3 Part Cards, Booklets)	Plant First Knowledge Stories (picture, label, story)
Animal First Knowledge Stories (picture, label, story)	Plant Classification Charts

Animal First Knowledge Questions and Answers	Plant First Knowledge Questions and Answers
Five Kingdom/Animal Kingdom Classification Charts	Advanced Botany Classified Nomenclature for more specific parts of the parts of the plants.
Classified Nomenclature of Invertebrates	Materials for Botany Experiments
Five Kingdoms Chart/Domains of Life	
<b>Practical Life , Arts and Crafts</b>	
Practical Life	The Arts
<b>Other</b>	
Peace Education	Access to a library for research and pleasure reading (classroom or school)

## REQUIREMENTS FOR THE ELEMENTARY 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 (356 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. These hours include a mid year seminar (16 hours). The student also completes a practicum (1,080hours).

A one-week session is held for Final Assessment (14 hours).

An exit interview is held with the adult learner.

The basic format of the AMS Elementary 9-12 Credential program consists of an eight week (340 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. These hours include a mid year seminar (16 hours). The student also completes a practicum (1,080hours).

A one-week session is held for Final Assessment (14 hours).

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.**

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## FEES AND OTHER RELATED EXPENSES

### EARLY CHILDHOOD:

Effective September 1, 2019 to August 31, 2020

<b>Application fee</b> Payable upon enrollment	\$ 100.00
<b>Tuition</b>	3500.00
Payable upon enrollment	
<b>Materials</b> (album masters and books)	200.00
<b>STRF fee</b> (\$.50) per one thousand dollars (\$1,000) of institutional charges, effective Feb 1, 2021) Payable upon enrollment	1.50
* <b>AMS adult learner fee</b> Payable upon enrollment	235.00
* <b>MACTE adult learner fee</b> Payable upon enrollment	<u>166.00</u>
<b>**TOTAL CHARGES INCLUDING ADULT LEARNER FEES DUE UPON ENROLLMENT</b>	\$ 4207.50
<b>Practicum</b>	1000.00
Payable: Application \$100.00. Balance payable in two payments: September 2019 and January 2020	
<b>Final Assessment July 2019 TBA</b>	<u>600.00</u>
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.	
<b>*TOTAL CHARGES</b>	<u>\$ 5802.50</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.**

**Optional Supplies:** A box containing masters which have been provided by adult learners in past courses will be available. These masters may be printed by the adult learners if they wish to have them.

A representative of the Montessori Center for Teacher Education must observe the adult learner three times during the practicum year. Additional charges apply for Field Consultant observations outside of a 50-mile radius from the Center. The adult learner will be charged the annual standard mileage rate as defined by the IRS. Current Year rate is \$0.56. If an overnight stay is required, the adult learner is responsible for lodging the field consultant in accommodations that are acceptable to both the field consultant and the adult learner.

**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](http://www.amshq.org).**

**ELEMENTARY I COMPONENT OF THE EI-II CREDENTIAL**

**Effective September 1, 2019 to August 31, 2020**

<b>Application fee</b> payable upon enrollment	<b>\$ 100.00</b>
<b>Tuition</b> Payable upon enrollment in two payments June and July 2019	<b>4300.00</b>
<b>Materials</b> (album masters and books)	<b>425.00</b>
<b>STRF fee</b> (\$.50) per one thousand dollars (\$1,000) of institutional charges, effective Feb 1, 2021) Payable upon enrollment	<b>1.50</b>
* <b>AMS adult learner fee</b> Payable upon enrollment	<b>235.00</b>
* <b>MACTE adult learner fee</b> Payment upon enrollment	<b><u>166.00</u></b>
<b>**TOTAL CHARGES INCLUDING ADULT LEARNER FEES</b>	<b>\$ 5232.50</b>
<b>DUE UPON ENROLLMENT</b>	
<b>Practicum</b>	<b>1000.00</b>
The Application Fee of \$100 paid at time of registration for practicum is applicable to the \$1,000, then \$425 paid with first report and \$425 paid with January report. If practicum is done in two years, the \$1,000 practicum fee can be divided by 2.	
<b>Final Assessment July 2018 TBA</b>	<b><u>600.00</u></b>
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.	
* <b>TOTAL CHARGES</b>	<b>\$ 6827.50</b>

**\*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.**

**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 adult learner three times during the practicum year. Additional charges apply for Field Consultant observations outside of a 50-mile radius from the Center. The adult learner will be charged the annual standard mileage rate as defined by the IRS. Current Year rate is \$0.56. If an overnight stay is required, the adult learner is responsible for lodging the field consultant in accommodations that are acceptable to both the field consultant and the adult learner.

**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](http://www.amshq.org).**

**ELEMENTARY II (9-12)**

**Effective September 1, 2019 to August 31, 2020**

<b>Application fee</b> payable upon enrollment	<b>\$ 100.00</b>
<b>Tuition</b>	<b>4400.00</b>
Payable upon enrollment	
<b>Materials</b> (including album masters and books)	<b>675.00</b>
<b>STRF fee</b> (\$.50) per one thousand dollars (\$1,000) of institutional charges, effective Feb 1, 2021) Payable upon enrollment	<b>1.50</b>
* <b>AMS adult learner fee</b> Payable upon enrollment	<b>235.00</b>
* <b>MACTE adult learner fee</b> Payment upon enrollment	<b><u>166.00</u></b>
<b>**TOTAL CHARGES INCLUDING ADULT LEARNER FEES DUE UPON ENROLLMENT</b>	<b>\$ <u>5577.50</u></b>
<b>Practicum</b>	<b>1000.00</b>
The Application Fee of \$100 paid at time of registration for practicum is applicable to the \$1000, then \$425 paid with first report and \$425 paid with January report. If practicum is done in two years, the \$1000 practicum fee can be divided by 2.	
<b>Final Assessment July 2018 TBA</b>	<b><u>600.00</u></b>
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.	
* <b>TOTAL CHARGES</b>	<b>\$ <u>7177.5</u></b>

**\*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.**

**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 9-12 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 adult learner three times during the practicum year. Additional charges apply for Field Consultant observations outside of a 50-mile radius from the Center. The adult learner will be charged the annual standard mileage rate as defined by the IRS. Current Year rate is \$0.56. If an overnight stay is required, the adult learner is responsible for lodging the field consultant in accommodations that are acceptable to both the field consultant and the adult learner.

**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](http://www.amshq.org).**

**ELEMENTARY II COMPONENT OF THE EI-II CREDENTIAL:**

(This course is only offered in even numbered years)

**Effective September 1, 2018– August 31, 2019**

<b>Application fee</b> Payable upon enrollment	<b>\$ 100.00</b>
<b>Tuition</b>	<b>2900.00</b>
<b>Materials (including album masters and books)</b>	<b>250.00</b>
<b>STRF fee</b> ((\$.50 per one thousand dollars (\$1,000) of institutional charges, effective Feb 1, 2021) Payable upon enrollment	<b>0.00</b>
<b>*AMS adult learner fee</b> Payable upon enrollment (if not previously registered)	<b>235.00</b>
<b>*MACTE adult learner fee</b> Payable upon enrollment (if eligible for EI-II credential)	<b><u>166.00</u></b>
<b>**TOTAL CHARGES INCLUDING ADULT LEARNER FEES DUE UPON ENROLLMENT</b>	<b>\$ 3651.00</b>
<b>Practicum</b>	<b><u>1000.00</u></b>
The Application Fee of \$100 paid at time of registration for practicum is applicable to the \$1000, then \$425 paid with first report and \$425 paid with January report. If practicum is done in two years, the \$1000 practicum fee can be divided by 2.	
<b>Final Assessment TBA</b>	<b><u>250.00</u></b>
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.	
<b>**TOTAL CHARGES</b>	<b>\$ 4901.00</b>
<b>*or the current AMS and MACTE fees which tend to increase annually.</b>	
<b>**total charges for the period of attendance and an estimated schedule of total charges for the entire educational program are the same.</b>	

**If the Practicum is done after the EII academic component, refer to Practicum Charges under EI Practicum Component**

If a practicum was not completed during the EI Component, a representative of the Montessori Center for Teacher Education must observe the adult learner three times during the practicum year. Additional charges apply for Field Consultant observations outside of a 50-mile radius from the Center. The adult learner will be charged the annual standard mileage rate as defined by the IRS. Current Year rate is \$0.56. If an overnight stay is required, the adult learner is responsible for lodging the field consultant in accommodations that are acceptable to both the field consultant and the adult learner.

**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](http://www.amshq.org).**

### **Cancellation/Withdrawal 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 from the Academic Component may occur any time following the last day of cancellation. Intent to withdraw must be in written form and submitted to the Program Director. Submission may be mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation does require a specific form but must clearly show that you no longer wish to continue in the course in which you are enrolled.

The adult learner will be entitled to a pro rata refund if 60 percent or less of the scheduled days in the current payment have been completed, excluding unreturned materials and all non-refundable monies. Refunds will be sent within seven working days from the official date of 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 or the Assistant Director to inform the Director or the Assistant Director of intent to cancel or withdraw from the program.**
- 2. Student submits written documentation of student's intent to cancel/withdraw from the program.**
- 3. The refund is sent within seven working days from the official cancellation/withdrawal date.**

## REFUND POLICY

### EARLY CHILDHOOD:

**1. Application Fee - \$100**

Once the adult learner has been accepted for the Course, the application fee is not refundable.

**2. Registration:**

**AMS adult learner fee - \$235**

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

**MACTE adult learner fee - \$171**

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

**STRF FEE - 0**

If STRF fee is required to be paid, **once paid, the fee is non-refundable**

**3. Cost of album masters and supplies is \$200 and is non-refundable**

**4. Tuition for Academic Component: \$3,500 (for 307 hours of instruction)**

**Non-refundable fees:**

Application fee	\$100.00
AMS adult learner fee	\$235.00
MACTE learner fee	\$171.00
STRF fee	\$ 0.00
Album masters and books	<u>\$200.00</u>
<b>Total</b>	<b>\$706.00</b>

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

**a.  $\$3500.00 \div 307 \text{ hours} = \text{approx. } -11.40 \text{ per hour}$**

**b.  $\$11.40 \text{ per hour} \times 75 \text{ hrs (7.5 hrs per day} \times 10 \text{ days)} = \$855.00$**

**c. Amount of refund:  $\$3500.00 - \$855.00 = \$2645.00$**

**5. Practicum - \$1,000**

Application Fee is \$100. Practicum Fees are paid by semester at the rate of \$500 paid in September and \$500 paid in January. **Once paid, the fee is non-refundable.**

**Final Assessment- \$600**

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, the \$100 Application fee is not refundable.

**2. Registration:**

**AMS adult learner fee - \$235**

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

**MACTE adult learner fee - \$171**

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

**STRF fee – \$0.00**

If STRF fee is required to be paid, once paid, **the fee is non-refundable**

**3. Cost of album masters and supplies is \$425 and is non-refundable**

**4. Tuition for Academic Component - \$4300 ( for 370 hours of instruction)**

**Non-refundable fees:**

Application fee	\$ 100.00
AMS adult learner fee	\$ 235.00
MACTE learner fee	\$ 171.00
STRF fee	\$ 0.00
Album masters and books	<u>\$ 425.00</u>
<b>Total</b>	<b>\$ 931.00</b>

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

**a.  $\$4300 \div 370 \text{ hours} = \text{approx. } \$11.62 \text{ per hour}$**

**b.  $\$11.62 \text{ per hour} \times 75 \text{ hrs (7.5 hrs per day} \times 10 \text{ days)} = \$ 871.50$**

**c. Amount of refund:  $\$4300 - \$827.25 = \$3428.50$**

**5. Practicum - \$1,000**

Application fee is \$100.00 Practicum fees are paid by semester at the rate of \$500 paid in September and \$500 paid in January. **Once the Practicum installment fee has been paid, the fee is non-refundable.**

**6. Final Assessment- \$600**

The Final Assessment is not payable until time of the assessment. **Once paid, the fee is non-refundable. Re-exams are charged at the rate of \$30 per written exam.**

## REFUND POLICY

### ELEMENTARY II

**1. Application Fee \$100**

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

**2. Registration:**

**AMS adult learner fee - \$235**

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

**MACTE adult learner fee - \$171**

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

**STRF fee – \$0.00**

If STRF fee is required to be paid, once paid, **the fee is non-refundable**

**3. Cost of album masters and supplies is \$675 and is non-refundable**

**4. Tuition for Academic Component - \$4400 (for 370 hours of instruction)**

**Non-refundable fees:**

Application fee	\$ 100.00
AMS adult learner fee	\$ 235.00
MACTE learner fee	\$ 171.00
STRF fee	\$ 0.00
Album masters and books	<u>\$ 675.00</u>
<b>Total</b>	<b>\$1181.00</b>

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

**a.  $\$4400 \div 370 \text{ hours} = \text{approx. } \$11.89 \text{ per hour}$**

**b.  $\$11.89 \text{ per hour} \times 75 \text{ hrs (7.5 hrs per day} \times 10 \text{ days)} = \$ 891.75$**

**c. Amount of refund:  $\$4400 - \$891.75 = \$3508.25$**

**5. Practicum - \$1,000**

Application fee is \$100.00 Practicum fees are paid by semester at the rate of \$500 paid in September and \$500 paid in January. **Once the Practicum installment fee has been paid, the fee is non-refundable.**

**6. Final Assessment- \$600**

The Final Assessment is not payable until time of the assessment. **Once paid, the fee is non-refundable. Re-exams are charged at the rate of \$30 per written exam.**

## REFUND POLICY

### ELEMENTARY II COMPONENT OF THE EI-II CREDENTIAL

**1. Application Fee - \$100**

Once the adult learner has been accepted, the Application Fee is non-refundable.

**2. Registration:**

**AMS adult learner fee - \$235** (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 - \$166**

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

**3. Cost of album masters and supplies –\$ 250 and is non-refundable**

**4. STRF fee**

If STRF fee is required to be paid, once paid, **the fee is non-refundable**

**5. Tuition Fee - \$2900.00 (for 196 hours of instruction)**

**Non-refundable fees:**

Application fee	\$ 100.00
AMS adult learner fee	\$ 235.00
MACTE learner fee	\$ 166.00
STRF fee	\$ 0.00
Album masters and books	<u>\$ 250.00</u>
<b>Total</b>	<b>\$ 746.00</b>

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

**a.  $\$2900.00 \div 196 \text{ hours} = \text{approx. } \$14.80 \text{ per hour}$**

**b.  $\$14.80 \times 75 \text{ hrs (7.5 hrs per day} \times 10 \text{ days)} = \$1110.00$**

**c. Amount of refund:  $\$2900.00 - \$1110.00 = \$1790.00$**

**5. Practicum - \$1,000 (If the student did not complete in the EI component Course)**

Application fee is \$1000.00 Practicum fees are paid by semester at the rate of \$500 paid in September and \$500 paid in January. **Once the Practicum installment fee has been paid, the fee is non-refundable.**

**6. Final Assessment- \$250**

The Final Assessment is not payable until time of the assessment. **Once paid, the fee is non-refundable. Re-exams are charged at the rate of \$30 per written exam.**

## **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 and the 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, is available to discuss academic issues pertaining to course and college requirements.
- B) Counseling and Health Care  
Debbie Sheehan is available to give information on counseling services and health care.

### **HOUSING**

- A. Montessori Center for Teacher Education does not have a housing facility nor does it have dormitories.
- B. San Diego is a summer tourist area so typically hotels will charge \$99 to \$199 per day. There are several motels and apartments 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 begins in the fall and begins in September.

Practicum generally begins in October or later.

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 II 9-12**

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 Component of the 6-12 Credential:**

Academic Component begins in summer, July – August in even years. 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 am-4:30 pm and 3 Saturdays.

**All Elementary Courses:** Monday through Friday 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 excluding traditional school holidays.

**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.**

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 COURSES**

All assignments must be completed. We have eliminated what we call “busy work” so every assignment is considered essential in order to meet the Course objectives and MACTE competencies. Assignments are graded based on rubrics and different assignments may have different rubrics which are included in the course handbook. If the assignment has not been done satisfactorily, it must be re-done and re-submitted.

Tests are graded on a percentage system as follows:

90% -100% = excellent

80% - 89% = very good

70% - 79% = satisfactory

below 70% = not passing

(A make-up test must be taken until a passing grade is achieved.)

Upon successful completion of all course requirements and payment of all program costs, the adult learner is recommended for the appropriate AMS Credential.

### **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 times being tardy and absences (over 10% of a 20 day school month)
9. Insubordination

### **Grievance Procedure**

#### **In case of a student grievance, the adult learner should contact:**

- A. The Instructor
- B. The Program Director
- C. And, submit the grievance in writing to the appropriate person.

#### **A complaint that is not resolved after an initial verbal contact should then be stated in writing.**

Once a complaint is submitted to the Program Director of the Montessori Center for Teacher Education, a problem-solving committee is established by the Program Director. The committee consists of the Program Director, Assistant Director, EI or EII Consultant of 6-9 or 9-12 course, a staff member, two student representatives, and a Practicum Site Administrator.

If the adult learner does not feel that the complaint has been resolved by the committee, the adult learner may submit a formal written complaint to AMS the organizations presented below within 30 days after the problem-solving committee decision.

AMS Teacher Education Section  
 116 E. 16<sup>th</sup> Street  
 New York, NY 10003-2163  
 (212) 358-1250  
[www.amshq.org](http://www.amshq.org)

Bureau of Private Postsecondary Education  
 P.O. Box 980818  
 W. Sacramento, CA 95798-0818  
 (916) 431-6959  
 www.bppe.ca.gov

MACTE Office  
 420 Park St.  
 Charlottesville, VA 22902  
 (434) 202-7793  
 www.macte.org

### 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.**

**SOC Codes:** The 2018 Standard Occupational Classification (SOC) system is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 867 detailed occupations according to their occupational definition. Graduates of this program who remain in the educational field are generally employed in a job classification under the United States Department of Labor's Standard Occupational (6 digit) level.

Montessori Credential	SOC Code	Description
Early Childhood	25-2011	Preschool Teachers, Except Special Education
	25-2012	Kindergarten Teachers, Except Special Education
Elementary I	25-2021	Elementary Teachers, Except Special Education
Elementary II	25-2021	Elementary Teachers, Except Special Education
Elementary I - II	25-2021	Elementary Teachers, Except Special Education
All Credentials (as appropriate)	25-3401	Tutors
	25-9042	Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education

### 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](http://www.amshq.org)

#### Elementary:

The adult learner will be recommended to AMS for an EI, EII 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:

A bachelor's degree from a regionally accredited college/university or equivalent.

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](http://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 learners 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, EII AND EI -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 bachelor's 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.

## **AMS Policy on Transfer of Credit**

### **TRANSFER BETWEEN AMS-AFFILIATED PROGRAMS**

For transfer of a current adult learner from one AMS-affiliated teacher education program to another AMS-affiliated teacher education program:

***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.

#### **4.5.1.1 TRANSFER FROM OTHER TEACHER EDUCATION PROGRAMS RECOGNIZED BY AMS**

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE-accredited programs) 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 be registered as an adult learner.

***The new TEP must:***

1. Review and evaluate the credential and portfolio of the candidate, and utilize proficiency pretesting to plan a program of study, if applicable.
2. Determine the minimum requirements of the academic phase that the candidate must take to fulfill AMS qualifications.
3. Require all candidates take Montessori philosophy and theory from the program that will issue the credential recommendation.
4. Determine that practicum requirements of the candidate meet the requirements of an AMS-affiliated teacher education course practicum.
5. Assess and evaluate proficiency as required by the AMS-affiliated teacher education program.
6. Ensure that all the requirements of the AMS-affiliated teacher education program recommending the adult learner for an AMS credential are met.
7. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

#### 4.5.2 TRANSFER FROM TEACHER EDUCATION PROGRAMS NOT RECOGNIZED BY AMS

Transfer of credits, including online learning (distance education) credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

#### Fees to Transfer to the Montessori Center for Teacher Education

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)

**Fees to Transfer from Montessori Center for Teacher Education to an approved AMS program.** The cost to transfer credits (student file and all related work) to another approved AMS program is \$100.

## 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. 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](mailto: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](http://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

ATTACH PERFORMANCE SHEETS HERE