



Capital Education Institute

Adult Learner Catalog

Time period covered by this Catalog:
From Course Start Date: 1/8/17 to Scheduled Completion Date: 6/30/18

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Code of Ethics

As part of the Capital Education Institute, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other. We will do whatever is within our talents and capacity to protect the rights of each person to have the freedom and opportunity to develop his/her full potential.

Principles I – Commitment to the Adult Learner

In fulfillment of the obligation to the Adult Learner, the Capital Education Institute educator:

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

Principles II – Commitment to the Public

The Capital Education Institute 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. Will support the professional 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 Institute.
2. Will not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

Principles III – Commitment to the Profession

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

** Adopted from the American Montessori Society Code of Ethics*

Please Note that in this Catalog Students who study at Capital Education Institute will be referred to as “Adult Learners”

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Mission & Objectives

The mission of Capital Education Institute is to provide high quality training programs that prepare graduates with the special skills necessary for the workplace in the field of early childhood education. Our purpose is to train highly qualified Montessori teachers and administrators so that they may work in Montessori schools. Our objective is to develop quality Montessori teachers and administrators to serve our communities. Part of our mission is to convey to Adult Learners the importance of continuing education. The latest revision date of objectives is May 2012.

Program Current Policy

All courses offered by Capital Education Institute are educational courses which follow the policies and requirements from their responsive regulatory bodies. The Program Director is to ensure that all course objects and contents are kept current and are met to the current requirements by submitting Adult Learner admission form, interim report, practicum reports and annual reports to the above regulatory bodies.

Privacy Act, Adult Learner Records and Transcripts

Adult Learner records for are kept for five years. Transcripts are kept indefinitely. Adult Learners may inspect and review their educational records. To do so, an Adult Learner should submit a written request identifying the specific information to be reviewed. Should an Adult Learner find, upon review, that records that are inaccurate or misleading, the Adult Learner may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, an Adult Learner may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of an Adult Learner's financial, academic and other school records. We will not release such information to any individual without having first received the Adult Learner's written request to do so, or unless otherwise required by law.

Fees :

All fees are subject to change without notice.

Course Name	Tuition	Agency Member Fee	Non-Refundable				Total Course Charges
			Registration Fee	Graduation Fee	STRF Fee	Manuals & Handouts	
Montessori Early Childhood Teacher Education Course	\$6,950	\$430	\$ 250	\$ 70	0	\$600	\$8,300
Montessori – International	\$9,950	\$430	\$ 250	\$ 70	N/A	\$600	\$11,300 (including Acceptance Letter, I-20 & Handling Fee) non-refundable)
Learning Language with Children Course (LEC)	\$980	N/A	\$ 150	N/A	0	\$130	\$1,260

The above fees do not include Adult Learner supplies, such as textbooks, binders, sheet protectors, etc. Cost for supplemental reading depends on individual's need. Full payment of tuition is due prior to or upon beginning the coursework. Monthly installments may be arranged.

For enrollment that extends beyond the twelve (12) month completion date for the year-round schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$250.00 to extend or to reactivate the enrollment.

For tuition refunds, please refer to Refund Policy.

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Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to Adult Learners who have an outstanding balance. The institution may also refuse re-admission to an Adult Learner who has left the institution with an outstanding balance. All fees are subject to change.

STRF Disclosure

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

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school.

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

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

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

- 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1) You are not a California resident, or are not enrolled in a residency program or,
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Library Resources

A small library is maintained by this institution. Adult Learners will be required to use Montessori learning resources as needed to complete course requirements established by the instructors.

School Information

Capital Education Institute

Admission Office: 13788 Roswell Avenue, Suite 187, Chino, CA 91710 Phone: 626-593-6988

www.capitaleducationinstitute.us

Physical Location: International Montessori Schools - 341 W San Jose Ave, Claremont, CA 91711

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Corporate Structure and Officials

Capital Education Institute is a registered corporation with a board of directors:

Frank Lee	President
Jack Lee	Chair of Board, Chief Executive Officer, Chief Financial Officer, Director of Communication, International Student Coordinator
Susan Lee	Program Co-Director
Grace Bai	Program Co-Director, Practicum Director
Penny Yang	Corporate Secretary, Director of Student Affairs

Business Hours

The institution business hours are from 10:00 AM to 5:00 PM Tuesday through Friday. The location is closed on weekends, and statutory holidays.

Facilities and Location

Capital Education Institute is located at Suite 187, 13788 Roswell Ave, Chino CA, 91710. Academic classes will be conducted at the above location; there may be off-site field trips. The facility has one large classroom of 504 square feet in size, an office and reception area with 208 square feet in size and a resource/storage room of 104 square feet in size. In addition, public washrooms and restaurant areas are nearby within walking distance.

The location is also close to major highways, bus stop, shops and food areas. The class size for the program is limited to 20-30 Adult Learners.

Registration

Capital Education Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). The approval to operate indicates that the institution is in compliance with the minimum state standards as set forth in The California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations.

(A) 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:

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

Website: <http://www.bppe.ca.gov/>

(B) 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.

(C) 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.

Accreditation and Affiliation

Capital Education Institute's Montessori Early Childhood Teacher Education Course is accredited by the Montessori Accreditation Council for Teacher Education (MACTE) www.macte.org and is affiliated with the American Montessori Society (AMS) www.amshq.org.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs. If an Adult Learner obtains a loan to pay for an educational program, the Adult Learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the Adult Learner has received federal student financial aid funds, the Adult Learner is entitled to a refund of the money not paid from federal student financial aid program funds.

Policies and Procedures Regarding Cancellation

The institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

A refund may be processed if the adult learner decides to withdraw within the seven days of enrollment or before the first class session. However, the \$250 registration fee will not be refunded.

Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the Adult Learner's return of the materials.

If the Adult Learner has received federal student financial aid funds, the Adult Learner is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the Adult Learner's written notice or by the Adult Learner's conduct, including, but not necessarily limited to, an Adult Learner's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the Adult Learner cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for Adult Learners who have completed 60% or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of an Adult Learner's cancellation or withdrawal.

Refund Policy

The amount owed to the Adult Learner equals the institutional charge for the instruction divided by the **total number of clock hours** in the period of attendance multiplied by the number of clock hours the Adult Learner has not attended prior to withdrawal. No refunds are due once the Adult Learner has received more than 60% of the clock hours of instruction in any given period of attendance. **(should the refund policy charged by course and not by hour?)**

For purposes of determining a refund, an Adult Learner shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

A notice of cancellation shall be in writing and should be delivered to:

Capital Education Institute

Address: 13788 Roswell Avenue, Suite 187, Chino, CA, 91710

Email: info@capitaleducationinstitute.us

If an institution has collected money from a student for transmittal on the Adult Learner's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the Adult Learner's withdrawal or cancellation, the institution shall refund the money to the Adult Learner within 45 days of the Adult Learner's withdrawal or cancellation.

This institution shall refund any credit balance on the Adult Learner's account within 45 days after the date of the Adult Learner's completion of, or withdrawal from, the educational program in which the Adult Learner was enrolled.

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Any questions an Adult Learner may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

Website: <http://www.bppe.ca.gov/>

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Learning English with Children Program (Is there a better Title for this course?)

Program Description

This program will introduce Adult Learners to the theory and skills necessary for assisting children in acquiring language, including ESL learning. Adult Learners will be supported as they explore a variety of developmentally appropriate strategies for assisting children in language development. Topics include language theory, use of books and music, resource materials, and Montessori information. The Adult Learner will be expected to demonstrate the learning outcomes successfully in order to complete the diploma requirements.

Requirements for Completion

To complete this program an Adult Learner must have satisfactory attendance (Please refer to attendance policy), paying all outstanding fees and achieve a letter grade of "C" or greater on assignment and exams. A certificate will be issued upon successful completion of the program.

Academic Lectures: 80 Hours

Books & Children's Literature:

Books & Children's Literature includes the following topics: Introduction to Children's Books & Language Development, Field Trip – Visit the Library, Book Presentations & Storytelling, Language Games and Lesson Plans.

Music, Movement & Circle Time:

Music, Movement & Circle Time includes the following topics: What Is Music, Introduction to Children's games, Songs and Rhymes, Movement Activities, Circle Time Presentation Skills and Introduction to Musical Instruments.

Material Markings & Resource Files:

Material Markings & Resource Files includes the following topics: Make and Take – Big book, Make and Take – Flannel Board, Make and Take – Magnet stories, Make and Take – Finger Puppets, Make and Take – Felt stories and Resource Files.

Montessori Early Childhood Teacher Education Course

Cycle and Age Range

The academic coursework cycle for the year round weekend classes usually begins in the spring and extends to the last Friday of June the following year. The length of the program is a minimum of twelve months for the year round schedule. Adult Learners must satisfactorily complete all course requirements - academic and practicum within a two year time period following the course's official beginning of the academic phase for which the Adult Learner was enrolled. The age range for the program is 2.5 to 6 years old.

Course Description

This course is comprised of 357 academic lecture hours (this does not include the Montessori Overview course) and minimum of 540 hours (nine consecutive months) practicum work experience at the Montessori schools. The

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Montessori Overview course is designed to give and help Adult Learners with no early childhood educational background an overview of the Montessori philosophy. Adult Learners are encouraged to take this overview course before starting of the Montessori course.

The purpose of the academic coursework and practicum is to help the Adult Learner develop the necessary knowledge and understanding of Montessori philosophy and practical experience to become a competent Montessori educator.

Requirements for Completion

To complete this course an Adult Learner must successfully finish both academic and practicum phases by maintaining satisfactory attendance (Please refer to attendance policy), paying all outstanding fees, returning any borrowed books from the institute, and achieve a letter grade of **"C" or greater** on written examinations, demonstrations, rational papers, manuals, observations reports, practicum, practicum planning journals, practicum activity plan in all subject areas.

Certification

A Certificate of Completion is conferred by the Institute upon successful completion of the academic and practicum phases. For Adult Learners with a bachelor's degree, a Montessori Early Childhood Credential is issued. For those Adult Learners who do not have a bachelor's degree, a Montessori Associate Early Childhood Teacher Credential is issued. Should the Adult Learners later complete a bachelor's degree within 7 years they may obtain a full certification by submitting an official transcript with extra fees.

Academic Lectures: 357 Hours

Course Description and Clock Hours

6.2.5.1 Practical Life Curriculum (Core): 32 Hours

Philosophy and rationale of the practical life curriculum area, ground rules and grace and courtesy, development and refinement of movement, care of the person, care of the environment, food preparation and nutrition.

6.2.5.2 Sensorial Curriculum (Core): 32 Hours

Prerequisite: Practical Life, Child Development or permission from Program Director

Philosophy and rationale of the sensorial curriculum area, materials aiding in the development and refinement of the five major senses, such as visual, auditory, tactile, gustatory, and olfactory.

6.2.5.3 Language Curriculum (Core): 40 Hours

Prerequisite: Practical Life, Sensorial, Child Development

Philosophy and rationale of the language curriculum area, materials aiding in the development of language skills and concepts: receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary and enrichment.

6.2.5.4 Mathematics Curriculum (Core): 40 Hours

Prerequisite: Practical Life, Sensorial, Child Development

Philosophy and rationale of the mathematics curriculum area, materials aiding in the development of mathematical concepts/skills: introduction to numeration, linear counting, the decimal system and the functions and memorization of facts.

6.2.5.5 Physical and Life Science Curriculum (Core): 20 Hours

Prerequisite: Practical Life, Sensorial, Language, Mathematics, Child Development

Philosophy and rationale of this curriculum area includes botany, zoology, earth elements and physical science.

6.2.5.6 Social Studies Curriculum (Core): 20 Hours

Prerequisite: Practical Life, Sensorial, Language, Mathematics, Child Development

Philosophy and rationale of this curriculum area includes geography, land and water forms, globes, maps, flags, multicultural awareness, history, time, calendar, seasons, personal family history.

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6.2.5.7 Classroom Leadership (Core): 16 Hours

Prerequisite: Practicum enrollment, Practical Life, Sensorial, Language, Mathematics, Physical & Life Science, Social Studies

Philosophy and rationale of classroom leadership including the review of Montessori curriculums, the role of the teacher in the preparation of the environment, scheduling and planning, lesson strategies, preparation of synthesis project, evaluation of children and techniques for discipline, communication, peace education, and problem-solving. Additional topics include administration, review of licensing requirements, starting a school, legal structures of schools, budget and financial requirements and the role of consultation and accreditation.

6.2.5.8 Montessori Philosophy: 32 Hours

Montessori from an historical perspective and philosophy specific to the method, i.e., absorbent mind, sensitive periods, logical-mathematical mind, spiritual and moral development of the child, etc. are examined. How these relate to the child, materials, teacher, and environment is discussed. Peace education is also introduced.

6.2.5.9 Observation in Child Development: 45 Hours (37 Hours self-directed)

In Observation Adult Learners review the observational methods of running record, checklist and anecdotal reports. Lecture and documented observation (self-directed observation is done during practicum phase), is designed to bridge the academic coursework and the practicum phase.

6.2.5.10 Child Development: 32 Hours

The Child Development includes theories of development and stages of development which are discussed in the Physical, Cognitive, Emotional and Social areas. Current theories and research are examined.

6.2.5.11 Art, Music and Movement Curriculum: 24 Hours

Philosophy and rationale of the art curriculum area, materials that aid development of art concepts and skills in two-dimensional art activities, three-dimensional art activities, art appreciation and art history. Philosophy and rationale of the music and movement curriculum area, materials aiding in the development of music and movement concepts and skills, singing skills, instrumental skills, music appreciation and history, body awareness, basic skills (loco-motor, stationary games) and line activities.

6.2.5.12 Child, Family and Community: 40 Hours

Topics include parent involvement and education, raising the level of awareness, developing a knowledge base, providing options for collaboration, creating strategies for collaboration, and application and implementation of strategies. These topics are discussed during practicum seminars.

6.2.5.13 Practicum: 540 Hours

The practicum phase provides the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, in order to bring together the theory and practice of Montessori education.

6.2.5.14 Practicum Seminars: 19 Hours

Topics related to practicum phase will be discussed during the practicum seminars.

6.2.5.15 Yearlong (Graduation) Project: 2 Hours

The Adult Learners are asked to present their year-long synthesis (graduation) projects in small groups at the graduation ceremony.

List of required equipment and materials

Required Instructional Materials

The curriculum manuals are required for the Montessori Early Childhood Teacher Education Course. The Adult Learners are also required to purchase their own textbooks and personal materials.

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Required Textbooks

- Dr. Montessori's Own Handbook, The Montessori Method, The Discovery of the Child, The Absorbent Mind and The Secret of Childhood by Maria Montessori

Recommended Textbooks

- Maria Montessori: Her Life and Work by E. M. Standing and Montessori Read and Write by Lynne Lawrence

Practicum

The practicum is a necessary requirement for the successful completion of the Montessori Early Childhood Teacher Education Course. Adult Learners must successfully complete Montessori Philosophy, Child Development, Observation, Practical Life and (or be enrolled in) Sensorial and attend a practicum orientation before starting the practicum.

The function of the practicum phase is to provide for the Adult Learner a supervised teaching and learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education. **No part of the Adult Learner practicum may precede the beginning of the academic phase of the program.** The practicum usually begins in September. The minimum practicum is defined as lasting a full academic year (nine consecutive months), with the Adult Learner working at the **same** practicum site, in the classroom with an approved Supervising Teacher, for a minimum of three (3) hours a day, five (5) days a week, for nine (9) consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards and competencies for the practicum are met.

For other requirements please refer to the Adult Learner Practicum Handbook.

Transcript Requirement For Adult Learners Who Do Not Have A Bachelor's Degree Or Higher From A Regionally Accredited U.S. College/University

A transcript from a non-US regionally accredited college/university must be submitted to a recognized U.S. credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for **course by course transcript** 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. Otherwise, the Associate Early Childhood Credential may be awarded instead.

Adult Learners may have the transcript evaluated from the following agencies. Please note none of the following agencies are affiliated with Capital Education Institute so it is up to individual Adult Learners to do due diligence and check the agencies are still member of NACES.

<http://www.a2zeval.com/>

<http://www.educationinternational.org/fees.htm>

<https://www.fis-web.com/request-a-translation-quote>

<http://gceus.com/services>

http://ierf.org/index.php/individuals/new-applicants-applications-requirements/standard_application

<http://www.jsilny.com/html/foreign.htm#cost>

Notice Concerning Transferability of Credits and Certificate

The transferability of credits you earn at Capital Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Capital Education Institute's Montessori Early Childhood Teacher Education or Learning English with Children Courses is also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 Capital Education Institute to determine if your certificate(s) will transfer.

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Adult Learners who have a US recognized bachelor degree and have successfully completed Montessori Early Childhood Teacher Education course may continue to apply for Master of Education degree from the following schools: Chaminade University at Honolulu, Hawaii, La Sierra University at Riverside, California, or Saint Catherine University at Saint Paul, Minnesota. Eligibility to enroll is at the complete discretion of these institutions.

Adult Learner Grievance Policy and Procedures

This institution is dedicated to fair dealing and professional conduct. Should any Adult Learner have a complaint, the Adult Learner is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

- 1) An effort to define the problem.
- 2) An effort to identify acceptable options for resolution.
- 3) An attempt to resolve the conflict through the application of one or more of those options for resolution.

Arbitration Committee and Procedures:

- Purpose:
 - 1) To arbitrate significant complaints or grievances by students, faculty or Field Consultants.
 - 2) To decide on a course of action, in response to a grievance, which is binding on all parties involved in it.

- Composition:

The Capital Education Institute's Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following course session:

- Program Director
- One of the faculties of the course (appointed by the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee.

- Areas of Grievance:

The Arbitration Committee of the Capital Education Institute considers grievances against the program, and against its management and faculty in the following areas:

- 1) Incomplete or seriously deficient training during the academic phase of the course.
- 2) The Capital Education Institute's failure to meet the requirements during the practicum.
- 3) The Capital Education Institute's failure to meet financial obligations to anyone due those obligations.

- Grievance Procedure:

The Adult Learner may choose to file a written complaint directly with the institution's Program Director who will work to resolve the matter. The Program Director is the individual designated to resolve Adult Learner complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve:

- 1) The Adult Learner's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.
- 2) The Adult Learner may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution.
- 3) The Program Director will notify the Adult Learner representative (elected by the group) and all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
- 4) A timeline for resolution will be delivered to the principals by the Program Director.
- 5) Interested parties and the Adult Learner representative will communicate with the Program Director in order to make recommendations to resolve the grievance.
- 6) The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that an Adult Learner does not agree to the resolution proposed, the Adult

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Learner retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

Transcripts

Each Adult Learner's file will contain the Adult Learner's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$15.00 per copy. Transcripts will only be released to the Adult Learner upon receipt of a written request bearing the Adult Learner's live signature. No transcript will be issued until all tuition and other fees due the institution are paid. Addition paper work and documents filing will also be charged at \$15 per copy.

Academic Probation

The Program Director may place an Adult Learner on academic probation if the Adult Learner is not making satisfactory academic progress as per this institution's published policy. The Adult Learner's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, an Adult Learner may be placed on academic probation. This will result in a formal advisory, which will be sent to the Adult Learner, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Program Director will offer assistance in locating a suitable tutor, should such service be requested by the Adult Learner.

Admissions Policy - Montessori Early Childhood Teacher Education Course

Criteria for admission:

A minimum of a high school diploma or Bachelor's degree is required for admission to the Montessori Early Childhood Teacher Education Course. (Please refer to transcript requirement for foreign transcripts of bachelor degree). This institution does not accept Ability to benefit student. Applicants will be interviewed prior to admission. Applicants need to submit a copy of their passport and three letters of reference. Applicants must provide the proof of free from TB, criminal record check and a statement from a licensed physician that the applicant is in good physical health before entering practicum training.

English Language Proficiency - Montessori Early Childhood Teacher Education Course

Adult Learners who wish to enroll in the Montessori Early Childhood Teacher Education Course should have an appropriate English language level (TOEFL 40 / ESL Level 4 / 70% score on C.E.I English Test or has completed the Capital Education Institute LEC program) or with a completion of a LEC program before graduation. The institution also retains the right to require the Adult Learner to engage in further study in English prior to (or in conjunction with) the completion of the Montessori early childhood education courses if, in the opinion of the faculty, the Adult Learner demonstrates a need.

International Student

The Institute is permitted to enroll international students under Student and Exchange Visitor Program (SEVP). Foreign Adult Learners who wish to enroll the program to obtain I-20 should submit appropriate documentations including passport, admission documents and financial eligibility documents. Additional documents and fees may be needed depending on each Adult Learner's circumstances. To maintain legal status international students are required to attend all classes. International students are required to attend a minimum of 18 hours per week (specific date will be assigned by the Institute) of **Montessori Philosophy and Practical Practice** before the practicum to build better understanding of local early childhood communities. The session covers

- Interaction with children in a culturally diversified environment
- Learning and observing child interaction activities such as Circle Time, story session, music and dance session
- Observing the background of early childhood education in the United States.

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If you have any questions regard I20 student visa, please contact our International Student department. There may be fees applied to relevant documents. However, the institute does not hold responsibility regard non- I20 visa status issues advice and working related concern, please contact your lawyer and employer for further questions.

The required documents (Written Interview, Statement of Intent and 3 Reference letters) are required to submit to the Institute no later than two weeks after the registration. AMS Adult learners with international studies must obtain degree equivalency evaluations. AMS accepts evaluations from members of the National Association of Credential Evaluation Services (www.naces.org) – other evaluations are accepted on a case-by-case basis only. Documents are required to submit to the Institute no later than two months after the registration. If the required documents did not submit to the Institute within the deadline the student is asked to stop their study until the required documents are completed and submitted.

Attendance and Tardy Arrival Policy (I NEED HELP WITH THIS PART. I HAVE READ CC's COPY & I LIKE HOW THEY PHRASE IT)

1. Adult Learners who are absent or late (late or leave the class early with approved excuse) will have the following consequence:

All absences are deemed serious and necessitate a meeting with the instructor. Punctuality is assumed for the same reasons that absences are not permitted. The Adult Learner has to pay \$35 per hour to the instructor for make-up class. Tutoring is optional in lieu of returning for the class. Institute expects student to arrive 15 minutes early prior to the start of each sessions. Grace period for being late is 15 minutes.

- **Absent or late for up to 2 hours for whole day class** - make special arrangements with the instructor to make up missing work with assignment. The Adult Learner is expected to pay \$10 to the instructor to grade the assignment.
- **Absent or late for more than 2 hours for whole day class** – Make up 4 hours missing class before the next subject starts.
- **Absent or late for more than 4 hours for whole day class** – Make up 8 hours missing class before the next subject starts.
- **Absent or late for more than 3 classes** – the adult learner will fail the course immediately.

2. Please note the followings:

- Classes have to be taken in sequence.
- Make-up class should be completed before the next subject starts.
- Make-up class and assignment are paid at Adult Learner's own expense.
- It is the Adult Learner's responsibility to take the initiative to request for the make-up class. The Institute does not guarantee availability of the make-up class so the Adult Learner may need to re-register the entire course if a make-up class cannot be arranged.
- Absence without notice and valid reason will receive warning as stated in the above policy on lateness.

3. Procedure:

1) Absence in non-emergency case:

- a) Adult Learner will inform both the instructor and institute in writing by e-mail for absence by filling out and submitting the Leave of Absence form before the date of absence.
- b) Adult Learner will fill in the reason, date and number of hours of absence.
- c) Form must be signed by the instructor and a make-up class or make-up assignment will be implemented.
- d) Program Director will assess the situation and initial the form. Make-up class or make-up assignments must be done prior to the next subject session.
- e) Once requirements are met, the Program Director signs for final completion.
- f) This document will be added into the Adult Learner's personal file.

2) Absence in emergency case:

- a) Adult Learner must inform the Institute of his/her absence immediately.

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- b) Adult Learner still has to sign the Leave of Absence form following the same procedure and make up for the missed hours.
- c) Adult Learner must also provide evidence of the reason for absence such as doctor's note.
- d) Once requirements are met, the Program Director signs for final completion.
- e) This document will be added into the Adult Learner's personal file.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, an Adult Learner must submit an application in writing for a leave of absence. At the discretion of the Program Director, a leave may be granted for a reasonable time, as warranted by the circumstances. If the Adult Learner does not file a leave of absence application but is inactive for more than one course cycle then the institute makes the undeclared (Drop-out) status in the Adult Learner's file. Reactivation of status requires a new registration and a registration fee.

If an Adult Learner repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Program Director may, in his/her sole discretion, dismiss an Adult Learner from the program and issue the appropriate refunds as may be required.

Adult Learner Conduct and Dismissal Policy

The Adult Learners are expected to behave professionally and respectfully at all times. The Adult Learners are expected to respect the administrator, instructional staff, other adult learners and the class environment and materials. The Adult Learners are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. The Adult Learners are expected to dress and act appropriately while attending this institution. At the discretion of the school administration an Adult Learner may be dismissed from school.

The following are considered reasons for dismissal from the program:

- Lack of commitment and serious intent demonstrated by the Adult Learner and observed by the instructor. Examples might include inattention during class time, incomplete or unacceptable assignment material, or continued absences from class without notice for over two sessions.
- Marked inability to interact with faculty, Adult Learners or children in a mature and respectful manner.
- Violation of the ethical standards.
- Submitting false records or information, in writing or orally, or failing to provide relevant information, at the time of admission to the program.
- Falsifying or submitting false documents, transcripts or any other academic credentials.
- Damaging, removing, or making unauthorized use of Capital Education Institute or the personal property of instructors, staff and Adult Learners, and assaulting individuals, including conduct which leads to the physical injury or emotional harm of instructors, staff or Adult Learners.
- Creating safety hazard to others including but not limited to coming to class in an intoxicated or drugged state, possession of drugs or alcohol on campus, possession of a weapon on campus, and/or Stealing or damaging the property of another

The Adult Learners who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Code of Conduct Dismissal Procedure:

1. All concerns relating to Adult Learner misconduct shall be directed to the Director of Student Affairs. Concerns may be brought by officials, Adult Learners or the public.
2. The Director of Student Affairs will arrange to meet with the Adult Learner to discuss the concerns within 5 business days of receiving the complaint or as soon as practical. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Administrator will meet with the Adult Learner as soon as practical.

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3. Following the meeting with the Adult Learner, the Director of Student Affairs will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 10 business days of the initial meeting with the Adult Learner.
5. The Director of Student Affairs will meet with the Adult Learner and do one of the following:
 - a. Determine that the concerns were not substantiated;
 - b. Determine that the concerns were substantiated, in whole or in part, and either:
 - i. Give the Adult Learner a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the Adult Learner be dismissed from the Institution.
6. The Director of Student Affairs will prepare a written summary of the determination. The original will be given to the Adult Learner, a copy will be placed in the student's file stored securely in the Institute and a digital copy will be stored in the Institute's database.
7. If the Adult Learner is issued a warning, the Director of Student Affairs and the Adult Learner both sign the written warning and the Adult Learner is given the original, and a copy will be placed in the Adult Learner's file stored securely in the Institute.

All the courses offered at Capital Education Institute are both intense and non-duplicable. Regular attendance is mandatory. The institution requires that an Adult Learner attend all class sessions for each curriculum course and other such assigned hours, and punctuality is assumed for attendance. **Please inform both the instructor and institute in writing by e-mail and fill out the Leave of Absence Form in advance if you will be absent for any reason. A leave of absence must make through the Adult Learner him/herself, not by other classmates.** Absences for medical or emergency reasons are considered "excused" absences if the Adult Learner provides documentary evidence of the reason for the absence such as a doctor's note; however the Adult Learner is responsible to make-up the absent class.

Cheating and Plagiarism

Testing and assignments assure the mastery of knowledge and skills that prepare the Adult Learner professionally and academically to work with children. **Capital Education Institute has a zero tolerance policy on cheating and plagiarism. Cheating or copying during any type of assignments, quizzes and/or exams will result in immediate failure of the curriculum course.** The Adult Learner will be required to re-register for the curriculum course with an additional course fee.

- **Cheating:** Cheating includes:
 - Using unauthorized sources of information during any type of test or examination;
 - Giving or receiving unauthorized information to/from another Adult Learner during any type of test or examination.
- **Plagiarism:** Plagiarizing (copying) involves representing work of another person as one's own. Close paraphrasing and self-plagiarism are also unacceptable practices. The Adult Learner should cite quotes used and also attach a reference page. The APA style (www.apastyle.org) for citation is required. Plagiarism includes:
 - Submitting work extracted in full or part from another person's paper;
 - Submitting work of one's own that has been submitted previously;
 - Submitting work or an idea from someone else and representing it as one's own;
 - Submitting materials downloaded from a website and/or the instructor's power point slides in the class without appropriate citation to acknowledge the source of information;
 - Copying any text verbatim or with only slight variation/close paraphrasing from the original text without proper citation

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The Adult Learners are required to prepare or purchase their own textbooks prior to the beginning of the courses. No part of the textbook should be reproduced, or used in any form or by any means – graphic, electronic or mechanical, including photocopying.

If the Adult Learner need more clarification or have any further questions about what constitutes cheating, plagiarism, and any other academic misconduct please speak to the instructor and/or the Program Director.

Challenge Exam Credit Policy

No credit based on the taking of challenge exams is available.

Achievement Tests Credit Policy

No credit based on the taking of achievement exams is available.

Grades and Standards for Adult Learner Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. **The minimum passing grade is a C.** The minimum allowable grade point average to maintain satisfactory progress is a C.

In calculating an Adult Learner's grade point average, the following policy applies:

Grading System:

Excellent	97 – 100	A+
	93 – 96	A
	90 – 92	A-
Satisfactory	87 – 89	B+
	83 – 86	B
	80 – 82	B-
	77 – 79	C+
Unsatisfactory/Fail	70 – 76	C
	60 – 69	D
	0 – 59	F
Incomplete		I

If the Adult Learner has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

Incomplete If the course has not been completed, the instructor may issue an "I" on a two-month extension of the term, at no additional tuition cost, when the Adult Learner is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

Withdraw The Adult Learner may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a "W" when the instructor believes the Adult Learner's progress is insufficient to warrant an extension. An Adult Learner who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Montessori Course Completion and Performance Standards

In order to graduate, the Adult Learner must complete all course requirements including, but not limited to:

- Practicum assignments, seminars, observations, journals, activity plans, and practicum.
 - Course requirements and assignments, final exam, and course attendance.
 - During the practice sessions the Adult Learners will prepare presentations in each of the following curriculum areas: Practical Life, Sensorial, Language, Mathematics, Social Studies (Geography and History), Physical and Life Science (Botany, Zoology). The instructors responsible for the curriculum areas evaluate the presentations using the Final Grade Sheet (*Please refer to Assignment Handbook*).
- Due Date: During each curriculum class**

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- Development and maintenance of the curriculum manuals are required by the Adult Learner. A rationale paper and written exam paper are required for Practical Life, Sensorial, Mathematics, Language, Social Studies, Physical and Life Science. See the Final Grade Sheet (*Please refer to Assignment Handbook*).

Due Date: Four weeks after the last class unless instructors provides alternative schedule

- The Adult Learner maintains the *Practicum Handbook*, the *Practicum Planning Journal* and the *Activity Plan*. The Adult Learner is responsible for signing the attendance sheet for practicum.

Due Date: At each practicum seminar and at each practicum visit

- The Adult Learner needs to submit ten observation reports (*Please refer to Assignment Handbook*).

Due Date: At each practicum field consultant observation visit. Please see Assignment Due Dates

- A synthesis project/graduation project is required before graduation.

Due Date: At the final practicum seminar and graduation ceremony (usually held in summer)

Late Assignments and Re-do Assignments

All assignments need to be handed in on time on the day they are due. Please include a cover sheet and place it in a file folder or staple it. E-mailing assignments to the institute and/or instructor is not permitted.

No late or incomplete assignments will be accepted. The instructor will determine the amount of marks that will be deducted depending on the assignment and/or situation.

In rare situations if the Adult Learner has a personal emergency such as a car accident or serious illness, the institution may accept the assignment late without deducting marks within two weeks; an effort should be made to have the assignment delivered by a family member, friend or colleagues if possible.

Re-do assignments will only be allowed if the instructor feels the quality of the work is poor. The Adult Learners cannot re-do the assignment only to achieve a better mark. **All re-do assignments handed in will not be allowed to get a mark higher than a C and should be handed in within two weeks.**

The Adult Learners will know the results of their material presentation evaluations immediately during the in class practice session. The results of the manuals, rationale and written exam papers will be issued by the institute's administrator after the instructors finish the grading.

Housing

This institution does not operate dormitories or other housing facilities. The institution may refer adult learners to external party who offer housing.

Housing rental nearby the institution includes:

Revere Village Apartments – 5189 Revere St, Chino (844-831-6332) - \$750

2460 Angela St, Pomona(855-363-7302) - \$800

Village Crossing – 4200 Village Dr, Chino Hills (844-814-0469) - \$1299 - \$2,221

Eagle Canyon – 13316 Woodsorre Rd, Chino Hills (844-774-6653) - \$1,628 - \$1,644

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants in programs and employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of Adult Learners or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

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Adult Learner Services

This institution provides supplemental education materials in the library and teachers are available for academic advising during off hour through email and phone. Adult Learners are made aware of the service through Adult Learner orientation and verbal recommendation from the administration office. For health-care related issues the administration office recommends Adult Learners consult their family doctor or local pharmacy.

Application Instructions –Montessori Early Childhood Teacher Education Course

Part-time or full-time Adult Learners must file an application with the application fee and STRF fee of \$250 made payable to Capital Education Institute. The application form can be mailed or e-mailed to the prospective Adult Learner. All applicants must review the program requirements. To be admitted to a program, the applicant must arrange to have official transcripts sent to the administrative office. An Adult Learner whose file lacks any the items listed in the application form may be accepted on a provisional basis while he/she awaits full documentation.

Application Instructions – Learning English with Children Course

Individuals should contact the administrative office and request an application form. Prospective Adult Learners must document high school completion or equivalent minimum education. An application fee and STRF fee of \$150 must accompany the submission of the application form.

Academic Freedom

Capital Education Institute is committed to assuring full academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the institute encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institute has received oversight approval.

Capital Education Institute encourages instructors and Adult Learners to engage in discussion and dialog. Adult Learners and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it will advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Adult Learners are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Language of Instructions - All Programs

The instruction will occur in English only.

Academic Transfer of Credit Policy

Capital Education Institute will accept the transfer of core course credit from other MACTE recognized Montessori institutions provided that the course work being evaluated is of a "C" or better standing. Course work less than a "C" will not be accepted or considered for transfer credit. The maximum amount of transfer credits allowed will be evaluated on an individual basis. Capital Education Institute will also accept the transfer of non-core course credit from other Early

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Childhood Programs provided that the course work being evaluated is of a "C" or better standing. The maximum amount of transfer credits allowed will not exceed 50%. Adult Learners wishing an assessment of credits from other program must complete "Transfer Credit Request" form, official transcripts and detail course descriptions. Please note that completing the form does not guarantee approval of credit transfer request.

Bankruptcy

This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not 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.

Placement Service

This institution does not provide placement services for employment. Employment, salary, and occupational advancement are not guaranteed.

State Requirements for Employment:

The following are State of California requirements for preschool age teachers.

TEACHER QUALIFICATIONS AND DUTIES 101216.1 -

c) To be a fully qualified teacher, a teacher shall have one of the following:

1. Twelve postsecondary semester or equivalent quarter units in early childhood education or child development completed, with passing grades, at an accredited or approved college or university; and at least six months of work experience in a licensed child care center or comparable group child care program. The units specified above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
2. A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program. A CDA credential shall show the appropriate preschool or infant/ toddler age-level endorsement to qualify an individual for employment in a preschool or infant care center. A CDA credential is valid for three years from the date of award. A renewal may be granted every five years thereafter upon approval by the CDA National Credentialing Program. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter. Individuals who possess a CDA credential may have also completed the required six months of work experience. This work experience shall be verified to confirm that the experience requirement has been met.
3. One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:
 - a) Child Development Associate Teacher Permit; or
 - b) Child Development Teacher Permit; or
 - c) Child Development Master Teacher Permit.

d) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

Graduation Policy

A graduation ceremony is usually held in the summer. Adult Learners are required to present their graduation projects in groups at the ceremony and submit a CD of graduation projects. C.E.I reserves the right to publish it for educational

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purpose and business needs.

Attendance is mandatory. Group photos will also be taken at the ceremony. Additional fees may apply.

The institution's administrator will notify Adult Learners who successfully complete all the required components of the program to set up an appointment to pick up the official certificate and transcript. Adult Learners who do not complete the required components of the program will still attend the ceremony with their classmates however the official certificate will only be issued once all the required components of the program have been successfully fulfilled.

If Adult Learners wish to have someone pick up the certificate, please write a letter to the Administration Office stating their name and the name of the person who will be picking up the certificate; note that their photo ID must be presented at the time of pick up.

Faculty

Susan H Y Lee: Program Co-Director/Practicum Field Consultant

- Education
 - M.A. Educational Leadership, Saint Mary's University of Minnesota
 - AMS Montessori EC Teacher Credential, American Montessori Society
 - Early Childhood Education, Century College, Vancouver, Canada
- Experience
 - Vice President/Program Director, Capital College Los Angeles
 - Program Director/Instructor/Practicum Consultant/Academic Director, Capital College Vancouver
 - Owner/Administrator/Directress, Creative Art Montessori School, Canada
 - Program Consultant, Nanning Montessori and Arts Academy, Guangxi China

Grace Xiaohui Bai: Program Co-Director/Instructor/Practicum Director/Practicum Field Consultant

Art, Culture, Math, Practical Life

- Education
 - M.A. Early and Elementary Educational, New York University
 - B.A., Liao Ning Normal University
 - AMS Montessori EC Teacher Credential, American Montessori Society
- Experience
 - Program Co-Director/Practicum Director/Instructor, Capital College Los Angeles
 - Academic Director, Halida International Kindergarten, China
 - Director/Teacher, Grace Montessori School

Dr. Darla Miller: Instructor/Field Consultant

Administration, Classroom Leadership, Culture

- Education
 - Doctor of Education, Curriculum and Instruction, University of Houston
 - M.A., Early Childhood Education, University of Houston
 - AMS Montessori EC/IT Teacher Credential, American Montessori Society
- Experience
 - Vice President, Long Star College North, Texas
 - School Head / Teacher, Montessori Country Day School
 - Vice President/Professor/Director/Consultant/Author, North Harris Montgomery Community College

Claudia Teng: Instructor/Field Consultant

Child Development, Math, Practical Life, Sensorial, Practicum Seminar

- Education
 - M.A. School of Education, Dept. of Teaching and Learning, New York University
 - AMS Montessori EC Teacher Credential, American Montessori Society
- Experience
 - Dean/Instructor, Chinese Montessori Foundation, Taiwan
 - Manager, A-book Montessori Nursery School, Taiwan
 - Head of School, Kiddo Land American Montessori School, Taiwan

Shu Ju Lulu Chuang: Instructor/Field Consultant

Child Development, Math, Practical Life, Sensorial, Practicum Seminar

- Education
 - M.A. in Exceptional Education, Southeast Missouri State University, Cape Girardeau, MO
 - M.A. in Early Childhood Education, Southeast Missouri State University, Cape Girardeau, MO

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- AMS Montessori EC Teacher Credential, American Montessori Society
- Experience
 - Supervisor/Teacher Trainer/Teacher, United Christian Education Center, Hacienda Heights, CA
 - Infant Specialist, Life Step Foundation
 - Director of Children Ministry, Baptist Bible Fellowship Grace Church, Taiwan

Chia Lin-Olier: Instructor/Field Consultant

Sensorial

- Education
 - B.A., Chapman University, Orange, California
 - AMS Montessori EC Teacher Credential, American Montessori Society
- Experience
 - Teacher, Cherry Blossom Montessori Preschool, California
 - After School Teacher, Tomorrow's Top Kids, Canada

Crystal Gulzama: Instructor

Art, Culture, Language Art

- Education
 - B.A., University of Karachi, Pakistan
 - AMS Montessori EC Teacher Credential, American Montessori Society
- Experience
 - Teacher, Children's Montessori Center, San Dimas, California
 - Teacher, Station School, Rawalpindi, Pakistan
 - Assistant Teacher, International School, Islamabad, Pakistan

Shirani Senanayake: Instructor/Field Consultant

Language Art, Practical Life, Sensorial

- Education
 - B.A., University of Peradeniya, Sri Lanka
 - Diploma in Montessori Methods of Education age 2.5 to 7 (AMI)
 - Diploma in Montessori Methods of Education age 7 to 9 (AMI)
- Experience
 - Director/Administrator/Teacher, International Christian Montessori Academy, Newport Beach, California
 - Director/Teacher, Kiddies Castle Montessori School, Westminster, California
 - Director/Head Teacher, Northwood Montessori School, UK

Terna Sepulveda: Instructor

Music

- Education
 - College Diploma, Colegio Morelia, Mexico
 - AMS Montessori EC Teacher Credential, American Montessori Society
- Experience
 - Director/Head Teacher, Children's Montessori Center, San Dimas, California
 - Director/ Head Teacher, Children's Montessori Center of La Habra, La Habra, California
 - Assistant Director/ Head Teacher, Oneonta Montessori Center, South Pasadena, California

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Staff and Faculty Information

Administrative Staff

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Penny Yang, Director of Student Affairs

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Jack Lee, Director of Communication/CEO/CFO

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Capital Education Institute Adult Learner Catalog

Adult Learner Absence Form

Course: _____ Montessori _____ LEC

Adult Learner Name: _____ Date: _____

Date(s) of Absence: _____

Total Hours Missed: _____ Instructor: _____

Course Component: _____

Reason for Absence: _____

Make-up assignment (*following discussion with the instructor*):

I agree to complete the above make-up assignment by _____ (date)
This makes up for but does not excuse the absence mentioned above.

Adult Learner Signature *Date*

Approved by: _____
Instructor Signature *Date*

Program Director Initial _____
Date

Make-up completed per agreement:

Approved by: _____
Instructor Signature *Date*

Capital Education Institute Adult Learner Catalog

Program Director Initial _____

_____ *Date*

Capital Education Institute Adult Learner Catalog

Transfer Credit Request Form

Name: _____ Date: _____
Last First

Address: _____
Street City State Zip

Telephone: (_____) _____ Email: _____
Area Code

Institution Name: _____

Name of Program: _____

Courses to Request Transfer (Not to exceed 50% of total CEI program):

Transferring Institution			CEI Equivalent Course			Approve (A) Disapprove (D)	Program Director Initial
Course Number	Title	Hours / Credit	Course Number	Title	Hours		

Adult Learner Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Chief Financial Officer Signature: _____ Date: _____

Capital Education Institute Adult Learner Catalog

Graduate Self-Assessment of the Montessori Early Childhood Teacher Education Course

Name of Adult Learner (Optional) _____

Dear Graduate,

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies. We are most grateful for your feedback on the success of the program.

Scoring Criteria (circle 1, 2, 3, 4, or 5): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

Montessori Philosophy and Human Development:

- 1 2 3 4 5 Defines and applies an understanding of and implements Montessori Philosophy with focus on the early childhood years
- 1 2 3 4 5 Defines and integrates an understanding of Human Growth and Development, and educational theories with an emphasis from three through six years of age
- 1 2 3 4 5 Demonstrates evidence of personal growth through self-evaluation and introspection
- 1 2 3 4 5 Synthesizes an awareness of needs for Early Interventions services.

Classroom Leadership:

- 1 2 3 4 5 Demonstrates ability to observe, record, analyze, and plan for the progress of children
- 1 2 3 4 5 Demonstrates ability to analyze the need to support the development of individual children with cultural sensitivity
- 1 2 3 4 5 Demonstrates ability to implement effective classroom strategies
- 1 2 3 4 5 Identifies and integrates leadership skills and understanding of administrative functions

Curriculum Implementation:

- 1 2 3 4 5 Demonstrates understanding of Montessori environmental design principles
- 1 2 3 4 5 Defines understanding of the rationale and sequence of the Montessori curriculum and the cultural diversity by which it exists
- 1 2 3 4 5 Incorporates the ability to develop an integrated curriculum
- 1 2 3 4 5 Demonstrates proficiency in presenting Montessori curriculum
- 1 2 3 4 5 Implements processes based on an understanding of professional standards and state and local regulations
- 1 2 3 4 5 Implements processes based on an understanding of professional standards and state and local regulations

Community Involvement and Partnerships with Families:

- 1 2 3 4 5 Demonstrates ability to communicate and work with families on a professional level with cultural sensitivity
- 1 2 3 4 5 Demonstrates awareness of community resources for additional support of children and families and implements necessary strategies
- 1 2 3 4 5 Identifies and has an awareness of available professional associations

Capital Education Institute Adult Learner Catalog

Administrator Assessment of Graduates of the Early Childhood Teacher Education Course

Name of School (Optional) _____

Dear School Administrator,

As part of the assessment of our teacher preparation course we must gather feedback from outside sources in determining if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Adult Learner using the competencies.

Scoring Criteria (circle 1, 2, 3, 4, or 5): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

Montessori Philosophy and Human Development:

- 1 2 3 4 5 Defines and applies an understanding of and implements Montessori Philosophy with focus on the early childhood years
- 1 2 3 4 5 Defines and integrates an understanding of Human Growth and Development, and educational theories with an emphasis from three through six years of age
- 1 2 3 4 5 Demonstrates evidence of personal growth through self-evaluation and introspection
- 1 2 3 4 5 Synthesizes an awareness of needs for Early Interventions services.

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Capital Education Institute Adult Learner Catalog

Adult Learner Catalog Acknowledgement

**I HAVE READ ALL MATERIALS IN THE CATALOG
I AM RESPONSIBLE FOR UNDERSTANDING
AND ABIDE BY ALL THE REQUIREMENTS
OF CAPITAL EDUCATION INSTITUTE MONTESSORI COURSE**

PRINT NAME

SIGNATURE