

Montessori Training Center

California State Catalog for Teacher Education

5325 Engle Road, Suite 200,
Carmichael, CA 95608

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Phone 916-588-7082

June 27, 2024 – June 22, 2025

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.

Any questions 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 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834 or www.bppe.ca.gov, 888-370-7589 or by fax 916-263-1897.

This catalog is updated every year on or before July 1st of each calendar year.

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Relocation of Permanent Site

Montessori Training Center has relocated the permanent site to 5325 Engle Rd, Ste 200, Carmichael CA 95608, on the grounds of California Montessori Project's Carmichael campus.

Approval Disclosure Statement

Montessori Training Center, 5325 Engle Rd. Ste 200, Carmichael CA is a private institution with approval to operate by the California Bureau for Private Postsecondary Education. The approval of the BPPE means compliance with state standards as set forth in the California Private Postsecondary Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review.

California statute requires that a student who successfully completes a course of study, be awarded an appropriate certificate verifying the fact.

Accreditation Statement

Montessori Training Center is accredited by the Montessori Accreditation Council for Teacher Education (MACTE). Accreditation status is valid through November 2029 for the Elementary I and Elementary I-II programs, and through April 2030 for the Early Childhood program.

Mission/Statement of Purpose

The mission of the Montessori Training Center is to provide an enriching Montessori training that will inspire teachers to successfully educate children using principles and practices of the Montessori Method.

History of Montessori Training Center

Montessori Teachers College (now known as Montessori Training Center) was founded by Karen Lecy, M.Ed., in Carmichael, California in 1979. Since that time, MTC has equipped hundreds of adult learners in the Northern California region with credentials of the highest standards in Montessori education for the Early Childhood field. In 2001, the program was expanded to include the Elementary I program and received accreditation from MACTE in 2007 and in 2009 for its Elementary I-II programs. Currently, the Montessori Training Center is owned and directed by Sylvia Loveless.

Philosophy

Montessori Training Center has developed programs dedicated to training individuals wishing to become Montessori teachers, in the fundamental principles upon which Maria Montessori based her philosophy. Our goal is to inspire a love of knowledge of the Montessori Method as well as a love for children.

We respect every individual's freedom of choice as well as his or her individual process of development

We strongly request an active participation of the student by means of practice with the apparatus, completion of written assignments, material making, illustration of the manuals and completing final examinations. We strive to provide an atmosphere of inspiration, helpfulness, sincerity, respect and positive cooperation among all the individuals enrolled in the program.

Objectives of the Training Program

- The students will be able to demonstrate knowledge of Montessori philosophy, theory and methodology at the level in which they are being trained.
- The students will be able to demonstrate basic knowledge in Child Development as it applies to the level in which they are being trained.
- The students will be able to demonstrate practical ability in implementing the Montessori philosophy and methods.
- The students will have the knowledge and skills needed to work with the individual needs of children.
- The students will demonstrate a love for children and for the Montessori Method.
- The students will be able to lead a Montessori classroom at the level for which they have been trained.

Faculty

Elementary I Program

Sylvia Loveless: Director, Instructor; MST, Education, Chaminade University of Honolulu 1994, AMS Credential 2013

Crystal Alexander: Instructor, Elementary I Coordinator, Field Supervisor; BA, Ashford University, Iowa; NCME Credential, 2006 (EC); AMS Credential, 2012 (Elem I-II)

Marie Liston: Instructor, BA, CSU Sacramento, 2009; AMS Elementary I-II Credential 2021

Ann DeGroot: Instructor, BA Child Development, CSU Sacramento 2018, AMS Credential, 2018

Elementary I-II Program

Ryann Ashby: Instructor; BA, CSU Sacramento, 2005; AMS Elementary I-II Credential, 2019

Christina Marsh Franklin: Instructor; BA, Cal Poly Pomona 2002; AMS Elementary I-II Credential 2012

Melissa Placek: Instructor, BA, Cal State 2006; AMS Elementary I-II Credential 2012

Jessica Baran: Instructor, BA, Cal State Chico 2007; AMS Elementary I-II Credential 2016

Elizabeth Armanino: Field Consultant; BS, UC Davis 1977, AMS Credential: former director of MTC

Remy Glovin: Instructor, BS Human Development, CSU Davis 2006, AMS Elementary I-II Credential 2020

Early Childhood Program

Sylvia Loveless: Director, Instructor, Field Supervisor; MST, Education, Chaminade University of Honolulu 1994, AMS Credential 1987 (EC) and 2013 (EL I)

Crystal Alexander: Instructor; BA, Ashford University, Iowa; NCME Credential, 2006 (EC); AMS Credential, 2012 (Elem I-II)

Joanne Kutzman: Instructor, Field Supervisor; MEd, Education, College of Notre Dame 1977, AMS Credential, 1977 (EC)

Maricatherine Finley: Instructor, Field Supervisor; MT, National U Sacramento CA 2010; AMS Credential 2014 (EC)

Natasha Raffety: Instructor; BS, U. of Nevada, Reno, 2006, AMS Credential 2022 (Elem I), AMS Credential 2017 (EC)

Ann DeGroot: Instructor, BA Child Development, CSU Sacramento 2018, AMS EC Credential, 2018

Facility

Montessori Training Center uses the facilities of California Montessori Project's Carmichael campus as its instruction site. It is located at 5325 Engle Rd. Ste.200, Carmichael, California. The facility is a fully equipped and staffed school for children in kindergarten through eighth grade. Classes for each program are held in classrooms that are appropriate to the level of training. A complete set of materials is available for the use of the students. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss their personal educational and occupational plans with the director and level coordinators prior to enrolling or signing enrollment agreements. This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire, safety, building and health.

Admission Requirements

Early Childhood Program

The candidate for an **AMS Early Childhood Certificate** will have:

A bachelor's degree from a regionally accredited U.S. college or university, or its equivalent

A transcript from a non-US regionally accredited college/university must be submitted to a recognized US credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. Accredited colleges and universities in the United States may also make such evaluations. If the evaluation determines the non-US transcript to be equivalent to a Bachelor's degree or higher in the US, the adult learner will satisfy the Bachelor's degree requirement for an AMS credential upon successful completion. The official transcript equivalency evaluation is to be submitted to the AMS office in lieu of the college transcript.

An AMS Early Childhood credential may be awarded to adult learners who hold a minimum of a Bachelor's degree or higher from a non-US college/university that is determined not to be equivalent to a Bachelor's degree from a regionally accredited US college/university by a recognized credential evaluation service or a regionally accredited college/university, while still meeting the nationally recognized post-secondary educational standard in the state, province or country of issuance. The degree and country in which the degree was awarded will be indicated on the credential.

The candidate for an **AMS Associate Early Childhood Certificate** will have:

A transcript from a secondary level state approved/recognized (high school) diploma, GED, or the international equivalent, but who has not earned a Bachelor's degree from a regionally accredited US college/university or its equivalent as determined by a recognized credential evaluation service. Candidates for an AMS Associate Early Childhood credential must complete all requirements for the course. Upon completion, they should represent themselves only as holding an AMS Associate Early Childhood credential.

Holders of the AMS Associate Early childhood credential are strongly encouraged to obtain their Bachelor's degree within 7 years of receiving their credential. At that time, teachers are eligible for an upgrade to an AMS Early Childhood credential upon completion of the Bachelor degree requirement. An official transcript documenting this completion and appropriate form and upgrade fee must be sent to the AMS office of teacher education by the individual receiving the degree. The teacher must be a current AMS member at the time of the upgrade.

Elementary I and Elementary I-II Program

The candidate for an AMS Elementary I Credential (6 - 9) or Elementary I-II Credential (6-12) holds a minimum of:

A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent

A transcript from a non-US regionally accredited college/university must be submitted to a recognized US credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. Accredited colleges and universities in the United States may also make such evaluations. If the evaluation determines the non-US transcript to be equivalent to a Bachelor's degree or higher in the US, the adult learner will satisfy the Bachelor's degree requirement for an AMS credential upon successful completion. The official transcript equivalency evaluation is to be submitted to the AMS office in lieu of the college transcript.

A recognized Montessori Early Childhood Credential or alternatively, participation in a prerequisite Early Childhood Overview course (may be from another AMS Training Center).

A teacher who holds an AMS Montessori Elementary I credential may become a candidate for an Elementary I-II credential by completing the Elementary II component of an Elementary 1-II course.

Selection Procedures for Admission to the Program

Application and Acceptance: Prior to enrollment, students must fill out an application form, provide transcripts and submit an application fee.

Unofficial transcripts can be attached to the application form but must be followed as soon as possible by a sealed, official copy. The applicant must complete an on-site visit to the campus to meet with the director. If an on-site visit is not feasible, a Skype or telephone interview will be acceptable. Upon receipt of the completed application, the director will contact the candidate and schedule a time to meet. A tour of the facilities will be given, as well as an option to observe a class in session will be offered. The director will notify the candidate in writing within 2 weeks of the interview whether the application has been accepted or not.

Credits/Acceptance of Credits

Montessori Training Center graduates receive credit in the form of hours, not credits (non-transferable) from this institution in the form of an unofficial transcript. Formal transcripts can be requested from the American Montessori Society upon completion of all coursework and practicum hours. Montessori Training Center does not award credit for prior experiential learning at other institutions.

Montessori Training Center has not entered into an articulation or transfer agreement with a college or university.

Student Records

Student records will remain on site for five years. Copies of student's credential and credential recommendation forms will be kept permanently.

Accreditation and Affiliation Status

The Montessori Training Center hold Full Affiliate status for its Early Childhood, Elementary I and Elementary I-II teacher education courses with the American Montessori Society, AMS (www.amshq.org) and is accredited by the Montessori Accreditation Council for Teacher Education, MACTE (www.macte.org) through August of 2029 for its Elementary I and Elementary I-II programs; and through April 2030 for its Early Childhood program.

Course Overviews

Early Childhood Credential

One Year Academic/Practicum Cycle – June 27, 2024-June 20, 2025

The Early Childhood program includes the fundamental principles upon which Maria Montessori based her philosophy. The Montessori Training Center offers a comprehensive one-year certification course for the Early Childhood credential. Courses are conducted for two weeks in the summer, Tuesday nights throughout the school year and two weeks at the end of June.

Academic Component: 302 hours of seat time in courses covering Montessori Principles and Philosophy, Child Development, Child, Family and Community, Early Childhood Observation, Practical Life, Sensorial, Math, Language, Science/Social Studies, Art, PE and Movement and Classroom Leadership.

Practicum Component: 540 hours working as a Montessori teacher either under the supervision of a master teacher or as a lead teacher in a self-directed practicum. These hours will be scheduled a minimum of four hours a day, five days a week for nine months. Each student will be visited and observed by a member of the MTC staff for a minimum of three times throughout the practicum phase.

Elementary I Credential

One Year Academic/Practicum Cycle – June 27, 2024 -June 19, 2025

Montessori Training Center offers a comprehensive year-long certification course for Elementary I. Courses are conducted for three weeks in the summer, Thursday nights throughout the school year (following CMP school calendar) and two weeks at the end of June.

Academic Hours: 326 hours of seat time in courses covering Montessori Principles and Philosophy, History, Child Development, Math, Language, Science/Social Studies, Geometry, Art, Practical Life, Curriculum Strategies and Design, PE and Movement Classroom Leadership and a year-long project.

Practicum Hours: 1080 Hours working as a Montessori teacher either under the supervision of a master teacher or as a lead teacher in a self-directed practicum. These hours will be scheduled a minimum of 5 hours a day, 5 days a week for 9 months. Each student will be visited and observed by a member of the MTC staff for a minimum of three times throughout the practicum phase.

Elementary I-II Credential

Two Year Academic/Practicum Cycle – August 20, 2024-June 13, 2026

Montessori Training Center offers a comprehensive two-year certification course for the Elementary I-II credential. Courses start with the Elementary I course components. Adult learners advance on to the Elementary II portion in Fall of the following year. Adult learners enrolled in the Elementary II portion of the credential meet every Tuesday night throughout the school year (following the CMP school calendar) and one week at the end of June the following year.

Academic Hours: 514 hours of seat time in courses from the Elementary I credential in addition to advanced work in Math, Language, Philosophy, Practical Life, Geography/History and Art.

Practicum Hours: 1080 hours working as a Montessori teacher either under the supervision of a master teacher or as a lead teacher in a self-directed practicum. These hours will be scheduled a minimum of five hours a day, five days a week for nine months. Each student will be visited and observed by a member of the MTC staff for a minimum of three times throughout the practicum phase.

Upgrading to an Elementary I-II Credential

One Year Academic Cycle – August 20, 2024-June 13, 2025

Montessori Training Center does not offer an Elementary II stand-alone credential. However, a teacher who holds an AMS Montessori Elementary I credential may become a candidate for an Elementary I-II (9-12) credential by completing

the Elementary II portion of the Elementary I-II program. The candidate must be a current AMS member at the time the upgrade occurs. If the upgrade is outside the three year time limit between receipt of the Elementary I credential and completion of the Elementary I-II, the candidate must be re-registered with AMS and MACTE. Association Fees will apply.

Academic Hours: 185 seat hours in advanced work in Math, Language, Philosophy, Practical Life, Geography/History and Art.

Practicum Hours: No practicum necessary

Student Achievement/Grading System

Students are evaluated to determine competency in understanding Montessori philosophy and principles, knowledge of subject matter in the area they are being trained, and use of the Montessori materials. Adult learners should expect to spend 3-4 hours each week outside of class time practicing and completing assignments.

All coursework must be completed within three years of the final day of the academic portion of the cohort group in which the student was enrolled.

Attendance and Coursework will be evaluated:

91 -100% = A 81 – 90% = B 70 – 80% = C 69% and Below = Incomplete

Course Descriptions

Early Childhood

Core Course Components: *Practical Life, Sensorial, Language, Mathematics, Physical and Life Science, Social Studies, Classroom Leadership*

Foundation Course Components: *Montessori Philosophy/Theory, Observation of the Child*

Other Course Components: *Child Development, Art, Music, Movement, Parent Involvement/Education*

Montessori Philosophy/Theory

This provides an orientation to Montessori principles, practices and programs through guided readings in Montessori textbooks. Major topics covered in this course are historical overview; formative periods; the study of the Montessori concepts of normalization, development of intelligence, discipline, and order; the classroom environment, and the role of the teacher. The course introduces lesson presentations to children. It includes the study of teaching strategies used to promote learning, such as structuring the environment, demonstrating classroom materials, modeling appropriate behavior and using verbal strategies. Methods of instruction include lecture, group discussion and cooperative learning, observation, group projects, selected readings, written assignments, and quizzes.

Course Hours: 36

Practical Life

The development of order, concentration, coordination and independence within the young child is rooted in the activities of Montessori's curriculum of Practical Life. Major topics covered in this course are the materials and exercises in Practical Life: care of self, care of the environment, grace and courtesy, food and nutrition and control of movement.

Course Hours: 36

Sensorial

The purpose of the Sensorial area of the classroom is the development and refinement of the senses. In this course the adult learner defines how to recognize the needs and abilities of the young child, and how to present the specific equipment designed by Dr. Montessori to further the development of the total child. Methods of instruction

include lecture, discussion, supervised hands-on practice, individual presentations, and designing and creating original activities for the classroom.

Course Hours: 32

Mathematics

The development of the mathematical mind is the direct aim of the Montessori math materials for the young child. Using the materials designed by Dr. Montessori, the adult learner will discover how to spark the interest of the young child by sequentially teaching mathematical concepts. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, and designing and creating original activities for the classroom.

Course Hours: 36

Language

Major topics covered in this course include how to present the materials and exercises that foster reading and writing development in the young child. Included will be skill development in storytelling, literature based reading readiness, phonics, beginning reading activities, poetry, drama and song. Materials will be demonstrated that aid in the development of the following skills and concepts: reading, penmanship, writing, and the function of words.

Course Hours: 32

Physical and Life Sciences

Earth Science/Physical Science includes development of classroom activities that will present the fundamental concepts of astronomy, geology, physics, and chemistry. Zoology/Botany includes introductions to the animal and plant kingdoms. This course includes a field trip and discussions regarding local field trips in which children can experience learning outside of the classroom.

Course Hours: 20

Social Studies

Geography/History includes materials and ideas to develop classroom activities that will present the fundamental concepts of air, water, and the earth, and land formations. History will be linked to geography through the introduction to countries, flags and national costumes.

Course Hours: 16

Art/Music/Movement

The art workshop offered early in the year offers a chance to experience a variety of techniques using a wide variety of art media. This is followed by a class at the end of the year covering artist studies combined with composers. Movement includes the study of the basic nutritional, health and fitness needs of young children. Methods of instruction include lecture, discussion, individual presentations; and designing and creating original activities for the classroom.

Course Hours: 22

Child Development

Major topics covered are the theories of development, stages of development, physical, cognitive, emotional, and social areas of development. Students will review current research as well as discuss selected readings.

Course Hours: 28

Parent Involvement/Education:

Major topics covered in this course are the multicultural effects of the family and community on a child's development and identifying the following: ethnicity, social class, family values and gender roles and their impact on behavior, values, morals, and attitudes. Methods of instruction include lecture, group discussion on selected readings, written assignments, and group projects.

Course Hours: 12

Observation of the Child

Major topics covered in this course are types of observational tools in relation to: children's responses to the classroom environment; child initiated activities; work cycles; and the child's use of materials. The adult learners also examine levels of concentration, work patterns, the atmosphere of the classroom, social relationships, teacher-child interaction, behavior issues, and discipline.

Methods of instruction include lecture, discussion, direct observation of children and instructional personnel in a variety of classroom settings, research, written reports, essays, and quizzes.

28 Hours: Seat Hours – 8 Hours; Documented Observations – 20 Hours

Classroom Leadership

Major topics covered in the course are: strategies of classroom leadership that gain the child's confidence, cooperation and attention, thereby helping to develop a pattern of respect for authority and the physical environment; and techniques of environmental design that can be applied to any classroom situation. Work plans, schedules and the role of the teacher as a leader will be discussed.

Course Hours: 4

Montessori Practicum

Working in the classroom on a daily basis under the supervision of a master teacher, the adult learner will have an opportunity to observe and to put into practice all of the course work required for the Montessori certification. The adult learner shall develop objectivity and proficiency in observing and interpreting child behavior. Monthly reporting is required and reviewed as an ongoing vehicle of support to the student.

A minimum of 540 hours is required

Elementary I and Elementary I-II Courses

Prerequisite: Introduction to Montessori Education (Early Childhood Overview)

Core course components: Mathematics, Geometry, Language, Geography, History, Biological Sciences, Physical Sciences, Curriculum Design and Strategies, Classroom Leadership

Foundational course components: Montessori Philosophy/Theory, Practical Life

Other course components: Child Development, Movement and Physical Education, Visual Arts and Crafts, Music

Introduction to Montessori Education (Early Childhood Overview): Major topics covered in this course are a historical overview of the Montessori Method and comparison of Montessori to other methods of early childhood education; study of Montessori concepts of normalization, development of intelligence, discipline, concentration, coordination, order and independence, the Montessori classroom, the role of the teacher and lesson presentation to children. **40 hours**

Elementary I

326 Hours

Montessori Philosophy/Theory Major topics covered in this course are as follows: a historical overview of Dr. Montessori's life and work; and her theories on formative periods. These include the development of intelligence, normalization, discipline, order, imagination, the role of the teacher, and lesson preparation. Comparative studies are discussed. Dr. Montessori's view of child development, including the four planes of development, the development of language, moral development and social development are covered. This course includes 6 hours of documented observations.

28 Hours

Montessori Philosophy and Theory - 24 Hours

Documented Observations – 4 Hours

Child Development: as it relates to the elementary child. Discussions cover physical, language, cognitive and logico-mathematical development, social and personality development and the child's relationship to the culture. Learning styles, multiple intelligences, giftedness and learning challenges are covered. Adult learners will learn about Dr. Montessori's theory of the Four Planes of Development with focus on the Second Plane. Examine current theories and processes of the elementary child to see how current knowledge compares with Montessori theories.

4 Hours

History: Major topics covered in this course are the materials and exercises in the field of history as they relate to the core cosmic curriculum. Basic work in the concept of time is presented through numerous timelines. Adult Learners will learn lessons related to these timeline activities, and observe history and science experiments to go along with them. Fundamental Needs of humans, the introduction to the cosmos, evolutionary changes, and the evolution of humans will be covered.

28 Hours

Mathematics: Major topics covered in this course are the materials and exercises in mathematics as part of the core cosmic curriculum. Students will learn math lessons including place value, basic operations, properties, binomials and trinomials, powers of numbers, squaring etc.

42 Hours

Language: Adult learners cover a sequence in teaching reading which includes phonetics, sight words, and readers. Using a variety of concrete materials, teachers learn to present the basic parts of speech and their functions, through the use of symbols. Included in the study of language is the structure analysis of sentences; the history of the English language; etymology; affixes; verb conjugations; transitive and intransitive verbs, etc.

48 Hours

Geometry: Students will learn to present lessons about basic shapes and solids, angles, intersection of lines, construction of polygons, triangles, angle measurement and operations within the geometry curriculum scope.

38 Hours

Geography: physical geography topics include globes, landforms, maps, and biomes. Cultural diversity is emphasized as flags, international clothing, and songs are introduced. The child's place in the world, knowledge of the earth, and geological and climatological phenomena are covered.

16 Hours

Physical Sciences: Lessons and curriculum design for the Next Generation Science Standards are discussed. Physical science, chemistry, and earth science are covered. Emphasis is on modeling and inquiry within the science framework.

8 Hours

Biological Sciences: Students will learn to present lessons in Zoology and Botany. For Zoology, nomenclature, classification, characteristics, external parts and habitats are covered. In Botany, nomenclature, classification, and science experiments to illustrate the needs of the plant kingdom are presented. A discussion of biomes and ecology create a framework for today's global interdependence. Lessons and curriculum design for the Next Generation Science Standards are covered as well.

42 hours

Curriculum Design and Strategies: Topics covered include the history and theories of curriculum development. With the plethora of commercially available materials, the issue of how to evaluate commercial materials will be covered. In addition, the creation of original material for classroom use as well as the reconfiguration of current learning materials

will be explored.

14 Hours

Classroom Leadership: Topics include starting a new class, preparation of the physical environment, and the preparation of a schedule and student planners. The spiritual/psychological conditions of the environment, the role of the teacher, and working with parents are also major topics. Identifying and being aware of cultural differences and diversity in all forms is a major theme. Defining the “teacher as a leader” in the Montessori community and the moral development of both children and adults are covered.

18 Hours

Practical Life: Major topics include the philosophy of practical life, grace and courtesy lessons as well as care of the environment, person and community. Suggestions for incorporating practical life into the curriculum will be covered along with the ethical use of technology.

16 Hours

Movement and Physical Education: Coordination (muscular, eye-hand, hand-hand, hand-leg etc.) along with body image will be covered. Cooperative games and team building activities will be presented. Yoga for children in the educational environment will be presented as well as specific sports skills.

6 Hours

Visual Arts and Crafts: The elements of art (line, color, value, texture, value, shape and form) will be presented as adult activities that can be transferred to child presentations. Art in the geometry curriculum will be presented as well as ideas for seasonal crafts and activities. Art vocabulary and ways in which children can express themselves through art will be presented.

6 Hours

Music: Based on a Fine Arts and Music approach, composers and artists will be paired and activities to highlight both art and music nomenclature will be presented. Songs and activities appropriate for the elementary student will be presented. Curriculum integration for historical periods will be discussed.

4 Hours

Yearlong Project: Adult learners will create an electronic professional portfolio reflecting on their experience in the classroom. Some topics will be assigned; the majority are at the discretion of the student.

8 Hours

Practicum Teaching Experience: A minimum of 1080 hours is required.

Elementary II portion of the Elementary I-II program (continued from Elementary I)

188 Hours

Mathematics: Presentations include ratio and proportion (fractions, percents, decimals), problem solving, measurement, (space, weight, money), exponential notation, preparation for algebra and probability and statistics. Use of technology to enhance the learning experience will be discussed, as well as incorporating habits of mind such as attention to accuracy, perseverance, appropriate use of tools and mathematical reasoning.

40 Hours

Language: Major topics include the History of the English Language, Etymology, Word Study; Noun, Adjective and Verb studies; Advanced Parts of Speech and Symbols; Logical Analysis and Sentence Variations. Discussion about appropriate age level literature and recommendations, moral development in literature, as well as writing (narratives/opinion and

information pieces), will be covered. Writing across the curriculum will be explored as it relates to math and the sciences.

28 Hours

Montessori Philosophy: Topics include the 10 main tenets of a Montessori Education. Adult Learners will participate in a book study chosen by the instructor. Characteristics of the child from 6 through 12 will be covered as well as the implications for design of the upper Montessori elementary curriculum. This class requires 6 hours of documented observations.

16 Hours

Visual Arts: A continuation of the work covered in the Lower Elementary art course will include creating an art portfolio of one's own work, including the idea of revision. Different mediums will be explored and art as reflection (art journals) will be introduced.

4 Hours

Practical Life: Technology as a learning tool will be covered as well as introducing internet-based programs for independent learning. Presentations for electronic portfolios will be introduced as well as digital citizenship.

16 Hours

Geography: Major topics include political geography, ethnology geography, and astronomical geography (stars, solar system, universe). Ideas for research projects on countries and states will be discussed.

8 Hours

Geometry: Major topics include Insets of Equivalency, Area, Pythagorean Plates, Circle Work, Polyhedrons and Volume. Art will be used to explore geometric principles, including the use of a compass as a design tool and for repeated patterning.

16 Hours

Physical and Biological Sciences: Montessori Training Center has developed a course curriculum centered around the New Generation Science Standards. The new standards require that students incorporate writing and literacy standards, as well as demonstrate engineering modeling using scientific inquiry. A multi-age program will be covered for both physical and biological sciences.

28 Hours

Practicum Teaching Experience: A minimum of 1080 hours is required.

Early Childhood 2024-2025 Schedule

<i>Date</i>	<i>Time</i>	<i>Purpose</i>	<i>Instructor</i>	<i>Contact Hours</i>
June 27, 24 Thursday	8-12 12:30-4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
June 28, 24	8-12 12:30-4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 1, 24	8-12 12:30-4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 2, 24	8-12 12:30-4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 3, 24	8-12 12:30-4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
<i>July 4, 24</i>		<i>Independence Day</i>	<i>holiday</i>	
July 5, 24	8 - 12 12:30-4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 8, 24	8-12 12:30- 4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 9, 24	8-12 12:30- 4:30	Philosophy - Class Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 10, 24	8-12 12:30-4:30	Philosophy Practical Life - Class	Joanne Kutzman Maricatherine Finley	4 4
July 11, 24	8-12	Practical Life - testing out	Maricatherine Finley	0
			<i>Total Hours for Practical Life Total Hours for Philosophy</i>	36 36
		<i>Break from 7/12/24/22/24</i>		
		<i>Evening classes begin</i>		
July 23, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
July 30, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
Aug 6, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
Aug 13, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
Aug 20, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
Aug 27, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
Sept 3, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4
Sept 10, 24	4:30 - 9	Sensorial - Class	Ann DeGroot	4

Sept 17, 24	4:30 -9	Sensorial - testing out	Ann DeGroot	0
			Total Hours for Sensorial	32
Sept 21, 24 (Saturday)	8:30 - 12:30	Observation of the Child - Class	Joanne Kutzman	4
Sept 24, 24	4:30 -9	Observation of the Child - Class	Joanne Kutzman	4
			Total Hours for Observation of the Child	28 <i>8 + 20</i> <i>hours of</i>
				<i>document-</i> <i>ed observ-</i> <i>ations</i>
Oct 1, 24	4:30 -9	Math - Class	Natasha Raffety	4
Oct 8, 24	4:30 -9	Math - Class	Natasha Raffety	4
Oct 15, 24	4:30 -9	Math - Class	Natasha Raffety	4
Oct 22, 24	4:30 -9	Math - Class	Natasha Raffety	4
Oct 29, 24	4:30 -9	Math - Class	Natasha Raffety	4
Nov 5, 24	4:30 -9	Math - Class	Natasha Raffety	4
Nov 12, 24	4:30 -9	Math - Class	Natasha Raffety	4
Nov 19, 24	4:30 -9	Math - Class	Natasha Raffety	4
Nov 26, 24	No Class	Thanksgiving Break		
Dec 3, 24	4:30 -9	Math - Class	Natasha Raffety	4
Dec 10, 24	4:30 -9	Testing out for Math	Natasha Raffety	0
			Total Hours for Math	36
Dec 17, 24	4:30 -9	Language - Class	Sylvia Loveless	4
		Dec 18, 2024 - January 3, 2025 Winter Break		
Jan 7, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Jan 14, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Jan 21, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Jan 28, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Feb 4, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Feb 11, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Feb 18, 25	4:30 -9	Language - Class	Sylvia Loveless	4
Feb 25, 25	4:30 -9	Language - Testing out	Sylvia Loveless	0
			Total Hours for Language	32
Mar 1, 25 Saturday	9 -3:30	Art Workshop (Visual Art Hours)	Noah Kocina	6

Mar 4, 25	4:30 -9	Classroom Leadership	Sylvia Loveless	4
			Total Hours for Classroom Leadership	4
Mar 11, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
Mar 18, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
Mar 25, 25	4:30 -9	Child Dev./Parent Involv.	Sylvia Loveless	4
Apr 1, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
Apr 8, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
Apr 15, 25	4:30 -9	Child Dev./Parent Involv.	Sylvia Loveless	4
Apr 22, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
Apr 29, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
May 6, 25	4:30 -9	Child Dev./Parent Involv.	Sylvia Loveless	4
May 13, 25	4:30 -9	Child Dev./Parent Involv.	Maricatherine Finley	4
	On your own	Child Dev. Testing out: take home test	Maricatherine Finley	0
			Total Hours for Child Development	28
			Total Hours for Parent Involvement/Education	12
May 20, 25	4:30 -9	Social Stud. /Phys. & Life Sci.	Crystal Alexander	4
May 27, 25	4:30 -9	Social Stud. /Phys. & Life Sci.	Crystal Alexander	4
June 3, 25	4:30 -9	Social Stud. /Phys. & Life Sci.	Crystal Alexander	4
June 9, 25	8 - 4:30	Social Stud. /Phys. & Life Sci.	Crystal Alexander	8
June 10, 25	8 - 4:30	Movement /Art Music	Justin Parnell/Sylvia Loveless/ Ally Webb	4 4
June 11, 25	8 - 4:30	Movement /Art	Sylvia Loveless Kevin Mainz	4 4
June 12, 25	8 - 4:30	Social Stud. /Phys. & Life Sci.	Crystal Alexander	8

June 13, 25	8 - 4:30	Social Stud. /Phys. & Life Sci. class & field trip	Crystal Alexander	8
			Total Hours for Social Studies Hrs. Physical & Life Sciences	16 20
			Total Hours for Movement/ PE/Art/Music	22 (incl.6 from March workshop)
June 16-18, 25		Make up days/Review and Practice (if needed)		0
June 19, 25		Juneteenth holiday		
June 20, 25 Or alt. date	8 - 4:30	Final Exam By appointment		0
			Total Contact Hours	302

Note: schedule is subject to change in response to any mandates from federal, state or local authorities, or any mandates from licensing or boards of education

Elementary I 2024-2025 Schedule

Date	Time	Purpose	Instructor	Contact Hours
June 27, 24 Thursday	8-12 12:30-4:30	EC Philosophy Overview EC Presentations	Joanne Kutzman	4 4
June 28, 24	8-12 12:30 -4:30	EC Philosophy Overview EC Presentations	Joanne Kutzman	4 4
July 1, 24	8-12 12:30 -4:30	EC Philosophy Overview EC Presentations	Joanne Kutzman	4 4
July 2, 24	8-12 12:30 -4:30	EC Philosophy Overview EC Presentations	Joanne Kutzman	4 4
July 3, 24	8-12 12:30 -4:30	EC Philosophy Overview EC Presentations	Joanne Kutzman	4 4
July 4, 24		Independence Day	holiday	
			Total Hours for Overview	40
Date to be determined	On your own	Early Childhood Observation with written documentation	(counted as part of Overview hours)	3

July 5, 24	8 – 4:30	History - Class	Sylvia Loveless	8
July 8, 24	8 – 4:30	History - Class	Sylvia Loveless	8
July 9, 24	8 – 4:30	History - Class	Sylvia Loveless	8
July 10, 24	8 – 12:00	History - Class Take home Written Exam	Sylvia Loveless	4
			Total Hours for History	28
July 10, 24	12:30 -4:30	Practical Life	Sylvia Loveless	4
July 11, 24	8:00 – 4:30	Practical Life	Sylvia Loveless	8
Varies	4 Hours	Practical Life Job Creation		4
			Total Hours for Practical Life	16
July 12, 24	8 – 4:30	Language – Class	Crystal Alexander	8
July 15, 24	8 – 4:30	Language – Class	Crystal Alexander	8
July 16, 24	8 – 4:30	Language – Class	Crystal Alexander	8
July 17, 24	8 – 4:30	Language – Class	Crystal Alexander	8
July 18, 24	8 – 4:30	Language – Class	Crystal Alexander	8
July 19, 24	8 - 4:30	Language – Class	Crystal Alexander	8
			Total Hours for Language	48
July 22, 24	8 - 10	Language Testing	Crystal Alexander	0
July 22, 24	10:00 - 4:30	Curric. Design & Strategies	Sylvia Loveless	6
July 23, 24	8:00 - 4:30	Curric. Design - Online	Sylvia Loveless	8
			Total Hours Curric. Design	14
July 24, 24	8 - 4:30	Classroom Ldrship - Online	Sylvia Loveless	8
July 25, 24	8 - 4:30	Classroom Ldrship - Online	Sylvia Loveless	8

			Total Hours Classroom Leadership (with 6/17/25)	18
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July 26, 24	8 - 12:00	Child Devlpmnt - Online	Sylvia Loveless	4
July 26, 24	12:30 -4:30	Yearlong Project - Online	Total Hours for Child Development	4 4
Break from July 27 - August 21 2024 Classes begin on Thursday nights				
Aug 22, 24	4:30 - 9	Math - Class	Crystal Alexander	4
Aug 29, 24	4:30 - 9	Math - Class	Sylvia Loveless	4
Sept 5, 24	4:30 - 9	Math - Class	Crystal Alexander	4
Sept 12, 24	4:30 - 9	Math - Class	Sylvia Loveless	4
Sept 19, 24	4:30 - 9	Math - Class	Crystal Alexander	4
Sept 26, 24	4:30 - 9	Math - Class	Sylvia Loveless	4
Oct 3, 24	4:30 - 9	Math - Class	Crystal Alexander	4
Oct 10, 24	4:30 -9	Math - Class	Sylvia Loveless	4
Oct 17, 2024	4:30 -9	Math - Class	Crystal Alexander	4
Oct 24, 24	4:30 -9	Math - Class	Sylvia Loveless	4
Oct 31, 24	4:30 - 6:30 6:30 - 9	Math - Class Math - Testing Out	Crystal Alexander	2 0
			Total Hours for Math	42
Nov 7, 24	4:30 -9	Philosophy - Online	Sylvia Loveless	4
Nov 14, 24	4:30 -9	Philosophy - Online	Sylvia Loveless	4
Nov 21, 24	4:30 -9	Philosophy - Online	Sylvia Loveless	4
Nov 28, 24		No Class	Thanksgiving Break	
Dec 5, 24	4:30 - 9	Philosophy - Online	Sylvia Loveless	4
Dec 12, 24	4:30 -9	Philosophy - Online	Sylvia Loveless	4
Dec 19, 24	4:30 -9	Philosophy - Online	Sylvia Loveless	4
			Total Hours for Philosophy Online Hours for Documented Observations	28 (24) (4)

		<i>Dec 20, 2024 - January 3, 2025 Winter Break</i>		
Jan 9, 25	4:30 -9	Geometry- Class	Debbi Oliver	4
Jan 16, 25	4:30 -9	Geometry- Class	Debbi Oliver	4
Jan 23, 25	4:30 -9	Geometry- Class	Debbi Oliver	4
Jan 30, 25	4:30 -9	Geometry- Class	Debbi Oliver	4
Feb 6, 25	4:30 -9	Geometry- Class	Debbi Oliver	4
Feb 13, 25	4:30 -9	Geometry- Class	Debbi Oliver	4
Feb 20, 25	4:30-9	Geometry- Class	Debbi Oliver	4
Feb 27, 25	4:30-9	Geometry- Class	Debbi Oliver	4

Mar 1, 25 Saturday	9 -3:30	Art Workshop (Visual Art Hours)	Noah Kocina	6
Mar 6, 2025	4:30 -7:30	Geometry – Class	Debbi Oliver	4
Mar 13, 25	4:30 -6:30 6:30 -8:30	Geometry Geometry – Testing Out	Debbi Oliver	2 0
			<i>Total Hours for Geometry</i>	<i>38</i>
Mar 20, 25	4:30 -9	Biological Sciences Class	Sylvia Loveless	4
Mar 27, 25	4:30 -9	Biological Sciences Class	Sylvia Loveless	4
Apr 3, 25	4:30 -9	Biological Sciences Class	Sylvia Loveless	4
Apr 10, 25	4:30 -9	Biological Sciences Class	Sylvia Loveless	4
		<i>April 14 - 18 Spring Break</i>		
Apr 24, 25	4:30 -9	Biological Sciences Class	Sylvia Loveless	4
May 1, 25	4:30 -9	Biological Sciences Class	Marie Liston	4
May 8, 25	4:30 -9	Biological Sciences Class	Marie Liston	4
May 15, 25	4:30 -9	Biological Sciences Class	Marie Liston	4
May 22, 25	4:30 -9	Biological Sciences Class	Marie Liston	4
May 29, 25	4:30 -9	Biological Sciences Class	Marie Liston	4
June 5, 25	4:30 -9	Bio. Sciences Class & Testing Out	Marie Liston	2 0

			Total Hours for Biological Sciences	42
June 9, 25	8 – 4:30	Geog. & Phys. Sci.	Ann DeGroot	8
June 10, 25	8 – noon 12:30 –4:30	Movement/PE Music	Justin Parnell Ally Webb	4 4
June 11, 25	8- 10 10:00 -12	Movement/PE Classroom Leadership	Kevin Meinz Sylvia Loveless	2 2
			Total Hours for Movemt./PE	6
			Total Hours for Visual Arts (on 3/1/25)	6
			Total Hours for Music	4
June 11, 25	12:30 –4:30	Year Long Project	Sylvia Loveless	4
June 12, 25	8 – 4:30	Geog. & Phys. Sci.	Ann DeGroot	8
June 13, 25	8 – 4:30	Geog. & Phys. Sci.	Ann DeGroot	8
			Total Hours for Geography Total for Physical Sciences	16 8
			Total Hours for Year Long Project (incl. 7/26/24)	8
June 16, 25	8 -4:30	Make up day (if needed) Review/Practice		0
June 17, 25	8-12 noon or by appointment	All Subjects Written Final Exam		0
June 19, 25		Juneteenth holiday		

			Total Program Hours	326 Not including testing or exams
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Note: schedule is subject to change in response to any mandates from federal, state or local authorities, or any mandates from licensing or boards of education.

Elementary I-II 2024-2025 Schedule

Date	Time	Purpose	Instructor	Contact hours
Aug 20, 2024	4:30 - 9	Classroom Leadership - Class	Jessica Baran	4
Aug 27, 2024	4:30 - 9	Math - Class	Heather Chace	4
Sept 3, 2024	4:30 - 9	Math - Class	Heather Chace	4
Sept 10, 2024	4:30 - 9	Math - Class	Heather Chace	4
Sept 17, 2024	4:30 - 9	Math - Class	Heather Chace	4
Sept 24, 2024	4:30 - 9	Math - Class	Heather Chace	4
Oct 1, 2024	4:30 - 9	Math - Class	Heather Chace	4
Oct 8, 2024	4:30 - 9	Math - Class	Heather Chace	4
Oct 15, 2024	4:30 - 9	Math - Class	Heather Chace	4
Oct 22, 2024	4:30 - 9	Math - Class	Heather Chace	4
Oct 29, 2024	4:30 - 9	Math - Class	Heather Chace	4
Nov 5, 2024	4:30 - 7	Math - Testing	Heather Chace	0
			Total Hours for Math	40
Nov 12, 2024	4:30 -9	Classroom Leadership - Class	Jessica Baran	4
Nov 19, 2024	4:30 -9	Geometry - Class	Melissa Placek	4
		Nov 25 to 29, 2024 No Class Thanksgiving Break		
Dec 3, 2024	4:30 -9	Geometry - Class	Melissa Placek	4
Dec 10, 2024	4:30 -9	Geometry - Class	Melissa Placek	4
Dec 17, 2024	4:30 -9	Geometry - Class	Melissa Placek	4
			Total Hours for Geometry	16
		Dec 18, 2024 – January 6, 2025 Winter Break		
Jan 7, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Jan 14, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Jan 21, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Jan 28, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Feb 4, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Feb 11, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Feb 18, 2025	4:30 -9	Language - Class	Kaelle Allen	4
Feb 25, 2025	4:30 -9	Language - Testing out	Kaelle Allen	0
			Total Hours for Language	28
Mar 4, 2025	4:30 -9	Geography/History -- Class	Christina Marsh Franklin	4
Mar 11, 2025	4:30 -9	Geography/History – Class	Christina Marsh Franklin	4
			Total Hours for Geography/History	8
Mar 18, 2025	4:30 -9	Philosophy	Christina Marsh Franklin	4
Mar 25, 2025	4:30 -9	Philosophy	Christina Marsh Franklin	4
Apr 1, 2025	4:30 -9	Philosophy	Christina Marsh Franklin	4
			Total Hours for Philosophy Class (12) and Documented	16

			Observations (4)	
Apr 8, 2025	4:30 -9	Curriculum Design	Jessica Baran	4
		Apr 14 - 18, 2025 Spring Break		
April 22, 2025	4:30 -9	Curriculum Design	Jessica Baran	4
			Total Hours for Curriculum Design	8
April 29, 2025	4:30 -9	Classroom Leadership	Jessica Baran	4
May 6, 2025	4:30 -9	Classroom Leadership	Jessica Baran	4
			Total Hours for Classroom Leadership (with 8/20/24, & 11/12/24, 4/29/25, & 5/06/25)	16
May 13, 2025	4:30 -9	Practical Life	Bob Thomas	4
May 20, 2025	4:30 -9	Practical Life	Remy Glovin	4
May 27, 2025	4:30 -9	Practical Life	Remy Glovin	4
June 3, 2025	4:30 -9	Practical Life	Remy Glovin	4
			Total Hours Practical Life	16
June 9, 2025	8 – 4:30	Physical and Biological Sciences - Class	Jessica Baran	8
June 10, 2025	8:00 -12 12:30-4:30	PE Music	Justin Parnell Ally Webb	4 4
			Total Hours for PE, Art (6/13/25), & Music	12
June 11, 2025	8 – 4:30	Physical and Biological Sciences - Class	Jessica Baran	8
June 12, 2025	8 – 4:30	Physical and Biological Sciences - Class	Jessica Baran	8
June 13, 2025	8 - 12:00	Physical and Biological Sciences - Class	Jessica Baran	4
			Total Hours for Physical and Biological Sciences	28
June 13, 2025	12:30 - 4:30	Art	Noah Kocina	4
June 16, 2025 Or by appointment		All Subjects Written Final	Ryann Ashby	0
			Total Program Hours	188 <i>Not including testing or exams</i>

The Elementary II Upgrade Schedule is the same as the schedule above.

Attendance Policy

Attendance is required at all scheduled sessions of the Academic Workshop and during the Practicum year. Ten percent unexcused absences are grounds for dismissal from the program unless makeup arrangements are made. Unexcused absences are those in which the student did not notify the instructor prior or within 24 hours of the absence. Excused absences are those that have been discussed with the instructor and a plan to make up the hours has been approved. Instructor will take roll at the beginning of each class. It is the responsibility of the adult learner to notify the instructor if he or she comes in late. Repeated tardiness demonstrates a lack of respect to both the instructor as well as the other adult learners. A pattern of tardiness is grounds for an incomplete and may require the student to retake the course. Additional charges for the makeup course may apply.

Make-Up Policy

MTC offers Make-Up Days – one in the Fall and one in the spring at no additional charge. Dates depend on need. If the adult learner wishes to make up more time than is available on the makeup days, a plan can be discussed with the director and the instructor.

Dismissal Policy

It is the policy of this institution to assist students having difficulties whenever possible. However, there may be times when a student elects not to follow the principles of the program. If either an instructor, Field Supervisor or the director notices an issue, the Director will send a letter (or email) to the student notifying him/her of the problem and a time limit for remediation of the problem. If the student does not comply with the instructions in the letter during the time allotted, the student would be asked to withdraw from the program. If this happens, there will be no refund granted.

Grounds for dismissal include but are not limited to:

- Excess of 10% unexcused absences during the academic workshop or during the student teaching year
- Repeated failure to complete assigned projects and assignments when due
- Continuous unsatisfactory progress towards the objectives of the course as evaluated by the administration
- Behaviors unbecoming a Montessori teacher – adult learners are expected to conduct themselves with dignity and respect towards faculty and staff of this institution, supervising teachers, administrators, and other staff at their student-teaching 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 as individuals with privileges and respect. Improper social conduct will be considered evidence of unsuitability to be a Montessori teacher and will therefore be grounds for dismissal.

Steps before Dismissal:

All reasonable avenues of aid will be suggested to help the student to complete the courses, i.e. professional psychological counseling, career counseling, medical physical exams, etc. A plan of correction will be written and discussed both verbally and in writing with the adult learner. Regular evaluations will be given regarding performance to assure compliance is satisfactory. The adult learner will have 30 days to comply. If the adult learner fails to comply, the adult learner will be asked to withdraw from the program.

Reasons for immediate dismissal:

During Practicum Phase: Drinking on the job, using drugs, abusing a child, leaving a child or class unsupervised, falling asleep during work hours, quitting internship without approval, engaging in malicious gossip, being tardy and multiple absences at the intern site and insubordination.

During Academic Phase: Falsifying records, submitting assignments/materials others have made, excessive unexcused absences, disrespect to faculty and staff at MTC and other adult learners including but not limited to excessive side conversation, non-participation in discussions and class projects.

The staff of this institution is here to help and support students. Adult learners are encouraged to communicate any difficulties encountered during any phase of the program to the Director of the center. It is our goal to support and serve our adult learners in their self-developmental process of becoming Montessori teachers. The Montessori Training Center supports a commitment to integrity and ethical practices on the part of all participants.

In case of an adult learner's grievance, the adult learner should contact:

1. The Course Instructor
2. The Level Coordinator
3. The Program Director

A complaint that is not resolved after an initial verbal contact should then be stated in writing. Once a complaint is submitted to the Director of the Montessori Training Center, a problem-solving committee is established by the Director. The committee consists of the course instructor, a staff member, two student representatives, and an 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 within 30 days after the problem-solving committee's decision.

AMS TEC
116 East 16th Street, Fl 6
New York, NY 10003

MACTE Office
420 Park Street
Charlottesville, VA 22902

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 website www.bppe.ca.gov.

Withdrawal Policy

The student has the right to withdraw or drop-out of the course at any time. If the student withdraws from the course after the period allowed for cancellation of the enrollment Agreement, a refund will be remitted as stated in such Enrollment Agreement

Refund settlement time is 30 days after receipt of *written withdrawal* from program.

Leave of Absence

A student may take a "leave of absence" when written notification has been submitted to the Director of the program.

The student may rejoin the course and resume paying tuition at the discretion of the Director. The student may be asked to audit all or parts of the course before new instruction may begin.

Code of conduct

Students are expected to conduct themselves with dignity and respect for the faculty and staff of the training program, supervising teachers, administrators and other staff as well as in their internship 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 this privilege with great respect.

Graduation

Upon successful completion of all requirements for the Early Childhood program, the student signs a credential recommendation form which is submitted to AMS on his/her behalf. If the student holds a minimum of a Bachelor's degree from an accredited U.S. institution, the student is awarded an AMS Early Childhood Credential for teaching children ages 2 ½ - 6. An AMS Associate Early Childhood Credential is awarded to a student with a minimum of a High School diploma or its equivalent, but who does not have a Bachelor's degree from an accredited U.S. institution. Students completing the Elementary I and Elementary I-II programs (including upgrading from Elementary I to an Elementary I-II program) sign a credential recommendation form which is submitted on his/her behalf. Students completing all requirements for the Elementary program are awarded the Elementary I Credential for teaching children ages 6-9. Students completing all requirements for the Elementary I-II program are awarded the Elementary I-II Credential for teaching children ages 6-12.

Homework

The student should plan a minimum of two hours of homework per day during the summer academic portions and 3-4 hours a week during the school year academic portions. This time should be divided between hands-on practice with the Montessori materials, assembling teacher manuals, and completing course assignments.

Credential Recommendation/ Issuance of Credential

Upon successful completion of all requirements for the program in which the student is enrolled, the student signs a Credential Recommendation form which is submitted to AMS on his/her behalf. AMS will issue the credential which is sent to the training program for the director's signature. Upon signing, the director mails the credential to the student.

Placement Services and Assistance

Many schools contact the Montessori training Center for prospective teachers. The MTC director will provide all information known regarding job openings in the area as well as information regarding out of town opportunities. No guarantee for employment can be made, as MTC does not offer placement assistance.

Student Services

Academic Advisor: Sylvia Loveless, Program Director, is available to discuss academic issues pertaining to course and training center requirements. Counseling and Health Care-Resources and Recommendations will be made by the administration using listings from the local Chamber of Commerce or secure internet sites.

Student Housing

Montessori Training Center is a "non-residential" program; this institution provides no dormitory facilities under its control. This institution is not responsible to find or assist a student in finding a house. For informational purposes only, this institution has compiled a list of nearby hotels showing locations within a 5 mile radius and cost (ranging from \$100

-\$500 per night); this information is available to students upon request. Rental properties in surrounding areas range from \$1900 to \$2500 for a 1-2 bedroom home.

Lending Library

To supplement educational reading available at local libraries, Montessori training Center has an extensive collection of books and journals for the student’s use. The library is available to students during class hours. Students may sign-out books/journals on site during the academic workshop of the program to use during class as well as to take home.

Distance Education

Montessori Training Center does not routinely offer any part of its program as Distance Learning. However, some classes have homework components that require students to post to a discussion board. In 2020-2021, in response to the pandemic, all classes are being temporarily taught online until it is considered safe to return to on site teaching.

Foreign Students

Montessori Training Center does not offer instruction in any language other than English. This institution does not offer English language services. Potential students should have enough English proficiency to benefit from the program; it is to the discretion of the program to require the student to take the test of English as Foreign Language (TOEFL). This institution does not provide visa services.

Tuition Fees and Charges for the Entire Educational Program

Published 2/16/2024

	Early Childhood	Elementary I	Elementary I-II
Application Fee	\$100	\$100	\$100
Association Fees	\$440	\$490	\$490
Materials and Manuals²	\$245	\$365	\$620
Tuition³	\$3,630	\$3,932	\$6,050
Practicum	\$500	\$600	\$600
Early Childhood Overview¹		\$375	\$375
Total	\$4,965	\$5,862	\$8,235

Notes:

1. **EC Overview:** Not required if student has a Montessori EC Certificate.
2. **Additional Materials Expense:** The adult learner will need to purchase materials e.g. binders, page protectors. to create teacher-made albums and textbooks for some classes.
3. **Professional Discount:** Available to sponsoring schools.

Payment Schedule:

Application Fee is due with submission of application. All other fees are due by the first program day. If needed, contact us to discuss payment options.

Total Charges by Period of Attendance

Early Childhood	Elementary I	Elementary I-II
\$4,965	\$5,862 \$5,487 without EC Overview.	\$8,235 \$7,860 without EC Overview

Federal and State Financial Aid Programs

The Montessori Training Center does not participate in Federal and/or State Financial Aid programs. This institution currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Loans

If a student obtains a loan, to pay for this 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 receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Bankruptcy

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition, or has ever had a petition in bankruptcy filed against it. This institution has never filed a Bankruptcy petition or had a petition filed against it that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Late Fees

All payments are due according to the payment schedule set forth. At this time, MTC does not charge a late fee. However, students with delinquent accounts will not be allowed to attend classes until the outstanding balance is paid in full.

Right to Withhold Credential Recommendation Form

Montessori Training Center does not issue transcripts. Instead, MTC files a credential recommendation form to AMS on the student’s behalf. MTC reserves the right to withhold a student’s credential recommendation form if the student is in default of the tuition contract.

Truth in Advertising Policy

Montessori Training Center adheres to a policy of truth in advertising by the use of accurate information in publication and by making this information available to staff, students, and the professional community. At no time does it knowingly disseminate false information. MTC attempts to educate both its students and the public as to its purposes and procedures as well as the nature and potential of Montessori education.

Confidentiality

Montessori Training Center holds the student’s education records. Student’s records are private and confidential; access to the records can be requested through the director at any time. Upon written request/consent of the student, and for

a reasonable fee, this institution will transfer or provide official copies of the student's records to a designate of the student.

Cancellation of Enrollment Agreement

You have 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.

Cancellation shall occur when you give a written notice of cancellation to the director at the address of the school – 5325 Engle Road, Ste. 200, Carmichael CA 95608 . You can do this by mail, hand delivery, or electronically. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the agreement.

If MTC has lent you any equipment or books, you shall return it to MTC within 10 days following the date of your notice of cancellation. If you fail to return these items in good condition, or beyond the 10 day period, MTC may deduct its documented cost for them from any refund that may be due to you. Once you pay for the equipment or other materials, it is yours to keep without further obligation.

Refund settlement time is within 30 days of written request.

Withdrawal from Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Enrollment Agreement, MTC will remit a refund less the application fee, as applicable. You are obligated to pay only for educational services rendered, unreturned equipment, manuals already handed out and for association fees (if they have already been paid to AMS and MACTE on your behalf). The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of hours of instruction for which you have paid. If you fail to return any equipment or unused manuals (allowing for reasonable wear and tear), within this 10 day period, MTC may offset those items against the refund. You shall be liable for the amount, if any, by which the documented cost for equipment and instruction exceeds the prorated refund amount. If the amount that you have paid is more than the amount that you owe for the time you attended, a refund will be made within 30 days of written notice of withdrawal. If the amount that you owe is more than the amount that you have already paid, you must make arrangements to pay the balance.

Refund Policy

The refund policy is based upon withdrawal (above) and the terms are given in the Refund Table below.

Refund Table

Application Fee is refundable if student is not accepted into program

	Full Refund through the first day of course or the 7th day after the Enrollment Agreement is signed (whichever is later)	Refund Prior to 60% of coursework completed	Refund After 60% of Coursework completed
Application Fee	no	no	no
Tuition	EC –July 5, 2024 Elem I – July 5, 2024 Elem I-II – July 5, 2024 Elem II upgrade – Sep 5, 2024	Refund calculated at \$11.00 per course hours for classes not taken. Classes partially completed are not eligible for a tuition refund	No
Manuals/ Materials	Refund for any manuals/materials not handed out yet	Refund for any manuals/materials not handed out yet	Refund for any manuals/materials not handed out yet
Association Fees	Full refund	No – if MTC has already submitted registration to AMS and MACTE Yes – if MTC has not already submitted registration to AMS and MACTE	No
Practicum Fees	Full refund	No – if first observation has been completed by Field Supervisor Yes – if no observations have been completed by Field Supervisor	No

Notice of Student's Rights

You may cancel your contract with MTC without any penalty or obligations other than the ones listed in the refund policy. You have 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.

Cancellation Policy

After the end of the Enrollment Agreement 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 program not taken. Your refund rights are described in this catalog as well as in the enrollment Agreement.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number 888-30-7589 or by fax 916-263-1897.

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, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (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 Business, Consumer Services and Housing Agency— Governor Gavin Newsom Bureau for Private Postsecondary Education 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov Revised 26 JANUARY 2017 [Institution Name] Page 2 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT

MONTESSORI TRAINING CENTER

The transferability of credits you earn at Montessori Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Montessori Training Center is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are 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 MTC to determine if your credits will transfer.