

Montessori Teacher Education Center

San Francisco Bay Area

**MONTESSORI INFANT & TODDLER
TEACHER CREDENTIAL COURSE**

STUDENT HANDBOOK/CATALOG

2022 – 2023

Summer 12 Month Schedule – July 1, 2022 – June 30, 2023

Administrative Office:

**101 Callan Avenue, Suite 420
San Leandro, California 94577
(510) 278-1115**

Instructional Location:

**790 East Duane Avenue
Sunnyvale, CA 94085**

www.MontessoriTrainingUSA.com

***Approved by the State of California
Bureau for Private Postsecondary Education (BPPE)***

***Accredited by
Montessori Accreditation Council for Teacher Education (MACTE)***

***Affiliated to the
American Montessori Society (AMS)***

CODE OF ETHICS

Principle I: Commitment to Students & Their Families

In fulfillment of the obligation to adult learners and their families, MTEC-SFBA will:

- Share resources for protecting equitable access to all programs and services, regardless of adult learner and family's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any classification protected by applicable law.
- Support practices that protect the physical health and psychological safety of each student and family.
- Encourage independent action in the pursuit of learning, community building, and social action.
- Honor professional commitments, maintain obligations and contracts while neither soliciting nor involving students or their families in enterprises for commercial gain.
- Keep in confidence information that which has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II: Commitment to Staff & Colleagues

In fulfillment of the obligation to staff and colleagues, MTEC-SFBA will:

- Protect equitable access to AMS employment, programs, services, and other opportunities regardless of individual's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other classification protected by applicable law.
- Dedicate MTEC-SFBA to recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization and courses.
- Represent one's own professional qualifications with clarity and true intent.
- Accept, offer, recommend, and assign professional positions and responsibilities of professional preparation and legal qualifications.
- Use honest, equitable, and effective methods of administering duties and conducting business.

Principle III: Commitment to the Montessori Movement

In fulfillment of the obligation to the Montessori Movement, MTEC-SFBA will:

- Uphold and publicly support the greater vision of Dr. Maria Montessori through such initiatives as the development and promulgation of standards for affiliation of teacher education programs and accreditation of schools, the providing of professional development opportunities, and support of Montessori research and advocacy.
- Ensure that our work honors the core components of Montessori education: properly trained Montessori teachers, multi-age classrooms, the uninterrupted work period, the prepared environment, and child-directed work.

Principle IV: Commitment to the Public

In fulfillment of the obligation to the public, MTEC-SFBA will:

- Share perspectives consistent with all items set forth in the principles above, when engaged in public discussion.
- Distinguish private views from the official position of the American Montessori Society when engaged in public discussion. *Adopted by the MTEC-SFBA Board of Directors November 2022.*

Montessori Teacher Education Center

San Francisco Bay Area

believes that Montessori pedagogy

is a way of life, a way of living.

Adult Learners participating in this course

will be forever changed,

forever seeing life and its processes in a totally new way.

Every person has within

a desire and inner urging for full expression.

Within this urging for excellence is

the need that the larger society

has for a just, equitable, diverse, and inclusive community.

Each person's urgings in a society are aided by others,

and redefined by others,

and circumscribed by others.

This process makes for the

harmonious working together of peoples.

Fundamental Tenets of MTEC-SFBA Education as an AMS-Affiliated Teacher Education Program

The Fundamental Tenets are utilized by MTEC-SFBA to establish quality instructional standards for our program at all teacher credential levels. The tenets speak to the depth and richness which focus on the transformation of the adult learner. These tenets define the aspects, beyond the standards, that are incorporated into the work done within our Program. The tenets detail MTEC-SFBA's philosophical standards with the necessary foundation to create a quality Program that is always growing and improving.

1. **Cosmic Education** is the broad context within which Montessori education operates and provides the framework for each adult learner. MTEC-SFB supports the adult learner with experiences leading to an appreciation of the web of relationships within the universe, through an understanding of:

- i. the interconnectedness of all things
- ii. wonder and respect for the living and nonliving world
- iii. nurturing the identity and the spirit of the child and the adolescent
- iv. indirect and direct preparation of each activity
- v. sequencing based on whole-to-part-to-whole pathway
- vi. integrated spiral curriculum
- vii. awareness that the universe is an evolving, self-organizing force that offers many possibilities and is impacted by our actions.

2. **Transformation of the Adult** is an essential outcome of the MTEC-SFBA course, with an emphasis on spiritual preparation, service to the children, and the attitudes and dispositions inherent in the philosophy

3. **Education for Peace** is core to Montessori education. Intentional, peaceful communities of learners cultivate respect for each other, appreciation of diverse cultures and values. The MTEC-SFBA community exercises trust and peaceful ways of addressing conflict and working together.

4. **Respect** for oneself, others, and for the environment is fostered in all interactions.

5. **The Prepared Environment** is identified as intentional organization and sequencing of Montessori materials which fosters learning through relationships, interactions, and materials.

6. **Constructivist Theory** applies to all levels of Montessori education. Learners actively construct their knowledge through enriching interchanges and experiences with others and the physical environment through an internal process of meaning-making.

7. **Modeling** is the powerful technique of adult behavior that leads by exemplifying core values, ground rules, and procedures found in the Montessori classroom.

8. **Observation** is of vital importance to the teaching and learning process. MTEC-SFBA teaches observation skills and techniques for the classroom environment.

9. **Recordkeeping** documents the on-going observations and learning outcomes that become the basis for future planning of lessons for the child.

10. **Assessments** are part of the teaching and learning cycle. Various formats meet adult learners where they are and guide them forward to meet the AMS course objectives to be effective Montessori teachers.

11. **The Practicum Phase** provides the adult learner with a teaching and learning experience under the guidance of an experienced, credentialed Montessori Supervising Teacher. Observation, specific feedback, internalization, and further study guides Montessori theory into practice.

11. **The Continuum of Development** across time, place and culture is honored through equal appreciation of all program levels. MTEC-SFBA instructors and adult-learners learn from each other and respect the contributions of Montessori trailblazers, leaders, and practicing and aspiring teachers.

12. **Lifelong Learning** is inspired by the MTEC-SFBA as part of the on-going personal and professional journey of learning, growing, observing, reflecting and researching.

Essential Characteristics of a Montessori Classroom

1. **Montessori Credentialed Teachers** - Teachers educated and credentialed in the Montessori philosophy, pedagogy and methodology appropriate to the age level they are teaching have the ability and dedication to put the key concepts into practice.
2. **Multi-aged Classroom** - The multi-aged, multi-graded, heterogeneous classroom value student, peer-to-peer and peripheral learning experiences within the environment.
3. **Montessori Materials** - Montessori materials, activities, and experiences are designed to foster physical, intellectual, creative, and social independence.
4. **Prepared Environment** – The prepared environment supports children and adolescents in choosing meaningful and challenging activities of their own interest.
5. **Uninterrupted Work-Cycle** – The uninterrupted work-cycle allows large blocks of uninterrupted time to problem solve, connect knowledge across disciplines, and to create new ideas.
6. **Peaceful Environment** - The peaceful classroom atmosphere encourages respectful social interaction for collaborative learning, peer teaching, and social-emotional development.
7. **Partnership** - The partnership with the families/guardians supports the child's individual and total development.
8. **Respectful Environment** - The environment of respects differences, recognizes cultural uniqueness, and is responsive to positive change.

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INTRODUCTION

HISTORY, MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area (MTEC-SFBA) is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I, Elementary Levels I – II, and Administration dedicated to advancing the legacy of Montessori’s philosophy and pedagogy with an eye to the future.

MTEC-SFBA was established in 1980 with the Elementary Level I - II courses. MTEC subsequently establish the Early Childhood Level, the Infant & Toddler Level, and Administration. The original location of instruction for all course levels was in San Leandro. Presently San Leandro campuses conduct the Early Childhood Level and Elementary I-II Level Courses during the year- round schedule.

The Sunnyvale campus conducts Early Childhood Level, and Infant and Toddler Level Courses for both the year round and the summer schedules. All Practicum Seminars are conducted at the Sunnyvale campus. The administrative office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

This Student Handbook is for the Infant & Toddler Teacher Credential Course, which prepares the Adult Learner for working with children birth to three (3) years old as a Lead Teacher/Caregiver. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

The **mission** of the MTEC-SFBA is to provide infant and toddler courses, early childhood courses, elementary courses, and administration courses for Adult Learners that lead to employment as a Caregiver, Lead Teacher, or Director in a Montessori educational setting at the appropriate level, empowering the adult learner to build a better world through Montessori philosophy and education in an equitable, anti-biased, and culturally responsive manner.

The **purpose** of the MTEC-SFBA is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori Lead Teachers. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Infant & Toddler Teacher Credential Course that prepares Adult Learners to work as a Lead Teacher/Caretaker with birth to three (3) years old children.

STUDENT TUITION RECOVERY FUND (STRF)

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau for Private Postsecondary Education (BPPE) that the school has 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. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education
California State Department of Education
1747 North Market Boulevard, Suite 225
Sacramento, CA 95834

Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818
[Web site address: www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll Free Number: (888) 370-7589
Telephone: (916) 674-8900
Fax: (916) 263-1897

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by Students in educational programs operated in California or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. **The State of California requires that a student that pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF).**

You may be eligible for STRF benefits if you took classes in California, prepaid tuition, paid the STRF fee, and suffered an economic loss for any of the following:

The school closed before the course of instruction was completed.

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.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed Student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

An inability, after diligent efforts, to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The State of California requires that a student that pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF).

1. You are a student in an educational program in California, or are enrolled in a residency program, and prepay all of 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 fee 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 a separate agreement to repay the third party.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):

The Montessori Teacher Education Center San Francisco Bay Area is BPPE approved #22400, which expires March 22, 2025.

Montessori Infant & Toddler Teacher Credential Course:

232 Academic hours and 540 Practicum minimum hours

Instruction is only at the Sunnyvale, CA campus. The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum planning journal, reflective practitioner journal, competencies journal, attendance, and handbook, year-long project, and adult learner observations (4) must be completed. There are occupational requirements for licensing at this time in California.

Schedule of paying tuition is by course component.

Prospective enrollees are encouraged to visit the physical facilities at Sunnyvale, CA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request and are located on the website at:

www.MontessoriTeacherEducationCenterSanFranciscoBayArea.com

Adult Learners who are seriously considering the Infant & Toddler Course are advised to review the website. The course syllabi are provided to Adult Learners on the first day of each course-component instruction and located in the *Class Google Classrooms*.

Any questions an Adult Learner/student may have regarding this catalog/handbook that have not been satisfactorily answered by MTEC-SFRBA may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
California State Department of Education
1747 North Market Boulevard, Suite 225
Sacramento, CA 95834

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

[Web site address: www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll Free Number: (888) 370-7589
Telephone: (916) 674-8900
Fax: (916) 263-1897

A student or any member of the public may file a complaint about the 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.

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Infant & Toddler Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation Status – MACTE

Montessori Teacher Education Center San Francisco Bay Area holds Accreditation Status until March 22, 2025, for its Infant and Toddler Course by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902, (434) 202-7793. MACTE is an accrediting agency recognized by the United States Department of Education.

Affiliation Status – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS - Affiliated TEP) Accreditation at the Infant and Toddler Course Level until March 22, 2025.

American Montessori Society
116 East 16th Street, 6th Floor
New York, New York, 10003-2163
Telephone: (212) 358-1250
Fax: (212) 358-1256

American Montessori Society
Office of Teacher Education
211 East 43rd Street, 7th Floor, Suite #262
New York, NY 10017
212-358-1250 | www.amshq.org

Approved - BPPE:

Montessori Teacher Education Center San Francisco Bay Area is a private institution that is approved to operate by the Bureau of Private Postsecondary Education, State of California through March 22, 2025. Approval to operate means compliance with state standards as set forth by the BPPE in the CEC and 5, CCR. MTEC-SFBA does not imply that the BPPE endorses programs or that the BPPE approval means the institution exceeds minimum state standards.

Student Brochure and Course Specific Brochure:

As a prospective student, you are encouraged to review this catalog prior to signing the *Enrollment Agreement*. You are also encouraged to review the *Performance Fact Sheet* which must be provided to you prior to signing the *Enrollment Agreement*.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Kreuzer Rudd	Secretary
Dr. Richard James Rigg	Treasurer

Bankruptcy Discloser Denial Statement:

Montessori Teacher Education Center San Francisco Bay Area does **not** have a 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 (11 U.S.C. Sec. 101 et seq.).

Officials:

Admissions & Credentialing Officer	Jessica Flores
Chief Financial Officer	Steffany Paz Sanchez
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Coordinator	Jessica Flores
Financial Records	Jessica Flores
Custodian of Academic Records	Jessica Flores
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Elizabeth Thurairatnam
Practicum Coordinator	Elizabeth Thurairatnam
Program Director	Dr. Pamela Zell Rigg

MTEC-SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established five courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level I - II Course	6 – 12
Administration	

Basic Time Frame for Completion:

The Infant & Toddler Academic Course is offered in two schedules:

1. **Summer Schedule:**
 - A. **July – Four (4) weeks**
Monday through Friday from 8:00AM – 5:00PM
 - B. **Practicum:**
September through May, minimum 3 hours/day, 5 days /week
 - C. **Practicum Seminars:**
August through June – Second Saturday of the Month
From 8:00AM – 5:00PM
Basic time frame for completion of Summer Intensive Schedule:
12 months - July through June
2. **Year-Round Academic:**
 - A. **Saturdays on Weekends:**
September through May
 - B. **Practicum following Year-Round Schedule:**
September - May, minimum 3 hours/day, 5 days /week
 - C. **Practicum Seminars:**
August through June - Second Saturday of the Month
From 8:00AM – 5:00PM
Basic time frame for completion of the Year-Round Schedule:
22 months

Cancellation of Enrollment:

Adult Learners have the right to cancel enrollment and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. 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 any form and however expressed, it is effective if it shows that the student no longer desires to continue the Infant and Toddler Teacher Credential Course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable.

Upon cancellation, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, and days attended, within 30 days after notice of cancellation is received.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the Montessori Infant & Toddler Teacher Credential.

Credits/Units – University of the Pacific:

Semester units of academic credit are available through University of the Pacific. Fee for credits is \$62.00 per semester unit. This fee is paid to University of the Pacific directly.

Forms for receiving academic credit are available at the MTEC-SFBA Web site. Twenty-five semester units of credit are available for the Montessori Infant & Toddler Teacher Credential course, plus nine (9) units per semester (2 semesters) for the Supervised Field Experience/Practicum. These semester units are useful in meeting requirements for the Child Development Permit issued by the California Commission on Teacher Credentialing.

Listing of course titles, and units follows:

<u>Title</u>	<u>Semester Units</u>
IT Montessori Philosophy I – Infant	1.0
IT Pedagogy I- Infant	1.0
IT Environmental Design I - Infant	1.0
IT Montessori Philosophy II – Toddler	1.0
IT Pedagogy II - Toddler	1.0
IT Environmental Design II - Toddler	1.0
IT Child, Family, Community	3.0

IT Observation	1.0
IT Personal Growth	1.0
IT Program Leadership	1.0
IT Child Development: Prenatal to Three	3.0
IT Supervised Field Experience I	9.0
IT Supervised Field Experience II	9.0

Credits/Units – MTEC, San Francisco Bay Area:

The Montessori Teacher Education Center San Francisco Bay Area issues a transcript that details each course’s components and the semester units of credit earned. The Infant and Toddler Teacher Course offers 15 units for the academic coursework, and nine (9) units per semester for the practicum.

IT.01 Early Childhood Overview for the Infant & Toddler	2 units
IT.02.A Montessori Philosophy I - Infant	1 unit
IT.02.B Montessori Philosophy II - Toddler	1 unit
IT.03.A Montessori Pedagogy I - Infant	1 unit
IT.03.B Montessori Pedagogy II - Toddler	1 unit
IT.04.A Environmental Design I - Infant	1 unit
IT.04.B Environmental Design II - Toddler	1 unit
IT.05 Child, Family and Community	3 units
IT.06 Observation	1 unit
IT.07 Personal Growth & Development	1 unit
IT.08 Program Leadership	1 unit
IT.09 Child Development: Prenatal to Three	3 units
IT.10.A Field Experience/Practicum Teaching - I	9 units
IT.10.B Field Experience/ Practicum Teaching - II	9 units
IT.11.A Practicum Seminars - I	0 units
IT.11.B Practicum Seminars - II	0 units
IT.12. Year-Long Project	1 unit
IT.13 Anti-Racist, Anti Biased Course	1 unit

Credential:

Upon successful completion of all course components of the Montessori Infant & Toddler Course the American Montessori Society issues the following credential:

1.For Adult Learners with a bachelor’s degree, the American Montessori Society issues the:

AMS Montessori Infant & Toddler Teacher Credential

2.For Adult Learners who do **not** have a bachelor’s degree, the American Montessori Society issues the:

AMS Montessori Infant & Toddler Associate Teacher Credential

For Adult Learners whose degree is officially determined not to be equivalent to a United States bachelor’s degree from a regionally accredited college/university, but which still meets the national recognized post-secondary educational standard in the state, province, or country of issuance, the AMS Full Montessori

Infant and Toddler Credential is issued. ***This credential will state the degree and the name of the country in which the degree was earned.***

Certificate of Attendance:

Upon successful completion of all course components of the Montessori Infant & Toddler Course, a *Certificate of Attendance* is issued by MTEC-SFBA.

English as a Second Language:

English language services are not provided. Instruction is conducted exclusively in English. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Montessori Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

1. The Adult Learner understands and speaks conversational and academic English with little to no hesitance and difficulty.
2. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English.
3. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove Intermediate Level English language proficiency through TOEFL 80+ score or IELTS band 6.5 – 7.5.

Description of the Infant & Toddler Teacher Credential Course:

The Montessori Infant & Toddler Teacher Credential Course is comprised of 240 academic hours in-residence, and a minimum of 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Infant & Toddler Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Infant & Toddler teacher. The core curriculum includes Montessori Philosophy, Montessori Pedagogy, Environmental Design, and Child, Family, & Community.

Foundation course components provide the Adult Learner with the rationale for why and how we implement the core curriculum. The foundation components are Observation, Personal Growth & Development, and Program Leadership.

Other course components provide the Adult Learner with additional information that deepen the understanding of the child and enrich the classroom experience. The other course component is Child Development, Year-Long Project, and Anti-Racist Anti-Bias Course (ABAR).

The knowledge gained in the core course components, the foundation course components, and other course components are applied and deepened through the experience of the nine-month practicum at the Infant & Toddler level. The Adult Learner support of the child's learning and development in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a “learning how to learn” attitude, and continual professional development in the future.

The American Montessori Society is committed to promoting high quality teacher preparation in these areas:

1. Human growth and development
2. Observational skills to match student’s developmental needs with materials and activities, thereby allowing the teacher to guide students in creating their individual learning plan
3. An array of recommended learning materials and activities that empowers teachers to design their own developmentally responsive, diverse and equitable learning environments
4. Teaching strategies that support and facilitate the unique and total growth of each individual
5. Classroom leadership skills that foster a nurturing environment that is physically and psychologically supportive of learning and development
6. Education for peace that emanates from global awareness and service to the greater good
7. Equitable and diverse Montessori environments.

Description of Classes, Clock Hours, and Credits for the Montessori Infant & Toddler Teacher Credential Course:

IT.01 Early Childhood Overview for the Infant and Toddler Course – If Required (32 hours coursework + 13 hours observation), 3 units

Montessori philosophy, pedagogy and materials for the early childhood years is introduced with particular focus on principles and procedures that are directly applicable to the infant and toddler. Completion of the Early Childhood Overview for the Infant and Toddler Course for all credential candidates who do not hold an AMS recognized credential at the Early Childhood level. The completion of this course does not qualify as an early childhood teacher credential.

IT.02.A & B Montessori Philosophy I & II (Core) - 33 Hours, 2 units

Montessori, past, present, and future, the Four Planes of Development, foundational philosophic concepts, Montessori pedagogy, preparation of the adult, role of the adult.

Evolution of Montessori:

Montessori’s Life, Montessori’s work within the context of her time, Constructivist Theory, Development of Observation/Scientific Discovery/Evolution of Montessori Foundations, Influence of other developmental theorists on Montessori, History

of the Global Montessori Movement (including history of AMS).

Four Planes of Development:

Overview of each Plane of Development, Characteristics of the Child/Adolescent, Sensitive Periods, Human Tendencies, Physical, Social, Emotional, and Spiritual Development.

Foundational Philosophical Concepts: -

Spiritual Embryo, Horme, Mneme, Unconscious and Conscious Absorbent Mind, Logical /Mathematical Mind, Development of the Will, Prepared Environment, Respect of Self & Others & Environment, Justice and Peace Education, Cosmic Education, The Child as an Observer, Care of Self, Environment including Nature.

Montessori Pedagogy:

Work Cycle & False Fatigue, Normalization, Actualization, Obedience (Deviations), 3-Period-Lesson & other forms of assessment, Choice and Interest, Freedom and Responsibility and Discipline, Spontaneous Activity, The Three Freedoms: Movement, Choice, Repetition, Intrinsic Reward/Motivation, Peer to Peer Relationship/Collaboration, Peer to Adult Relationship, Meaningful Context, Order, Spiral Curriculum, Erdkinder, (Concept of the Child of the Earth), Fantasy & Imagination, Work versus Play.

Preparation of the Adult:

Spiritual Preparation, Adult Transformation, Importance of Observation, Living an Examined Life/Self-Observation, The Continuum of Development, Lifelong Learning, Understanding the Role of the Adult.

Role of the Adult:

Modeling and Reinforcing Ground Rules, Movement, Choice, Peer Teaching, Dispositions, Commitment to Service, and Reflective Practices, Observation to Develop Insight, Understanding, Preparation of the Environment, Assessment

from a historical perspective, is examined. Philosophy specific to the method, such as auto-education, absorbent mind, sensitive periods, normalization, development of the will, spontaneous repetition, logical-mathematical mind, spiritual and moral development of the child, planes of development, cosmic education, etc. are examined. How the philosophy relates to the child, materials, teacher, and environment is discussed. Peace education is the natural result of the Montessori philosophy.

IT.02.C Montessori Philosophy: Anti Bias, Anti-Racist - 16 Hours, 1 units

The Anti-Bias Anti-Racist curriculum familiarizes the student with the *Implicit Association Test (IAT)* which are sixteen (16) self-directed tests, the discussion of the experience of taking the tests, and the text of the underlying research that lead to the development, replication and expansion the *IAT*.

IT.03.A & B Montessori Pedagogy I & II (Core), 25 Hours, 2 units

Montessori's principles and ideas, her view of the nature of the child and the child's place in society, with emphasis on Montessori's concept of the child from birth to three (3) years of age is explored. Scientific analysis of how to nurture and assist the unfolding of the human personality; care of physical and psychological needs; daily routines as curriculum; strategies for assistance; interaction techniques with children; positive communication, with emphasis on personal development of the adult caregiver and the qualities of the adult based on Montessori's view of the child; developmental

assessment and record keeping.

IT.04.A & B Environmental Design I & II (Core) 46 Hours, 2 units

The aesthetics and practicality of the environment for the very young child is explored along with the rationale. Age groupings and flow of the age groupings is examined. Issues of numbers of children in the groupings and the ratio of adult to children is reviewed against community and licensing expectations/requirements. The sensitive periods for the very young child in terms of movement/coordination, language, and temporal order are a particular focus. The exploration of the senses, practical life experiences, order of the environment, concentration are reflected in the schedule of activities, the design of the space, and the selection of materials within the context of safety and legislation. Two sessions are offered (session I and session II) which divide the content by age. Session A has the curriculum focus of birth to eighteen months; session B has the curriculum focus of eighteen months to three (3) years.

IT.05 Child, Family and Community (Core) 16 Hours, 3 units

Develop cooperation and support among the family members and the center: understanding the psychology of parenthood, translating to the home the center child-rearing practices, locating community and professional resources, teacher-parent conferencing and dialogue skills, parent involvement and education, health and nutrition, supporting cultural differences are some of the many topics covered. The Child, Family and Community course is eligible for transfer from a college or university. Submit a copy your transcript with this course highlighted.

Additionally, 80 hours of in-classroom observation and journal writing are required.

IT.06 Observation 16 Hours, 1 units

Observation includes techniques of observation and of observations of infants and toddlers in various settings.

IT.07 Personal Growth and Development 16 Hours, 1 units

Professionalism, introspection, the continued spiritual growth of the adult, and ethical behavior are topics explored in this highly personal course.

IT.08 Program Leadership 32 Hours, 1 unit

Rationale for scheduling for the staff as well as the schedule for the child's day; an introduction to administrative issues, including financial, budgetary fee factors, funding and proposal writing, personnel matters, legislation and standards; identification of criteria for defining Montessori child care; historical foundations rooted in Montessori; human needs and requirements (children, families, and staff) specific to all-day care, are some of the many topics covered in this course.

IT.09 Child Development: Prenatal to Three 48 Hours, 3 units

Montessori's theories of the Planes of Development and the nature of the child, current child development perspectives including major contemporary theorists including Social and Emotional, Cognitive, Physiological (physical, neurological, nutritional), prenatal development and childbirth are examined. Child Growth and Development/Psychology course is not eligible for transfer from a college or university.

IT.010.A&B Practicum Student Teaching I & II, 540 Hours, 18 units

The practicum 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. The Adult Learner participates in all facets of Infant and Toddler curriculum and development, as well as parent and community interactions.

IT.11. A & B Practicum Seminars 80 Hours

See:	IT.02	Montessori Philosophy (Toddler)/Peace Ed	8 hours
	IT.03.B	Environmental Design/Music	4 hours
	IT.03.B	Environmental Design/Art	4 hours
	IT.03.B	Environmental Design/Children's Literature	8 hours
	IT.04	Child, Family & Community	16 hours
	IT.07	Program Leadership/Orientation to the Practicum	8 hours
	IT.07	Program Leadership/Learning Differences	8 hours
	IT.07	Program Leadership/Positive Discipline	16 hours
	IT.08	Child Development	8 hours
	IT.12	Year Long Project	16 hours
	IT.13	ABAR	16 hours

Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Infant & Toddler Teacher Credential.

1. Content Knowledge

- a. The Adult Learner is introduced to the Montessori philosophy through Montessori writings and various other books and articles. The Adult Learner demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with children from prenatal to three (3) years old.
- b. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from prenatal to three (3) years old.
- c. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.
Cosmic education
The Arts
Fine & Gross Motor Skills

- d. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

2. Pedagogical Knowledge

- a. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.
- b. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- c. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- d. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.
- e. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- f. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the school. The Planning Journal and Reflective Portfolio is maintained by the Adult Learner during the practicum.
- g. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the year-long project in the study of a child.
- h. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Portfolio is maintained by the Adult Learner during the practicum.
- i. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- j. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

3. Practice

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations to anticipate future needs of the child.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the children in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.
- d. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- e. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- f. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

Competencies:

Successful completion of the Infant & Toddler Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Content Knowledge

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on the infant and toddler years.
- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for birth - 3 years of age.
- 1c. Subject matter for each Course Level* **including**:
 - 1c-1. Demonstrates knowledge of cosmic education.
 - 1c-2. Demonstrates knowledge of peace education.
 - 1c-3. Demonstrates knowledge of practical life curriculum.
 - 1c-4. Demonstrates knowledge of the arts.
 - 1c-5. Demonstrates knowledge of fine and gross motor skills.
- 1d. Demonstrates knowledge of community resources for learning.

2. Pedagogical Knowledge

- 2a. Understands & correctly uses the Montessori materials.
- 2b. Understands & implements the scope and sequence of each curriculum area.
- 2c. Understands & implements the prepared environment.
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership.

- 2e. Understands the purpose and methods of observation & implements a record-keeping system.
- 2f. Understands the need for planning of instruction and has a planning journal.
- 2g. Understands assessment and documentation, and has a system for assessment and for documentation.
- 2h. Understands the need for reflective practices, & document this.
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this.
- 2j. Understands culturally responsive methods and shows evidence of this.

3. Practice

- 3a. Demonstrates & implements classroom leadership.
- 3b. Demonstrates & implements authentic assessment.
- 3c. Demonstrates & implements the Montessori philosophy and methods.
- 3d. Demonstrates and implements parent/teacher/family partnership.
- 3e. Demonstrates professional responsibilities.
- 3f. Demonstrates innovation and flexibility.

Facilities and Location:

Year-Round and Summer Schedule of classes are conducted at:
Sunnyvale Campus, 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size and can accommodate up to thirty (30) Adult Learners. The materials appropriate for infant and for the toddler environment are available in the classroom for instructor presentation and adult learner practice.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, Program Director:

Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology in Education*, UC Berkeley (1990)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)

- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (1976 & 2002)
- *California Multi-Subjects Teacher Credential*
- *California Early Childhood Specialist Credential*
- *California Early Childhood Site Director Permit*

Ann Gavey, Instructor:

Field Consultant, Child, Family, & Community, and Child Development: Prenatal to Three Years

Academic Degrees:

- *B.A. Psychology*, University of Washington (1972)
- *Fifth Year Teacher Credential/ Native American Education Program*, University of Washington (1973)
- *M.A. Education*, College of Notre Dame (1975)

Teaching Credentials:

- *AMS Early Childhood Credential*, American Montessori Society (1975)
- *AMS Elementary Level I Credential*, American Montessori Society (1980)
- *AMS Infant & Toddler Credential*, American Montessori Society (2012)

Maryam Haghbin, Instructor:

Field Consultant, Personal Growth & Development, Observation

Academic Degrees:

B.A. Sociology, Tehran University (1982)

Teaching Credentials:

- *Early Childhood Education Certificate* (2001)
- *AMS Early Childhood Teacher Credential*, American Montessori Society (2004)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2018)

Irena Shklovsky, Instructor:

Montessori Philosophy I, Montessori Pedagogue I, Environmental Design I, and Child Development (8 hours).

Academic Degrees

- *M.S. Language Development for Young Children*, State Pedagogical Institute for Foreign Languages (1978)
- *M.A Early Childhood Education*, University of Moscow, (1980)

Teaching Credentials

- *AMS Infant and Toddler Credential*, American Montessori Society (2002)

Elizabeth Thurairatnam, Instructor:

Infant & Toddler Practicum Coordinator; Field Consultant; Program Leadership, Philosophy II, Pedagogue II, Environmental Design II

Academic Degrees

- *B.A. History, Economics, & Geography, Sri Lanka (1980)*
- *Diploma in Music, London College of Music (1981)*

Teaching Credentials

- *Montessori Primary Teacher, Association Montessori International (1980)*
- *AMS Early Childhood Credential, American Montessori Society (1991)*
- *AMS Infant Toddler Teacher Credential, American Montessori Society (2010)*

Anni Tervydis, Instructor:

EC Overview for IT

Academic Degrees

- *B.A. Sociology – Child Psychology, Saint Joseph’s College(1969)*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (1970)*

Philina Topacio, Instructor:

Montessori Philosophy: Anti Bias, Anti Racist

Academic Degrees

- *B.A. Early Child Psychology, Centro Escolar University (2005)*
- *M.A Special Education, Philippine Normal University (2008)*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (2015)*
- *AMS Infant and Toddler Credential, American Montessori Society (2020)*

Housing:

Housing and dormitory facilities are **not** available through the MTEC-SFBA. MTEC-SFBA takes no responsibility to find or to assist a student in finding housing. MTEC-SFBA may provide information on accommodations reasonably near with a range from bedroom rental in apartment (\$2700 - \$3500/month), one bedroom apartment (\$2600/month), two-bedroom home (\$3500 - \$4000/month) rentals.

Non-Discrimination Policy:

The Program does not discriminate of race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other legally protected status.

Anti-Bias, Anti-Racist Statement:

The Program is committed to examining ourselves and investigating our practices, recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization, and supporting our community in doing the same in their schools, programs, and practices. We recognize that an understanding of racism and bias varies across individuals, and engaging in transformational change requires courage, trust, empathy, and understanding.

Schedule of Tuition, Fees and Other Charges:

Tuition:	\$2250.00*
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 1.00 (Non-Refundable)
Field Consultant Visits (3) Fee	\$ 400.00 (Non-Refundable)

Total charges for the IT Credential Course: \$3,182

*\$375/courses: Philosophy, Pedagogy & Environmental Design I & II, Child Development, Practicum I & II 5 courses @\$375 = \$1875

*\$187.50/courses: Observation and Personal Growth & Development 2 courses @\$187.50= \$375

\$450 EC Overview for those that do not have an EC Credential.
Fee not included in credential course.

Non-Institutional Costs Estimated at: \$450.00

**Fees and tuition do not include books, manuals, and supplies (Non-Institutional Costs), estimated at approximately \$450.00.

Each Practicum visits (in addition to three) \$ 100.00

Tuition payments by course at \$375 for each of five courses & \$187.50 for each of two courses. \$400 for EC Overview (if needed)

AMS & MACTE fees due July 1 or earlier if early registration is selected.

AMS Fee: \$255.00

MACTE Fee: \$276.00

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, 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 programs.

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition of \$2250.00 prior to or upon beginning the Infant and Toddler Credential Course.
2. Installment payments: per course

Federal and State Financial Aid and Other Financial Aid Programs:

Federal and State Financial aid programs are not available to MTEC-SFBA students. MTEC-SFBA **does not** participate in any form of financial aid programs.

Loan Repayment:

If a MTEC-SFBA student obtains a loan to pay for our teacher credential course the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student is entitled to a refund of the money not paid from financial aid funds, and if the student receives federal student aid funds, the student is entitled to a refund of the money not paid from federal financial aid programs.

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$450.

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials and makes no refunds on materials.

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-two (22) months 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 Re-Registration Fee of \$100.00 to extend or to reactivate the enrollment.

Enrollment Cancellation:

Enrollment cancellation occurs when written notice of cancellation at the address of the school shown on the top of the front page of this Agreement is submitted or by email. Enrollment cancellation notification is by mail, hand delivery, or email. The written cancellation notice, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written cancellation notice need not take any form and however expressed, it is effective if it indicates the desire to no longer be bound by the Enrollment Agreement.

The *Cancellation Notice* form is in the *Student Handbook*, but any written notice may be used. Upon notice of cancellation of enrollment agreement, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Refund Schedule and Policy:

Adult Learners have the right to obtain a full refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: The refund is the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but

for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that is already paid, then the Adult Learner arranges to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school remits a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered.

Financial Aid and Scholarships:

The MTEC-SFBA does not participate in Federal or in State financial aid programs, or any other type of financial aid programs.

The American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

Admission Policies and Requirements:

1. Degree Candidate:

The candidate for the American Montessori Society Infant & Toddler Teacher Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a degree from a foreign college or university must have the degree evaluated to determine if it is equivalent to a United States degree. **The degree must be evaluated by a National Association of Credential Evaluation Services (NACES) member organization.** If the evaluation provides an equivalency to a United States Bachelor's degree, then the American Montessori Society Infant & Toddler Credential is awarded.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a United States bachelor's degree, the candidate may be eligible for an AMS Infant & Toddler Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by MTEC-SFBA to AMS.

2. Non-Degree Candidate:

The candidate for the American Montessori Society Infant & Toddler **Associate** Teacher Credential holds a minimum of a high school diploma or GED, but not a bachelor's degree from a United States regionally accredited college or university, or its equivalent.

The holder of the AMS Infant & Toddler **Associate** Teacher Credential must represent themselves as holding the *Associate* Teacher Credential.

Applicants for the American Montessori Society Infant & Toddler Teacher Credential course who do not have a U.S. bachelor's degree from a regionally

accredited U.S. college/university *or its equivalent* are required to sign a statement verifying that they have received the degree requirement for the credential information before they are considered for acceptance into this course.

The American Montessori Society strongly encourages holders of the AMS Associate Infant & Toddler Credential to obtain their bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate Teacher Credential are eligible for an AMS Infant & Toddler Credential upon completing the bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the bachelor's degree with the credential upgrade fee, to the AMS Office of Teacher Education.

3. Application Documents:

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

1. B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
- **or** a high school or GED diploma is required.
2. Three signed professional letters of recommendation.
3. Application (on-line) with registration fee. (non-refundable)
4. Signed statement of purpose for attending the Infant & Toddler Course.
5. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

4. Admission Procedure:

The admission procedure begins with the applicant's on-line completion of the application. The personal interview follows with a discussion between the candidate and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the candidate. The "fit" is multi-dimensional, considering familial needs, time, financial constraints, and professional suitability. This inner process, aided by the Center with information, is the critical reflective, and first-step in the admissions procedure. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

5. Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC-SFBA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Foreign Student Admission Requirements:

MTEC-SFBA is authorized under Federal law to enroll non-immigrant students.

I-20 (F-1) Procedures:

There is a \$275.00 I-20 issuance fee and the \$100.00 Application fee. **The total cost is \$375.00.**

Include the following information in your communication for the I-20:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Country and city of birth
- Dependent, if applicable.
- Date intended to start the MTEC credential course
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- TOEFL score of 80 + or IELTS band of 6.5 – 7.5 language proficiency.
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement or a relative who formally agrees to financial support. The funding may come from several different sources but must total \$17,000.
- For a transfer student, a copy of the current I-20 as well as current school information.
- Conversion to an F-1 Status, students are required to pay \$600 processing fee all paperwork for the US Embassy.

When the above information is provided in **one** batch, admission to the MTEC-SFBA credential course with a formal letter of admission is issued.

If in the United States and a current student at another school, a Student Transfer form is emailed to the prospective student.

If in the United States with a non-student (F-1) Visa, a “Change of Status” to F-1 is emailed to the student.

If not in the United States, an “Initial” Status F-1 is emailed to the student. Take the F-1 and letter of acceptance to the United States Embassy in your country in order have the F-1 student visa approved.

Pay the SEVIS I-901 Fee of \$350.00 by credit card:

<http://www.ice.gov/sevis/i901/index.htm>).

After attending the first class, send MTEC-SFBA an e-mail informing the Center that you have begun the Credential course. Your attendance will be verified. You are then placed in "Activate Status" as an I-20 student with MTEC. If you need to contact us, e-mail info@montessoritrainingusa.com.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students in Practicum. The Practicum is a paid position at a Montessori school, and a requirement of the Credential course.

The I-20 CPT update to the I-20 is a fee of \$275.00. The practicum is a requirement of the American Montessori Society for the issuance of the teacher credential.

The practicum may be either full time (over 35 hours per week) or part time (less than 35 hours per week). Note that a practicum is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for a practicum.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS credential course, and must currently be on F-1 status.
- A student is authorized for a total of 12 months of full time Curricular Practical Training (CPT).
- The CPT is the Practicum phase of the AMS Credential course. The practicum is a requirement for the completion of the MTEC course. The "job" is an integral part of the student's course of study.
- Full-time CPT requires enrollment at MTEC-SFBA, since the student must receive course credit for the practicum.

Specific Requirements:

- A student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT.
- The MTEC Office authorizes Curricular Practical Training for a specific employer and for a specific period of time. *Employment may not begin before the first day of classes and may not end any later than the last day of classes.*
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your prospective employer.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment, and verifies that the position is not a continuous, full-benefit job.
- Email the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office: Info@MontessoriTrainingUSA.com

- There is a \$275 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be noted on your I-20 and mailed to you.

Professional Development Requirements:

American Montessori Society Infant and Toddler Teacher credential holders must complete fifty (50) hours of professional development every five (5) year period for the credential to remain active. The first five (5) years period begins with the date the credential was issued.

If professional development hours are not completed within the 5-year period, the credential becomes *inactive* until the requirement is met.

AMS members who earned AMS credentials issued on or after July 1, 2013, must complete 50 hours of continuing professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. The process repeats every five years.

Professional Development hours can be submitted directly to the AMS website. Use the *Professional Development Submission Form* that is found on the AMS Website to officially record professional development.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time.

“Change of Status” (Leave of Absence) must be resumed within 24-months of the last class attended.

“Change of Status” (Declared) for permanent withdrawal.

“Change of Status” (Undeclared) not submitted but is inactive for one year.

Reactivation of a declared or undeclared *Change of Status* requires a new registration and registration fee.

Record Retention:

Adult Learners’ records are maintained electronically. Financial records and academic records are separately maintained. Adult Learners’ records are maintained indefinitely.

Occupation/Career Information and Placement Services:

Successful completion of the Montessori Infant & Toddler Teacher Credential Course meets the requirements for a career with children of that age in a Montessori environment setting. The typical employment position is infant and toddler Lead Teacher/Caretaker or Director. The Program’s website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state.

However, the MTEC-SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

The State of California has requirements that must be met for employment with infant and toddler age children. Those requirements are in the Appendix, *State of California Teacher Requirements Infant and Toddler: Qualifications and Duties*.

Please see “*Teacher Qualifications and Duties*”

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to MTEC-SFBA to make up the class work: See *Make-Up Classes below*.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make-up class must be the specific class and session that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Standards for Student Achievement - Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+ above excellent work; A excellent work; A- and B+ good work; B for average work; B- for lowest passing work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to “F.”

B- for lowest passing work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented. See *Academic Advisement*.

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Services:

Concerns regarding the status of an application, class schedule, transcripts, student handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.

Library and Learning Resources:

Learning resources are the extensive Montessori infant and toddler materials available to the adult learners for exploration and practice in the classroom. The infant and toddler curriculum manuals are essential guides to the use of these learning resources. The MTEC-SFBA Web site is a major learning resource with a *Google Classroom* for each course component with reading resources. For further research the adult learner is provided with Web site links. While there are some adult books available in the classroom as traditional book reference there is not a traditional library.

Adult Learner Assessment of Instructor:

Adult Learner Assessment of the Instructor is completed following the completion of the instructor's curriculum area.

Student Body Representative:

The class selects one representative who assists in the organization of student affairs. The role of the representative is to oversee attendance and to distribute the *Assessment of the Instructor*.

Program Responsibilities:

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

In the area of academics, MTEC-SFBA will:

1. Emphasize quality in every aspect of course delivery.
2. Award credit when and where it is due, in accordance with published standards.

3. Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
4. Disclose accurate information about the recognition and acceptance of credit for this course by other institutions.
5. Ensure fair and reasonable academic evaluation with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance. The MTEC-SFBA will maintain transcripts or records of grades in accordance with state and local requirements, and guarantee confidentiality and adult learner access to records.
6. Award certifications when merited, and inform adult learners regularly of academic progress. The TEP will recommend a candidate for the AMS credential after all stated requirements are satisfied.
7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
8. Describe course requirements in clear, specific, and accurate terms in written form, and ensure that requirements are educationally meaningful.
9. Notify adult learners of unusual features of the course that cannot be readily anticipated.
10. Offer coursework that follows the published catalog description.
11. Embrace the principle of academic honesty.
12. Publish causes for dismissal in clear and specific form, and dismiss an adult learner only for appropriate cause and after due process.

In the area of advertising, MTE-SFBA will:

1. Publish advertising that is accurate, reliable, up to date, clear, and concise.

In the area of finances, MTEC-SFBA will:

1. Assess reasonable tuition and provide timely notice of annual increases.
2. Inform potential adult learners of sources of financial aid.
3. Employ fair and accurate published refund policies.
4. Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
5. Keep accurate records of fees paid by each adult learner.
6. Inform adult learners about financial instability in the event such a condition exists.

In the area of admissions, the MTEC-SFBA will:

1. Provide published policies on the admission process.
2. Give prospective adult learners an accurate overview of the course, encouraging them to visit the facility to meet with staff and current adult learners to provide additional detail.
3. Maintain clear and specific policies on the availability of job placement services.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director meets with the faculty to help decide the appropriate action in each case. Situations are dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates.
If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
(See *Dismissal*.)

Adult Learner Rights, Standards and Responsibilities:

The program maintains its rights as an institution of postsecondary education, and expects the adult learner to be responsible for the following:

It is the responsibility of the adult learner to:

1. Seek a Montessori credential for their own professional growth and desire to learn.
2. Be informed by reading the information disseminated by the course.
3. Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
4. Continually self-monitor academic progress.
5. Attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. Embrace the principle of academic honesty.

7. Respect the freedom of the Program's staff to inquire, publish and teach.
8. Be familiar with the AMS and MTEC-SFBA Code of Ethics.

In the area of finances, the adult learner accepts the responsibility to:

1. Be informed about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
2. Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
3. Understand tuition costs completely and accurately.
4. Satisfy financial obligations to the program in a timely fashion.

In the area of admissions, the adult learner accepts the responsibility to:

1. Be knowledgeable about other available courses/programs to ensure that enrollment is based on an informed decision.
2. Represent oneself honestly in applying to the program.
3. Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

Children Not Permitted in Class:

Children are not permitted to attend class.

Rules of Operation and Conduct – Probation and Dismissal Policy:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.
5. Plagiarism. MTEC-SFBA has a zero tolerance for plagiarism. Adult learners who plagiarize will be subject to academic action.
6. Maintain a minimum of 2.75 GPA.

Academic action may result in probation or continuing probation. Failure to meet or maintain these criteria may result in expulsion or removal from the program.

Probation and Dismissal Policy and Procedure:

1. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.

3. Either probationary status is removed or the Adult Learner is advised of the change in behavior to avoid immediate dismissal.

Student Grievance/Complaint:

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

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE, MACTE and AMS. (See page 4.)

Bureau for Private Postsecondary Education (BPPE)

California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, VA 22902
Telephone: (434) 202-7793

American Montessori Society (AMS)

116 East 16th Street, Sixth Floor
New York, New York 10003-2163
Telephone: (212) 358-1250 Fax: (212) 358-1256

Arbitration Committee and Procedures:

Purpose:

1. To arbitrate significant complaints or grievances by Adult Learners, 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. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC San Francisco Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA
- 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, as explained below.

Areas of Grievance/Complaint:

The Arbitration Committee of the MTEC-SFBA 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 MTEC-SFBA credential course.
2. The MTEC-SFBA 's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC-SFBA's failure to meet financial obligations to anyone owed those obligations.

Grievance/Complaint Procedure:

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).

2.If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA 's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee is binding on all parties and without appeal.

Stand-by-Member:

To keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

If the elected student representative to the Arbitration Committee is bringing a grievance to the committee, an alternative student representative will be selected.

Stipulation:

No solution can be arrived at that is in conflict with BPPE, AMS or MACTE.

Infant & Toddler Practicum:

The practicum is a necessary requirement for the successful completion of the Infant & Toddler Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with 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 course. The practicum begins in September. The minimum Infant & Toddler practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the 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 consecutive months. The length of the practicum may be extended to provide additional experience and ensure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 540 scheduled as stated above.

Infant & Toddler Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Montessori Philosophy I & II, Montessori Pedagogy I & II, & Environmental Design I & II, Child Family & Community, Observation, Personal Growth, and Child Development.
2. Practicum Site Agreement by Practicum School Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Infant & Toddler Teacher Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement, Degree Requirement
6. Signed Professional Development Requirement
7. Payment of Practicum Fee / Binder, AMS Fee, MACTE Fee, and BPPE Fee.
8. Online enrollment in Practicum I and Practicum II.

Infant & Toddler Practicum Site Requirements:

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement includes the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
7. Job Responsibilities: Adult Learners in their practicum phase cannot be

asked to provide service to the school other than that which is found as the responsibility listed in the job description during the practicum hours (i.e. janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.

8. Class contain children from birth to 18 months or from 18 or 24 month to 3 montage to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
9. The environment must be designed and equipped to meet the developmental needs of the children served. The environment must include child-sized furnishings and a full array of Montessori materials for the age range served. AMS-recommended materials lists are available on the AMS website.
8. The Adult Learner is not to be asked to assume total responsibility for a group without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of the Adult Learner is provided by the Supervising Teacher and a Field Consultant or, in the case of a self-directed practicum, through the Field Consultant. Self-directed practicum is supported with a monthly Conference Call.
9. A Field Consultant is assigned to the Adult Learner for the observation visits. Field Consultants must be verified and approved by MTEC-SFBA.

Infant & Toddler Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site a minimum of three times during the school year. Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Infant & Toddler materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the practicum experience.
5. Discussing classroom leadership techniques.
6. Review of the Practicum Handbook, Competencies Portfolio, Practicum Planning Journal, Reflective Practitioner Portfolio, and the Attendance Sheets.

A record of the consultation visits is made by the Adult Learner and the Field Consultant. The Field Consultant observation reports of the visits are available for the Adult Learner's review. Three visits are paid by the MTEC-SFBA through the Practicum Field Consultant fee charged to the Adult Learner. Additional visits are at the expense of the Adult Learner.

Supervising Teacher:

The Supervising Teacher is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing, maintaining records.
3. Interaction: relations among parents, staff, and children.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services, parent education, interviews, conferences, and meetings; open house.
7. Staff Involvement: participation in meetings, establishing team compatibility, and problem-solving techniques.
8. All MACTE competencies.

Practicum with Head Teacher/Lead Caretaker:

The format and concerns for the practicum with lead caretaker are similar to those of the self-directed practicum Adult Learner. The Adult Learner consults with the lead caretaker daily. To ensure the success of the practicum experience for the Adult Learner, agreements with the administration must be met regarding adequate support.

Course Completion/Performance Standards:

1. During the supervised practices the Adult Learner practices presentations in each of the following curriculum areas: Montessori Philosophy, Montessori Pedagogy, Environmental Design, and Child, Family, & Community.

The Adult Learner maintains the *Practice Sheet Form*.

Due date: **During each curriculum class.**

2. The instructor(s) responsible for the curriculum area evaluate the presentations using the *Demonstration Evaluation Sheet* (Appendix A).

Due date: **During each curriculum class.**

3. Development and maintenance of the *Curriculum Manuals* are required by the Adult Learner.

Due date: Summer – Monday following the curriculum completion
Year Round – At the first day of next class

4. A *Philosophy/Rationale Paper* is required for each curriculum area.

Due date: Summer – Monday following the curriculum completion
Year Round – At the first day of next class

The Adult Learner demonstrates materials from each of the major curriculum areas: Montessori Philosophy/Theory, Montessori Philosophy & Pedagogy, Environmental Design, and Child, Family, & Community.

5. A written examination is required in each curriculum area. The written examinations are conducted during classes.

Due date: Summer - During class
Year Round – During class

6. *Personal Code of Ethics Statement* is submitted on the last day of class for each of the core curriculum courses.

Practicum Teaching Course Performance Standards:

1. The Adult Learner maintains the Practicum Handbook & Competencies Portfolio, the Infant & Toddler Planning & Reflection Journal, and the Attendance. They are due at each seminar and each practicum visit.

Due date: At each practicum seminar and at each practicum visit.

The Adult Learner submits four observation reports due at the Practicum Seminars. Observation 1 and 2 are due at the December Practicum Seminar, Observation 3 and 4 is due at the April Practicum Seminar.

Practicum Teaching Course Performance Standards:

1. The Adult Learner successfully completes and submits the Practicum Handbook & Competencies Portfolio, and Practicum Planning & Reflection Journal.
2. The Adult Learner is successful in the practicum as assessed by the three (3) reports of the Supervising Teacher, and the three (3) observation reports of the Field Consultant.

Standards for Student Achievement - Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

Transfer Policy - Credit:

1. Transfer from another AMS Program -

For transfer to MTEC-SFBA:

The candidate is:

Within the three-year time limit following the original academic phase; and is currently registered with AMS.

MTEC-SFBA:

- Reviews and evaluates previously completed academic and practicum coursework; and
- paid application fee of \$100.00; and
- applicant receives written notification of the fees and time required to complete all transfer requirements; and
- the original program is contacted to determine if the adult learner is in good standing including fulfillment of financial obligations.

2. Transfer from Teacher Education Program recognized by MACTE Accreditation

Transfer of contact hours and/or credits from teacher education programs recognized by AMS through MACTE accreditation are considered with verification of the following documentation:

Candidate:

Has a degree in keeping with AMS credential requirements; and is a current AMS member or register as an adult learner, and

MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate; and utilizes proficiency pretesting to plan for a program of study; and

MTEC-SFBA determines the minimum requirement of the academic phase that the candidate must enroll to fulfill AMS credential qualifications, and

MTEC-SFABA requires all candidates to take Montessori theory and philosophy from MTEC-SFBA; and

MTEC-SFABA determines the practicum requirements the candidate meets per the requirements of an AMS; and

MTEC-SFABA assess and evaluate proficiency as required by MTEC-SFBA; and

MTEC-SFABA ensure that all the requirements are met; and

MTEC-SFABA submits the AMS Transfer Form in addition to the AMS Credential Recommendation Form to the applicant.

3. Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS via MACTE accreditation are not accepted. The candidate must enroll in the complete AMS credential course.

Transferability of Credits, Certificates and Degrees:

Notice Concerning Transferability of Credits and Credentials Earned

at Our Institution:

The transferability of credits you earn at the Montessori Teacher Education Center - San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Attendance you earn in MTEC-SFBA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or Certificate 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 MTEC-SFBA to determine if your credits and Infant and Toddler Teacher Credential will transfer.

Units earned in our Infant & Toddler Teacher Credential Course, in most cases, will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman. If you enter a college or university at some time in the future even though you earned units at our school the units at MTEC-SFBA will not transfer.

Certificate of Attendance:

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work, and in all phases of the practicum, and tuition and fees have been paid.

Readings and Text:

The following books and manuals are required reading at the beginning of the coursework:

Observing and Understanding Child Development
Infant and Toddler Environment Rating Scales
Understanding the Human Being
The Absorbent Mind
Discovery of the Child
Child, Family and Community (6th Edition)
Parenting from the Inside Out
Positive Discipline for Toddlers
From Lullabies to Literacy
Secure Relationships
Honoring the Light of the Child
Health & Safety Manual for I - T
Montessori Pedagogy Manual for the I - T
Environment Manual for the I-T
Language Arts Manual for I – T
Practical Life Manual for the I – T
Sensorial Manual for the I-T

Personal Materials:

This is a list of materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Glue stick for mounting pictures in the manuals.
3. One quality set of scissors.
4. White-out for potential errors.
5. 8-1/2" x 11" color card stock paper for mounting pictures.
6. Seven 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 1,000 pages.
9. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of children from birth to two (2) years of age, and Two to six years (2 – 6).

TEACHER QUALIFICATIONS AND DUTIES 101416.2- To be a fully qualified teacher, a teacher shall have one of the following:

4. (A) Completion, with passing grades, of twelve (12) postsecondary semester.
5. or equivalent quarter units in Infant and Toddler education or child development, at an accredited or approved college or university. At least three (3) of the units required shall be related to the care of infants or shall contain instruction specific to infants. Examples of acceptable course work are pediatric nursing and postnatal care.

(B) At least six (6) months of work experience in a licensed infant care center or comparable group childcare program for children under five (5) years of age. 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.
6. 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 Infant & Toddler Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed childcare center or comparable group childcare 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.

(B) 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.

(C) 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 specified in (c)(2)(C) above. This work experience shall be verified to confirm that the experience requirement has been met.

7. 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, Bureau of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

Summer Instructional Calendar:

Four weeks, Monday through Friday 8:00AM to 5:00PM.

Check Website. Instructional Campus: Sunnyvale, CA Campus

Year-Round Instructional Calendar:

Saturdays and/or Sundays from 8:00AM to 5:00PM.

Check Website - Sunnyvale, CA Campus

Supervised Practice & Philosophy:

Every Sunday except holiday weekends from 8:00 AM to 5:00 PM.

Check Website – San Leandro, CA Campus

Staff Directory:

Dr. Pamela Zell Rigg (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
PamelaRigg@MontessoriTrainingUSA.org

Ann Gavey (510) 865-4536
1421 High Street
Alameda, CA 94501
anngaveyinstructor@gmail.com

Maryam Haghbin (530) 219-0678
815 Mace Boulevard
Davis, CA 95618
Khatere58@gmail.com

Irena Shklovsky (925) 370-8975
531 Vine Hill
Martinez, CA
irenashklovsky@gmail.com

Elizabeth Thurairatnam (510) 797-9944
171 Meadows Court
Fremont, CA 94539
Elizabeth.thurai1981@gmail.com

Anni Tervydis (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
bannit@comcast.net

Phia Topacio (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
phiatopacio@gmail.com

**APPENDIX A - 1
FINAL GRADE SHEET**

Montessori Philosophy IT.01

Adult Learner: _____ Instructor: _____

Date: _____

PASS

- | | |
|--|-------|
| 1. Pedagogy - Philosophy Rationale Paper | _____ |
| 2. Philosophy - Environmental Design Rationale Paper | _____ |
| 3. Philosophy - Practical Life Rationale Paper | _____ |
| 4. Philosophy - Sensorial Rationale Paper | _____ |

MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

FINAL GRADE: ____ Pass ____ Resubmit *

***All Montessori Key Concepts must be correctly defined and specific curriculum materials identified.**

**APPENDIX A- 3
FINAL GRADE SHEET**

**Parent Involvement / Education
Child, Family & Community IT.04**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

Adult Learner: _____

Instructor: _____

Date: _____

Grade

1. Child, Family, & Community Journal (60 points)
 MACTE Competencies – (1d, 2b, 2d, 2e, 2f, 2i, 2j, 3a,3d, 3e, 3f) / 60

2. Classroom Assessment (20 points each, total 40 points)
 MACTE Competencies – (2j) / 20

FINAL GRADE / 100

APPENDIX A-4
FINAL GRADE SHEET

Observation – IT.05
Practicum Observation – IT.11

Adult Learner: _____ Instructor: _____

Date: _____

1. Observation Reports - MACTE Competencies (2e)

Report #1	due at the Practicum Seminar in October
Report #2	due at the Practicum Seminar in November
Report #3	due at the Practicum Seminar in January
Report #4	due at the Practicum seminar in April

FINAL GRADE: ____ Pass ____ Resubmit *

***All 4 reports must be submitted.**

**APPENDIX A-5
FINAL GRADE SHEET**

Personal Growth & Development – IT.06

Adult Learner: _____ Instructor: _____

Date: _____

Grade

1. PRACTICUM HANDBOOK & COMPETENCIES PORTFOLIO _____
(Competencies 1a, 1b, 1c (1-5), 1d, 2a, 2b, 2c, 2d, 2e, 2f,
2g, 2h, 2i, 2j, 3a, 3b, 3c, 3d, 3e, 3f)

Fall
Winter
Spring

2. PRACTICUM REFLECTIVE PLANNING JOURNAL _____
(Competency 2h, 3f)

September
October
November
December
January
February
March
April
May

FINAL GRADE: ____ Pass ____ Resubmit *

***All items must be submitted.**

APPENDIX A - 6
FINAL GRADE SHEET

Program Leadership IT.07

Adult Learner: _____ Instructor: _____

Date: _____

Grade

- | | |
|---|-------|
| 1. Practicum Handbook & Competencies Portfolio
MACTE Competencies – ALL | _____ |
| 2. Practicum Planning & Reflection Journal
MACTE Competencies - ALL | _____ |
| 3. Montessori Rating Scale for the Infant & Toddler Environments
(MRS – IT - E) – MACTE (2c) | _____ |
| 4. Child Assessment - MACTE Competencies
(2a, 2b, 2c, 2d, 2e, 2j, 3a, 3b, 3c, 3d, 3e, 3f) | _____ |
| 6. Observation Reports – MACTE Competency (2e) | _____ |
| 7. MACAR – Normal – MACTE (2g) | _____ |

FINAL GRADE: ____ Pass ____ Resubmit *

***All items 1 - 8 must be submitted.**

APPENDIX A - 7

FINAL GRADE SHEET

Child Development: Prenatal to Three IT.08

Adult Learner: _____ Instructor: _____

Date: _____

	Grade
1. EXAMINATIONS - MACTE Competencies (1b)	
Examination #1 _____ (15 points)	<u> </u> / 15
Examination #2 _____ (15 points)	<u> </u> / 15
Examination #3 _____ (15 points)	<u> </u> / 15
Examination #4 _____ (15 points)	<u> </u> / 15
2. E- FILE: Community Referral / Intervention Services MACTE Competencies (1d)	<u> </u> / 30
____ Parenting (2 points)	
____ Discipline (2 points)	
____ Nutrition (excess sugars, additives) (2 points)	
____ Holidays and Stress (2 points)	
____ Birthday Parties (2 points)	
____ Readiness for Kindergarten (2 points)	
____ Separation Anxiety (2 points)	
____ Biting, Hitting, Temper Tantrums (2 points)	
____ Illnesses (head lice, colds, communicable diseases) (2 points)	
____ Conditions like ADHD, Autism (2 points)	
____ Child Abuse (2 points)	
____ Dealing with Life Situations (death, moving, etc.) (2 points)	
____ Other good ideas that you may have found (2 points)	
____ Notes (2 points)	
____ Handouts (2 points)	
3. Participation in Small Group Presentations (10 points)	<u> </u> / 10

FINAL GRADE / **100**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A - 8
FINAL GRADE SHEET

ABAR – Anti-Bias Anti-Racist

Adult Learner: _____ Instructor: _____

Date: _____

Self-directed IAT:	Grades
Age Bias #1 _____ (5 points)	____ / 5
Arab-Muslim #2 _____ (5 points)	____ / 5
Asian American #3 _____ (5 points)	____ / 5
Disability #4 _____ (5 points)	____ / 5
Gender-Career#5 _____ (5 points)	____ / 5
Gender-Science #6 _____ (5 points)	____ / 5
Native American #7 _____ (5 points)	____ / 5
Presidents #8 _____ (5 points)	____ / 5
Sexuality #9 _____ (5 points)	____ / 5
Race #10 _____ (5 points)	____ / 5
Religion #11 _____ (5 points)	____ / 5
Skin-Tone #12 _____ (5 points)	____ / 5
Transgender #13 _____ (5 points)	____ / 5
Weapon #14 _____ (5 points)	____ / 5
Skin-Tone #15 _____ (5 points)	____ / 5
Weight #16 _____ (5 points)	____ / 5
Discussion & Attendance ____ (20 points)	____ / 20

FINAL GRADE _____ / **100**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A - 9
FINAL GRADE SHEET
PRACTICUM COMPETENCIES
Practicum Teaching I IT.09A Practicum Teaching II IT.09B
Infant & Toddler Practicum Handbook & Competencies Portfolio,
Practicum Planning & Reflection Journal, and All MACTE
Competencies

Adult Learner's Name: _____ Circle those
that are complete:

Competencies			Attendance	Planning & Reflection Journal			
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	September	<u>September</u> Week 1, 2, 3, 4	<u>September</u> Week 1, 2, 3, 4		
1.A	1.A	1.A	October	<u>October</u> Week 1, 2, 3, 4	<u>October</u> Week 1, 2, 3, 4		
1.B	1.B	1.B					
1.C-1	1.C-1	1.C-1	November	<u>November</u> Week 1, 2, 3, 4	<u>November</u> Week 1, 2, 3, 4		
1.C-2	1.C-2	1.C-2					
1.C-3	1.C-3	1.C-3	December	<u>December</u> Week 1, 2, 3, 4	<u>December</u> Week 1, 2, 3, 4		
1.C-4	1.C-4	1.C-4					
1.C-5	1.C-5	1.C-5	January	<u>January</u> Week 1, 2, 3, 4	<u>January</u> Week 1, 2, 3, 4		
1.D	1.D	1.D					
2.A	2.A	2.A	February	<u>February</u> Week 1, 2, 3, 4	<u>February</u> Week 1, 2, 3, 4		
2.B	2.B	2.B					
2.C	2.C	2.C	March	<u>March</u> Week 1, 2, 3, 4	<u>March</u> Week 1, 2, 3, 4		
2.D	2.D	2.D					
2.E	2.E	2.E	April	<u>April</u> Week 1, 2, 3, 4	<u>April</u> Week 1, 2, 3, 4		
2.F	2.F	2.F					
2.G	2.G	2.G	May	<u>May</u> Week 1, 2, 3, 4	<u>May</u> Week 1, 2, 3, 4		
2.H	2.H	2.H					
2.I	2.I	2.I	Check One:	Check One:	Check One:		
2.J	2.J	2.J					
3.A	3.A	3.A	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass		
3.B	3.B	3.B	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete		
3.C	3.C	3.C	Field Consultant Reports:		#1	#2	#3
3.D	3.D	3.D	Supervising Teacher Reports:		#1	#2	#3
3.E	3.E	3.E	Observation Reports:		#1	#2	#3 #4
3.F	3.F	3.F					

**Infant & Toddler Enrollment Agreement or Contract
July 2022 – June 2023**

Montessori Teacher Education Center San Francisco Bay Area - Institution
Montessori Infant & Toddler Teacher Credential Course – Educational Program

1. Total Number of Clock Hours and Credit Hours:

228 Academic Clock Hours
540 Practicum Clock Hours
35 Semester Credit Units

2. Total Charges:

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 1.00 (Non-Refundable)
Field Consultant Fee	\$ 400.00 (Non-Refundable)
Total charges for the entire course:	\$3182.00
Non-Institutional Costs Estimated At:	\$ 450.00

SCHEDULE OF PAYMENT:

INT: _____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT.
INT: _____ THE AMS FEE (\$255.00), MACTE FEE (\$176.00), BPPE (\$1.00) – DUE AUGUST.
FIELD CONSULTANT FEE (\$400.00) DUE SEPTEMBER.

INT: _____ THE TUITION FEE OF \$2250.00 IS DUE JULY 1ST
OR \$375.00 PER SIX (6) COURSES:

1. Montessori Philosophy, Pedagogy & Environmental Design I
2. Montessori Philosophy, Pedagogy & Environmental Design II
3. Child Development
4. Observation & Personal Growth
5. Practicum I Seminars – Due September 1st
6. Practicum II Seminars – Due January 1st

Payment is late after the 1st class of each course component and incurs a \$25.00 late fee. Refund, if applicable, is prorated and refunded from the amount paid.

_____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$125.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR.
Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred.

_____ OR **Third Party Payment:** (Rainbow Montessori School does NOT pay for the Field Consultant Visit Fee of \$400.00, Application Fee of \$100.00, AMS fee of \$240.00 nor MACTE Fees of \$166.00.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

_____ OR Other: _____

Description of the Infant & Toddler Teacher Credential Course:

The Montessori Infant & Toddler Teacher Credential Course is comprised of 214 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Infant & Toddler Teacher Credential with a BA or BS degree. Instruction includes Montessori Philosophy I & II, Pedagogy I & II, Environmental Design I & II, Child, Family and Community, Observation, Personal Growth & Development, Program Leadership, Child Development: Prenatal to 3 years, Practicum Seminars I & II, and Practicum Teaching.

3. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3162.00

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable);
AMS Fee:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 1.00 (Non-Refundable)
Field Consultant Fee	\$ 400.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$ 450.00

Discount: \$_____ (10% discount on tuition for three or more Students from the same school in the same class.)

4. STUDENT’S RIGHT TO CANCEL:

(1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

(2) Refund Policy:

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference.

(3) Cancellation of Enrollment:

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

5. STUDENT LOAN: the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

6. STUDENT DEFAULT ON A FEDERAL OR STATE LOAN, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

7. TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at the MTEC SF Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTEC SF Bay Area is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units 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 MTEC SF Bay Area to determine if your credential or units will transfer.

8. QUESTION REGARDING ENROLLMENT AGREEMENT: (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

9. FILING COMPLAINT: (2) 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

10. REQUIRED DISCLOSURE:

- (a) Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577 – Administrative Office
790 East Duane Avenue, Sunnyvale, CA 94085 – Instructional Campus
- (b) Period Covered by this Enrollment Agreement: July 1, 2022 – June 30, 2023.
- (c) Course Start Date: July 1, 2022 Scheduled Completion Date: June 30, 2023.
- (d) Date by which the Student must exercise his or her right to cancel or withdraw:
July 5, 2022
- (e) Itemization of all MTEC/SFBA charges and fees including as applicable:
 - (1) Tuition: \$2250.00
 - (2) Registration fee: \$ 100.00 (Non-Refundable)
 - (3) Equipment: NA
 - (4) Lab supplies or kits: NA
 - (5) Textbooks, etc. * NA – Sold by another company
 - (6) Uniforms, etc NA
 - (7) In-residence housing: NA
 - (8) Tutoring: NA
 - (9) Assessment fees for transfer of credit NA
 - (10) Fee to transfer credit NA
- (f)
 - AMS Fee \$ 255.00 (Non-Refundable)
 - MACTE Fee \$176.00 (Non-Refundable)

BPPE – STRF Fee	\$ 1.00 (Non-Refundable)
Field Consultant Fee	\$ 400.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$450.00

11. No distant learning option (BPPE number 17, 18, 19)

Student Signature: _____

Student Name: _____

Street Address	City	State	Zip Code
-----------------------	-------------	--------------	-----------------

12. CATALOGUE OR STUDENT HANDBOOK. (1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial: _____ **Date:** _____

13. STUDENT HANDBOOK: (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial: _____ **Date:** _____

14. THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

15. STUDENT TUITION RECOVERY FUND: 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 prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

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, other payer, and you have no separate agreement to repay the third party.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2015 shall be deemed processed as follows:

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution’s application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

16. NON-DEGREE DISCLOSURE STATEMENT: AMS grants the AMS Associate Infant & Toddler Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Infant & Toddler course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

17. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student

Date



Program Director

Date

Signature of Program Director

APPENDIX D
MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 & 2023
Infant and Toddler – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2022	21	19	19	90%
2023	15	14	14	93%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2022	21	19	19	90%
2023	15	14	14	93%

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2022	21	19	19	19	100%
2021	15	14	14	14	100%

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com

Gainfully Employed Categories

Includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	5	14	19
2023	1	13	14

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2022	19	0	19
2023	14	0	14

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	19
2023	0	14

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	19
2023	0	14

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com

License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2022	19	0/NA	0/NA	0/NA	0/NA
2023	14	0/NA	0/NA	0/NA	0/NA

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Salary and Wages Information
 (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$45,001 - \$50,000	No Salary Information Reported
2022	19	19	5	9	0	5	0	0
2023	14	14	2	1	3	7	1	0

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the US Department of Labor Statistics, *Preschool Teachers, except Special Education, for the State of California*.

Link to the US Department of Labor Statistics
<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2021- 2022: **\$3,167.00**
Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2022-2023: **\$3,167.00**
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print

Student Signature

Date

Pamela Ann Rigg

School Official

Date

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SAN FRANCISCO BAY AREA
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Definitions

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. • “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program. •

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

““First Available Exam Date” is the date for the first available exam after a student completed a program.
“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

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SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

STUDENT'S RIGHT TO CANCEL

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

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student's Initials: _____ **Date:** _____

APPENDIX D
Early Childhood and Infant & Toddler
Non-Degree Disclosure Letter

_____ I have a bachelor's or master's degree *Country Awarded:* _____

Foreign transcripts of college degrees must be evaluated by an accredited agency to determine their equivalency to a United States degree.

_____ I DO NOT have a bachelor's or master's degree

AMS grants the AMS Associate Infant & Toddler Credential when the course graduate has a high school diploma or GED, but not a bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for employment requirements.

Applicants for this AMS Infant & Toddler course who do not have a U.S. bachelor's degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

I have read and understand my responsibility as an applicant for the Infant & Toddler course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date



Pamela Zell Rigg, Program Director

July 1, 2022
Date

APPENDIX E
TRANSFER CREDIT

Application and Acknowledgement

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001**

Name: _____ Telephone: (____) _____
Email address: _____
Address: _____ Date: _____
City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____
Candidate: Within 3 year time limit following original academic phase.
AMS current member: Member ID # _____ Expiration Date: _____
Contact original program for Letter of Good Standing: _____
Degree level: _____

*** Infant & Toddler Level – Montessori Coursework Evaluated & Completed:**

- | | |
|--|--|
| <input type="checkbox"/> Early Childhood Overview | <input type="checkbox"/> Child Development |
| <input type="checkbox"/> Philosophy I (Infant) | <input type="checkbox"/> Philosophy II (Toddler) |
| <input type="checkbox"/> Pedagogy I (Infant) | <input type="checkbox"/> Pedagogy II (Toddler) |
| <input type="checkbox"/> Environmental Design I (Infant) | <input type="checkbox"/> Environmental Design II (Toddler) |
| <input type="checkbox"/> Observation | <input type="checkbox"/> Personal Growth |
| <input type="checkbox"/> Child, Family, & Community | <input type="checkbox"/> Program Leadership |
| <input type="checkbox"/> Year Long Project | <input type="checkbox"/> ABAR |

*** Infant & Toddler Level - To Complete at MTEC: Yellow Highlighted**

MACTE Accredited Institution: _____ Yes _____ No
Documentation Accepted: _____ Yes _____ No
Credit for prior coursework: \$ _____.
Cost of Montessori Coursework to complete: \$ _____.

Signature of Adult Learner

Date

Signature of Program Director

Date

APPENDIX F
CHANGE OF STATUS

Declaration

This Notice Is Important. Keep A Copy For Your Records.

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001**

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: ___ Infant/Toddler (Birth - 3) ___ Early Childhood
 ___ Elementary Level I ___ Elementary Level II
 ___ Administration

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared

This Notice Is Important. Keep a Copy for Your Records.

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: ___ Infant/Toddler (Birth - 3) ___ Early Childhood
 ___ Elementary Level I ___ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

MTEC SF Bay Area Official's Signature: _____ Date: _____

APPENDIX G
NOTICE OF CANCELLATION

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001.
www.MontessoriTrainingUSA.com

Buyer's Right to Cancel

Date of First Class: **July 1, 2022**

You may cancel this contract for school, without any penalty obligation by the date stated below. If you cancel, any payment you have made, and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. The school has not given you any equipment or materials for which you would incur a financial obligation. To cancel the contract with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, mailed, faxed, emailed or telegram to:

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420
San Leandro, CA 94577

NOT LATER THAN JULY 7, 2022

which is at the first class session, or the seventh day after enrollment, whichever is later.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free:(888) 370-7589 Telephone:(916) 431-6959 Fax:(916) 263-1897

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Buyer's Signature

Date

APPENDIX H
NOTICE OF REFUND – INFANT & TODDLER LEVEL

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
BPPE School Code #0103001
www.MontessoriTrainingUSA.com

This Notice Is Important. Keep It for Your Records.

Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Email _____

Course with tuition and hours:

Infant and Toddler (\$2,700. tuition/232 hours = \$11.64/hour)

1. Beginning Date: _____ Ending Date: _____
2. Date Refund was made: N/A _____ / ____ / ____
3. Amount of Refund: N/A _____ \$ _____
4. Method of Calculating Refund: by Proration
5. Amount Adult Learner Paid in Tuition: _____
6. Hours attended: _____ Hours
7. Total hours paid _____ Hours
8. Equipment Cost: N/A
9. Name to which refund was sent: _____

10. Address to which refund was sent:

11. Attended more than 60% (139 Hours): No tuition refund due: _____

Registration Fee: \$100.00 (non-refundable) N/A
Equipment (Materials) Fee: purchased at Adult Learner's discretion N/A

A copy of this form must accompany the refund check.

_____ **No refund issued because the student only paid for the hours attended.**

Signature of Issuer: _____ Date: _____

**APPENDIX I
GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION**

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001**

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

I have the following concern: _____

Official receiving the concern/complaint: _____

Action taken by the MTEC SF Bay Area: _____

MTEC SF Bay Area

Signature: _____ Date: _____

APPENDIX J
PRACTICUM ASSIGNMENT DUE DATES

September Practicum Seminar	Due: Practicum Forms, Letters of Reference Official Transcripts Bring: Practicum Binder
October Practicum Seminar	Bring: Practicum Binder
November Practicum Seminar	Child, Family & Community Assignment Bring: Practicum Binder
December Practicum Seminar	Due: Supervising Teacher/ Administrator Report Classroom Leadership/ Positive Discipline Assign. Due: Observation Reports 1 & 2 Bring: Practicum Binder
January Practicum Seminar	Bring: Practicum Binder
February Practicum Seminar	Bring: Practicum Binder
April Practicum Seminar	Due: Observation Reports 3 & 4 Supervising Teacher/ Administrator Report Bring: Practicum Binder
May Practicum Seminar	Due: Supervising Teacher/ Administrator Report Grad Reports Bring: Practicum Binder
June	Graduation – Last Friday in June 4PM

**APPENDIX K
GRADUATE EMPLOYMENT**

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
BPPE School Code #0103001**

Name: _____ Date: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Program Name: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
_____ Elementary I _____ Elementary II

Starting Date: _____ Scheduled Completion Date: _____

Actual Completion Date of Student: _____

Standard Occupational Classification (SOC): **25-2011**

Self-Employed: No ___ Yes ___ Verification document: _____

Place of Employment: _____
Address: _____

Phone Number: _____
Contact Person _____
Contact Person Phone Number: _____
Contact Person Email: _____

Date of Employment Beginning: _____
Date of Employment Ended (if applicable): _____
Date Employment Verified: _____
Actual Salary: _____
Hours per Week (PT = 20 – 29, FT = 30+): _____

Date Information Submitted/Gathered: _____
Dates of Contact Attempts (3): _____
Types of Contact Attempts: email, phone, letter
Copies of messages, notes, etc.

APPENDIX L
**GRADUATE SELF-ASSESSMENT
 INFANT & TODDLER COURSE**

Adult Learner: _____ School: _____
 Year Graduated with MTEC-SFBA: _____

Dear Graduate,

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Infant & Toddler training based upon the competencies.

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

I.CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences and shows evidence of this. (2i)	1 2 3 4 5
III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

APPENDIX M
**ADMINISTRATOR ASSESSMENT OF GRADUATES
 INFANT & TODDLER COURSE**

Name of School _____ Adult Learner _____
 Year Graduated with MTEC-SFBA: _____

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 practicum Adult Learner based upon the competencies.

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

I. CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences and shows evidence of this. (2i)	1 2 3 4 5
III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

APPENDIX N
Montessori Teacher Credential Disclosure & Commitment Letter

_____ I wish to declare my intention to enter the Montessori teacher credential course:

_____ Infant & Toddler Teacher Credential Course

_____ Early Childhood Teacher Credential Course

_____ Elementary Teacher Credential Course

I understand that MTEC-SFBA will register me as an adult learner with the American Montessori Society (\$270.00) and Montessori Accreditation Council for Teacher Education (\$220.00). Payment of these fees are due immediately in addition to signing the **Enrollment Agreement located in Appendix B.**

_____ I have **not decided** to declare commitment to enter the teacher credential course at this time. I am enrolling in a single course component. No AMS or MACTE fees are due.

_____ I do **not** wish to declare commitment to enter the full teacher credential course.

I am enrolling in a single course component. No AMS or MACTE fees are due. I understand that should I later decide to declare commitment to enrolling in the Montessori Teacher Credential Course the registration with AMS and MACTE and payment of their fees are due July 1st, in addition to the signed *Enrollment Agreement* fees.

Name (print)

Signature

Date

Pamela Rigg, Program Director Signature

Date

STUDENT HANDBOOK ACKNOWLEDGEMENT

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577

School Code #0103001

I HAVE READ ALL MATERIALS IN THE
INFANT & TODDLER STUDENT HANDBOOK/CATALOG.

I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS

OF THE MTEC - SFBA

INFANT & TODDLER

TEACHER CREDENTIAL COURSE.

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*,

I HAVE REVIEWED AND SIGNED THE
STUDENT PERFORMANCE FACT SHEET
PROVIDED IN THE STUDENT HANDBOOK.

PRINT NAME

SIGNATURE

DATE

Montessori Teacher Education Center

San Francisco Bay Area

**MONTESORI EARLY CHILDHOOD
TEACHER CREDENTIAL COURSE**

STUDENT HANDBOOK/CATALOG

2024 – 2026

Summer 12 Month Schedule – July 1, 2024 – June 30, 2025 **Item #6**

Year-Round 22 Month Schedule – September 1, 2024 – June 30, 2026 **Item #4**

Administrative Office:

**101 Callan Avenue, Suite 420
San Leandro, California 94577
(510) 278-1115**

Instructional Locations:

**790 East Duane Avenue
Sunnyvale, CA 94085**

**16492 Foothill Boulevard
San Leandro, CA 94578**

www.MontessoriTrainingUSA.com

***Approved by the State of California
Bureau for Private Postsecondary Education (BPPE)***

***Accredited by
Montessori Accreditation Council for Teacher Education (MACTE)***

***Affiliated to the
American Montessori Society (AMS)***

CODE OF ETHICS

Principle I: Commitment to Students & Their Families

In fulfillment of the obligation to adult learners and their families, MTEC-SFBA will:

- Share resources for protecting equitable access to all programs and services, regardless of adult learner and family's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any classification protected by applicable law.
- Support practices that protect the physical health and psychological safety of each student and family.
- Encourage independent action in the pursuit of learning, community building, and social action.
- Honor professional commitments, maintain obligations and contracts while neither soliciting nor involving students or their families in enterprises for commercial gain.
- Keep in confidence information that which has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II: Commitment to Staff & Colleagues

In fulfillment of the obligation to staff and colleagues, MTEC-SFBA will:

- Protect equitable access to AMS employment, programs, services, and other opportunities regardless of individual's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other classification protected by applicable law.
- Dedicate MTEC-SFBA to recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization and courses.
- Represent one's own professional qualifications with clarity and true intent.
- Accept, offer, recommend, and assign professional positions and responsibilities of professional preparation and legal qualifications.
- Use honest, equitable, and effective methods of administering duties and conducting business.

Principle III: Commitment to the Montessori Movement

In fulfillment of the obligation to the Montessori Movement, MTEC-SFBA will:

- Uphold and publicly support the greater vision of Dr. Maria Montessori through such initiatives as the development and promulgation of standards for affiliation of teacher education programs and accreditation of schools, the providing of professional development opportunities, and support of Montessori research and advocacy.
- Ensure that our work honors the core components of Montessori education: properly trained Montessori teachers, multi-age classrooms, the uninterrupted work period, the prepared environment, and child-directed work.

Principle IV: Commitment to the Public

In fulfillment of the obligation to the public, MTEC-SFBA will:

- Share perspectives consistent with all items set forth in the principles above, when engaged in public discussion.
- Distinguish private views from the official position of the American Montessori Society when engaged in public discussion. *Adopted by the MTEC-SFBA Board of Directors November 2022.*

Montessori Teacher Education Center

San Francisco Bay Area

believes that Montessori pedagogy

is a way of life, a way of living.

Adult Learners participating in this course

will be forever changed,

forever seeing life and its processes in a totally new way.

Every person has within

a desire and inner urging for full expression.

Within this urging for excellence is

the need that the larger society

has for a just, equitable, diverse, and inclusive community.

Each person's urgings in a society are aided by others,

and redefined by others,

and circumscribed by others.

This process makes for the

harmonious working together of peoples.

Fundamental Tenets of MTEC-SFBA Education as an AMS-Affiliated Teacher Education Program

The Fundamental Tenets are utilized by MTEC-SFBA to establish quality instructional standards for our program at all teacher credential levels. The tenets speak to the depth and richness which focus on the transformation of the adult learner. These tenets define the aspects, beyond the standards, that are incorporated into the work done within our Program. The tenets detail MTEC-SFBA's philosophical standards with the necessary foundation to create a quality Program that is always growing and improving.

1. **Cosmic Education** is the broad context within which Montessori education operates and provides the framework for each adult learner. MTEC-SFB supports the adult learner with experiences leading to an appreciation of the web of relationships within the universe, through an understanding of:

- i. the interconnectedness of all things
- ii. wonder and respect for the living and nonliving world
- iii. nurturing the identity and the spirit of the child and the adolescent
- iv. indirect and direct preparation of each activity
- v. sequencing based on whole-to-part-to-whole pathway
- vi. integrated spiral curriculum
- vii. awareness that the universe is an evolving, self-organizing force that offers many possibilities and is impacted by our actions.

2. **Transformation of the Adult** is an essential outcome of the MTEC-SFBA course, with an emphasis on spiritual preparation, service to the children, and the attitudes and dispositions inherent in the philosophy

3. **Education for Peace** is core to Montessori education. Intentional, peaceful communities of learners cultivate respect for each other, appreciation of diverse cultures and values. The MTEC-SFBA community exercises trust and peaceful ways of addressing conflict and working together.

4. **Respect** for oneself, others, and for the environment is fostered in all interactions.

5. **The Prepared Environment** is identified as intentional organization and sequencing of Montessori materials which fosters learning through relationships, interactions, and materials.

6. **Constructivist Theory** applies to all levels of Montessori education. Learners actively construct their knowledge through enriching interchanges and experiences with others and the physical environment through an internal process of meaning-making.

7. **Modeling** is the powerful technique of adult behavior that leads by exemplifying core values, ground rules, and procedures found in the Montessori classroom.

8. **Observation** is of vital importance to the teaching and learning process. MTEC-SFBA teaches observation skills and techniques for the classroom environment.

9. **Recordkeeping** documents the on-going observations and learning outcomes that become the basis for future planning of lessons for the child.

10. **Assessments** are part of the teaching and learning cycle. Various formats meet adult learners where they are and guide them forward to meet the AMS course objectives to be effective Montessori teachers.

11. **The Practicum Phase** provides the adult learner with a teaching and learning experience under the guidance of an experienced, credentialed Montessori Supervising Teacher. Observation, specific feedback, internalization, and further study guides Montessori theory into practice.

11. **The Continuum of Development** across time, place and culture is honored through equal appreciation of all program levels. MTEC-SFBA instructors and adult-learners learn from each other and respect the contributions of Montessori trailblazers, leaders, and practicing and aspiring teachers.

12. **Lifelong Learning** is inspired by the MTEC-SFBA as part of the on-going personal and professional journey of learning, growing, observing, reflecting and researching.

Essential Characteristics of a Montessori Classroom

1. **Montessori Credentialed Teachers** - Teachers educated and credentialed in the Montessori philosophy, pedagogy, and methodology appropriate to the age level they are teaching have the ability and dedication to put the key concepts into practice.

2. **Multi-aged Classroom** - The multi-aged, multi-graded, heterogeneous classroom value student peer-to-peer and peripheral learning experiences within the environment.

3. **Montessori Materials** - Montessori materials, activities, and experiences are designed to foster physical, intellectual, creative, and social independence.

4. **Prepared Environment** – The prepared environment supports children and adolescents in choosing meaningful and challenging activities of their own interest.

5. **Uninterrupted Work-Cycle** – The uninterrupted work-cycle allows large blocks of uninterrupted time to problem solve, connect knowledge across disciplines, and to create new ideas.

6. **Peaceful Environment** - The peaceful classroom atmosphere encourages respectful social interaction for collaborative learning, peer teaching, and social-emotional development.

7. **Partnership** - The partnership with the families/guardians supports the child's individual and total development.

8. **Respectful Environment** - The environment of respects differences, recognizes cultural uniqueness, and is responsive to positive change.

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INTRODUCTION

HISTORY, MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area (MTEC-SFBA) is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I, Elementary Levels I – II, and Administration dedicated to advancing the legacy of Montessori's philosophy and pedagogy with an eye to the future.

MTEC-SFBA was established in 1980 with the Elementary Level I - II courses. MTEC subsequently establish the Early Childhood Level, the Infant & Toddler Level, and Administration. The original location of instruction for all course levels was in San Leandro. Presently San Leandro campuses conduct the Early Childhood Level and Elementary I-II Level Courses during the year- round schedule.

The Sunnyvale Campus conducts Early Childhood Level classes for both the year round and the summer schedules. The San Leandro Campus conducts Early Childhood level classes for the year round schedule. All Practicum Seminars are conducted at the Sunnyvale Campus. The administrative office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

This Student Handbook is for the Early Childhood Teacher Credential Course, which prepares the Adult Learner for working with children two-and-one-half to six years old (2 ½ – 6) as a Lead Teacher/Guide. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

The **mission** of the MTEC-SFBA is to provide infant and toddler course, early childhood course, elementary courses, and administration course for Adult Learners that lead to employment as a Caregiver, Lead Teacher/Guide, or Director in a Montessori educational setting at the appropriate level, empowering the adult learner to build a better world through Montessori philosophy and education in an equitable, anti-biased, and culturally responsive manner.

The **purpose** of the MTEC-SFBA is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori Lead Teachers/Guides. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Early Childhood Teacher Credential Course that prepares Adult Learners to work as a Lead Teacher/Guide with two-and-one-half to six years old (2.5 – 6) children.

Student Tuition Recovery Fund:

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the School has 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 your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589, or Mail to P.O. Box 980818, West Sacramento, CA 95798-0810.

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

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 Fund 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.

Bureau for Private Postsecondary Education (BPPE):

The Montessori Teacher Education Center San Francisco Bay Area is BPPE approved #22400, which expires March 22, 2025.

The BPPE has an *Office of Student Assistance and Relief*. The Office of Assistance and Relief is available to support prospective students, current students, or past students of private

Montessori Early Childhood Teacher Credential Course:

332 Academic hours and 540 Practicum minimum hours

Instruction is at the Sunnyvale, CA Campus and at the San Leandro, CA Campus. The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum planning journal, reflective practitioner journal, competencies portfolio, attendance, and handbook, year-long project, and adult learner observations (3) must be completed. There are occupational requirements for licensing at this time in California.

Schedule of paying tuition is by course component.

As a prospective student, you are encouraged to visit the physical facilities at Sunnyvale, CA Campus and San Leandro, CA Campus to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request and are located on the website at:

www.MontessoriTeacherEducationCenterSanFranciscoBayArea.com

Adult Learners who are seriously considering the Early Childhood Course are advised to review the website. The course syllabi are provided to Adult Learners on the first day of each course-component instruction, and are located in the *Class Google Classrooms*.

Any questions an Adult Learner/student may have regarding this catalog/handbook that have not been satisfactorily answered by MTEC-SFRBA may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

California State Department of Education
1747 North Market Boulevard, Suite 225
Sacramento, CA 95834

Mailing:

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

[Web site address: www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll Free Number: (888) 370-7589

Telephone: (916) 674-8900

Fax: (916) 263-1897

A student or any member of the public may file a complaint about the 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.

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Early Childhood Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation Status – MACTE

Montessori Teacher Education Center San Francisco Bay Area holds Accreditation Status until March 22, 2025, for its Early Childhood Course by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902, (434) 202-7793. MACTE is an accrediting agency recognized by the United States Department of Education.

Affiliation Status – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS - Affiliated TEP) at the Early Childhood Course Level until March 22, 2025.

American Montessori Society
116 East 16th Street, 6th Floor
New York, New York, 10003-2163
Telephone: (212) 358-1250
Fax: (212) 358-1256

American Montessori Society
Office of Teacher Education
211 East 43rd Street, 7th Floor, Suite #262
New York, NY 10017
212-358-1250 | www.amshq.org

Approved - BPPE:

Montessori Teacher Education Center San Francisco Bay Area is a private institution that is approved to operate by the Bureau of Private Postsecondary Education, State of California through March 22, 2025. Approval to operate means compliance with state standards as set forth by the BPPE in the CEC and 5, CCR. MTEC-SFBA does not imply that the BPPE endorses programs or that the BPPE approval means the institution exceeds minimum state standards.

Student Brochure and Course Specific Brochure:

As a prospective student, you are encouraged to review this catalog prior to signing the *Enrollment Agreement*. You are also encouraged to review the *Performance Fact Sheet* which must be provided to you prior to signing the *Enrollment Agreement*.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Kreuzer Rudd	Secretary
Dr. Richard James Rigg	Treasurer

Bankruptcy Discloser Denial Statement:

Montessori Teacher Education Center San Francisco Bay Area does **not** have a 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 (11 U.S.C. Sec. 101 et seq.).

Officials:

Admissions & Credentialing Officer	Jessica Flores
Chief Financial Officer	Steffany Paz Sanchez
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Coordinator	Jessica Flores
Financial Records	Jessica Flores
Custodian of Academic Records	Jessica Flores
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Maryam Haghbin
Practicum Coordinator	Maryam Haghbin
Program Director	Dr. Pamela Zell Rigg

MTEC-SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established five courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level I - II Course	6 – 12
Administration	

Basic Time Frame for Completion:

The Early Childhood Teacher Credential Course is post-secondary education. Basic Time Frame for Completion:

The Early Childhood Teacher Credential Course is offered with two schedules:

1. **Summer Intensive Schedule** with the basic time frame for completion of twelve (12) months including the Practicum
2. **Year-Round Schedule** with the basic time frame for completion of twenty-two (22) months including the Practicum

The Early Childhood Course is offered at two instructional locations:

1. **Summer Intensive Schedule**
Sunnyvale, CA Campus Location

- **Academic Schedule –**
Monday through Friday from 8:00 AM – 5:00 PM
 - o Beginning the 3rd week in June for 6 weeks.
- **Practicum** following the Summer Intensive Schedule:
Early Childhood Practicum is one full academic year (nine months), with the Adult Learner working at an approved Practicum Site in a classroom of an approved Supervising Teacher, or in an approved self-directed practicum, for a minimum of three (3) hours a day, five(5) days a week, for nine (9) consecutive months during the morning Montessori work period. September 1 – May 31
- **Practicum Seminar Schedule –**
Second Saturday of each month from August through June

2. Year-Round Schedule - San Leandro Campus & Sunnyvale Campus

A. San Leandro, CA Campus Instructional Location

- **Academic Schedule**
Practical Life, Sensorial, Language, Mathematics
Alternate Saturdays from 8:00 AM – 5:00PM
September to June
- **Academic & Practicum Schedule Continues at Sunnyvale, CA Campus**
Physical & Life Science, Social Science, Child Development, Observation, Parent Involvement (Child, Family & Com)
May – July
- **Practicum:**
Early Childhood Practicum is one full academic year (nine months), with the Adult Learner working at an approved Practicum Site in a classroom of an approved Supervising Teacher, or in an approved self-directed practicum, for a minimum of three (3) hours a day, five(5) days a week, for nine (9) consecutive months during the morning Montessori work period.
September – May
- **Practicum Seminar Schedule at Sunnyvale, CA Campus**
Second Saturday of each month from August through June.

B. Sunnyvale, CA Campus Instructional Location

- **Academic Schedule**
Practical Life, Sensorial, Language, Mathematics
Alternate Saturdays from 8:00 AM – 5:00PM
September to June
- **Academic & Practicum Schedule at Sunnyvale, CA Campus**
Physical & Life Science, Social Science, Child Development, Observation, Parent Involvement (Child, Family & Com)
May – July
- **Practicum** following the Year-Round Schedule:
Early Childhood Practicum is one full academic year (nine months), with the Adult Learner working at an approved Practicum Site in a

classroom of an approved Supervising Teacher, or in an approved self-directed practicum, for a minimum of three (3) hours a day, five(5) days a week, for nine (9) consecutive months during the morning Montessori work period.

Practicum Seminar Schedule at Sunnyvale, CA Campus

Second Saturday of each month from August through June
Sundays, 8:00AM – 5:00PM from May – July 2025

Cancellation of Enrollment:

Adult Learners have the right to cancel enrollment and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that the student no longer desires to continue the Early Childhood Teacher Credential Course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable.

Upon cancellation, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, and days attended, within 30 days after notice of cancellation is received.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the Montessori Early Childhood Teacher Credential.

Credits/Units – University of the Pacific:

Semester units of academic credit are available through University of the Pacific. Fee for credits is \$62.00 (or current rate) per semester unit. This fee is paid to University of the Pacific directly.

Forms for receiving academic credit are available at the MTEC-SFBA Web site. Twenty (20) semester units of credit are available for the Montessori Early Childhood Teacher Credential course, plus three (3) semester units for the Supervised Field Experience/Practicum. These semester units are useful in meeting requirements for the Child Development Permit issued by the California Commission on Teacher Credentialing.

Listing of course titles, and units follows:

Course No.	Title	Semester Units
TED 801C	EC Growth and Development	2.0
TED 841C	EC Observation in Child Dev	1.0
TED 802C	EC Practical Life Curriculum	3.0
TED 842C	EC Sensorial Curriculum	3.0
TED 843C	EC Mathematics Curriculum	3.0
TED 845C	EC Language Arts Curriculum	3.0
TED 845C	EC Physical and Life Science Curriculum (Botany and Zoology)	1.0
TED. 846C	EC Social Studies Curriculum (History and Geography)	1.0
TED 847C	EC Child, Family and Community	3.0
TED 848C	EC Supervised Field Experience I	3.0

Credits/Units – MTEC, San Francisco Bay Area:

The Montessori Teacher Education Center San Francisco Bay Area issues a transcript that details each course's components and the semester units of credit earned. The Early Childhood Teacher Course offers Twenty-nine (29) units for the academic coursework, and nine (9) units per semester for the practicum.

EC.01	Practical Life Curriculum	3 units
EC.02	Sensorial Curriculum	3 units
EC.03	Language Art Curriculum	3 units
EC.04	Mathematics Curriculum	3 units
EC.05	Physical and Life Sciences Curricula Botany, Zoology & Science	1.5 units
EC.06	Social Studies Curricula History & Geography	1.5 units
EC.07	Classroom Leadership	2 units
EC.08	Montessori Philosophy/Theory	2 units
EC.09	Observation in Child Development	1 units
EC.10	Child Growth & Development/Psychology	2 units
EC.11	Art, Music, Movement Curricula	1 units

EC.12 Parent Involvement/Education: Child, Family and Community	3 units
EC.13A Practicum Teaching / Student Teaching I	9 units
EC.13B Practicum Teaching / Student Teaching II	9 units
EC.14 Practicum Seminars	N/A
EC.15 Year-Long Project	2 units
EC.16 Anti-Bias, Anti-Racist (ABAR)	1 unit

Master's Degree Available:

Master's degree from Saint Catherine University, Saint Paul, MN is available with an additional fifteen (15) units of **on-line coursework**, and Sant Mary's College of California **on-campus coursework**. Both universities charge similar tuition fee of approximately \$15,000. Successful completion of the Early Childhood Teacher Credential Coursework and AMS teacher credential is required to enter the master's degree programs. Bachelor's degree is a pre-requisite.

Credential:

Upon successful completion of all course components of the Montessori Early Childhood Course the American Montessori Society issues the following credential:

1. For Adult Learners with a bachelor's degree, the American Montessori Society issues the:

AMS Montessori Early Childhood Teacher Credential

2. For Adult Learners who do **not** have a bachelor's degree, the American Montessori Society issues the:

AMS Montessori Early Childhood Associate Teacher Credential

3. For Adult Learners whose degree is officially determined not to be equivalent United States bachelor's degree from a regionally accredited college/university, but which still meets the national recognized post-secondary educational standard in the state, province, or country of issuance, the AMS Montessori Early Childhood Credential is issued. ***This credential will state the degree and the name of the country in which the degree was earned.***

Certificate of Attendance:

Upon successful completion of all course components of the Montessori Early Childhood Course, a *Certificate of Attendance* is issued by MTEC-SFBA.

Library & Other Learning Resources:

Curriculum Practice and Philosophy classes are offered for additionally resources.

Book and Learning recourses are available most Sundays for manual development, philosophy, and rationale paper help.

English as a Second Language:

English language services are not provided. Instruction is conducted exclusively in English. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Montessori Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

4. The Adult Learner understands and speaks conversational and academic English with little or no hesitation or difficulty
5. The Adult Learner is post-emergent, developing English reading comprehension and writing skills in English
6. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove Intermediate Level English language proficiency through TOEFL 80+ score or IELTS band 6.5 – 7.5.

Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 340 academic hours in-residence, and a minimum of 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Early Childhood Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Early Childhood teacher. The core curriculum includes Practical Life, Sensorial, Language Arts, Mathematics, the Cultural Curriculum: Physical and Life Science, (Botany & Zoology), and Social Studies (History & Geography), and Classroom Leadership.

Foundation course components provide the Adult Learner with the rationale for why and how Montessori schools implement the core curriculum. The foundation components are Montessori Philosophy/Theory and Observation.

Other course components provide the Adult Learner with additional information that deepen the understanding of the child and enrich the classroom experience. The other courses components are Child Development, Child, Family & Community, and Art, Music and Movement, Year-Long Project, and Anti-Racist Anti-Bias Course (ABAR).

The knowledge gained in the core course components, the foundation course components, and other course components are applied and deepened through the experience of the nine-month practicum at the Early Childhood level. The Adult Learner support of the child's learning and development in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a "learning how to learn" attitude, and continual professional development in the future.

The American Montessori Society is committed to promoting high quality teacher preparation in these areas:

1. Human growth and development

2. Observational skills to match student's developmental needs with materials and activities, thereby allowing the teacher to guide students in creating their individual learning plan
3. An array of recommended learning materials and activities that empowers teachers to design their own developmentally responsive, diverse, and equitable learning environments
4. Teaching strategies that support and facilitate the unique and total growth of each individual child
5. Classroom leadership skills that foster a nurturing environment that is physically and psychologically supportive of learning and development
6. Education for peace that emanates from global awareness and service to the greater good
7. Equitable and diverse Montessori environments.

Description of Classes, Clock Hours, and Credits for the Montessori Early Childhood Teacher Credential Course:

EC.01 Practical Life Curriculum (Core) 35 Hours (3 semester units)

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

EC.02 Sensorial Curriculum (Core) 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of sensorial, materials aiding in the development and refinement of the senses.

EC.03 Language Curriculum (Core) 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of language arts, materials aiding in the development of language arts skills and concepts: receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment, penmanship from the metal insets, to the sandpaper letters to the chalkboards and lined paper, reading from the sandpaper letters, moveable alphabet and the classic pink, blue and 16-letter green series, grammar (function of words), children's literature and drama.

EC.04 Mathematics Curriculum (Core) 43 Hours (3 semester units)

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

EC.05 Physical and Life Sciences - Botany, Zoology & Science Curriculum (Core) 14 Hours (1.5 semester units)

Philosophy and rationale of the curriculum area of the physical and life sciences, and including botany and zoology, earth elements, and physical science.

EC.06 Social Studies - History & Geography Curriculum (Core) 14 Hours (1.5 semester units)

Philosophy and rationale of the curriculum area of social studies which includes geography; land and water forms, globes, maps, flags, multicultural awareness, and history to include time (see mathematics), calendar, seasons, personal family history.

EC.07 Classroom Leadership 32 Hours (2 semester units)

Philosophy and rationale of classroom leadership including the study of the role of the teacher in the preparation of the environment, scheduling and curriculum planning, lesson strategies, evaluation of children, and techniques for discipline, communication, and problem-solving, and a sensitivity to multiculturalism.

EC.08 Montessori Philosophy/Theory 32 Hours (2 semester units)

Montessori, from a historical perspective, is examined. Philosophy specific to the method, such as auto-education, absorbent mind, sensitive periods, normalization, development of the will, spontaneous repetition, logical-mathematical mind, spiritual and moral development of the child, etc. are examined. How the philosophy relates to the child, materials, teacher, and environment are discussed. Peace education is the natural result of the Montessori philosophy.

**EC.09 Observation in Child Development 10 Hours (1 sem. unit)
10 Hours Lecture
20 Hours Practicum**

Lecture and documented observation, some of which is done during the externship/practicum phase, is designed to bridge the academic coursework and the externship/practicum phase. Ten (10) observation reports.

EC.10 Child Growth and Development/Psychology 30 Hours (2 semester units)

Theories of development and stages of development are examined in the Physical, Cognitive, Emotional, and Social areas. Current theories and research are examined.

EC.11 Art, Music, Movement Curriculum 16 Hours (1 semester unit)

Philosophy and rationale of the curriculum area of art, materials that aid development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation, and art history.

Philosophy and rationale of the curriculum area of music, materials aiding in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and history.

Philosophy and rationale of the curriculum area of movement, materials aiding in the development of movement concepts and skills: body awareness, basic skills (locomotors, stationary games), and line activities.

demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with children from 2 ½ - 6 years old.

- f. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from 2 ½ - 6 years old.
- g. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.

Cosmic education

The Arts

Fine & Gross Motor Skills

- h. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

4. Pedagogical Knowledge

- k. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.
- l. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- m. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- n. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.
- o. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- p. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the School. The Planning Journal and Reflective Journal is maintained by the Adult Learner during the practicum.

- q. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the year-long project in the study of a child.
- r. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Journal is maintained by the Adult Learner during the practicum.
- s. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- t. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

3. Practice

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations to anticipate future needs of the child.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the children in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.
- g. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- h. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- i. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

Competencies:

Successful completion of the Early Childhood Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Content Knowledge

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on the 2 ½ - 6 years old.;
- 1b. Comprehends & utilizes an understanding of the stages of human growth and

development with an emphasis for birth - 3 years of age;

- 1c. Subject matter for each Course Level* **including**:
 - 1c-1. Demonstrates knowledge of cosmic education;
 - 1c-2. Demonstrates knowledge of peace education;
 - 1c-3. Demonstrates knowledge of practical life curriculum;
 - 1c-4. Demonstrates knowledge of the arts;
 - 1c-5. Demonstrates knowledge of fine and gross motor skills;
- 1d. Demonstrates knowledge of community resources for learning.

2. Pedagogical Knowledge

- 2a. Understands & correctly uses the Montessori materials;
- 2b. Understands & implements the scope and sequence of each curriculum area;
- 2c. Understands & implements the prepared environment;
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership;
- 2e. Understands the purpose and methods of observation & implements a record keeping system;
- 2f. Understands the need for planning of instruction, and has a planning journal;
- 2g. Understands assessment and documentation, and has a system for assessment and documentation;
- 2h. Understands the need for reflective practices, & document this;
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this;
- 2j. Understands culturally responsive methods, & shows evidence of this.

3. Practice

- 3a. Demonstrates & implements classroom leadership;
- 3b. Demonstrates & implements authentic assessment;
- 3c. Demonstrates & implements the Montessori philosophy and methods;
- 3d. Demonstrates and implements parent/teacher/family partnership;
- 3e. Demonstrates professional responsibilities;
- 3f. Demonstrates innovation and flexibility.

Facilities and Location:

Year-Round and Summer Schedule of classes are conducted at:

Sunnyvale, CA Campus, 790 East Duane Avenue, Sunnyvale, CA 94085

Year-Round Schedule of classes are conducted at:

San Leandro, CA Campus, 16492 Foothill Boulevard, San Leandro, CA. 94578

The classrooms are approximately 900 square feet in size, and can accommodate up to thirty (30) Adult Learners. The materials appropriate for 2 ½ to 6 year old environment are available in the classroom for instructor presentation and adult learner practice.

The Montessori Teacher Education Center San Francisco Bay Area
Administrative Office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, Program Director:

Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology in Education*, UC Berkeley (1990)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (1976 & 2002)
- *California Multi-Subjects Teacher Credential*
- *California Early Childhood Specialist Credential*
- *California Early Childhood Site Director Permit*

Teresa Aboytes, Instructor:

Sensorial, Mathematics, Field Consultant

Academic Degrees

B.A. in Psychology, University of New Mexico, 2018

Teaching Credentials:

AMS Early Childhood Teacher Credential, American Montessori Society
2022

Debora Mota Brito, Instructor

Academic Degree:

B.A. Pedagogy Education and Testing, Faculdade de Ensino Regional
Alternativa, Brazil (2015)

Teaching Credential:

AMI Infant and Toddler Teacher Credential, Association Montessori
International (2022)
AMS Early Childhood Teacher Credential, American Montessori Society
(2023)

Ann Gavey, Instructor:

Field Consultant, Child, Family, & Community, and Child Development: Prenatal to Three Years

Academic Degrees:

- *B.A. Psychology, University of Washington (1972)*
- *Fifth Year Teacher Credential/ Native American Education Program, University of Washington (1973)*
- *M.A. Education, College of Notre Dame (1975)*

Teaching Credentials:

- *AMS Early Childhood Credential, American Montessori Society (1975)*
- *AMS Elementary Level I Credential, American Montessori Society (1980)*
- *AMS Infant & Toddler Credential, American Montessori Society (2012)*

Maryam Haghbin, Instructor:

Field Consultant, Personal Growth & Development, Observation

Academic Degrees:

B.A. Sociology, Tehran University (1982)

Teaching Credentials:

- *Early Childhood Education Certificate (2001)*
- *AMS Early Childhood Teacher Credential, American Montessori Society (2004)*
- *AMS Infant and Toddler Teacher Credential, American Montessori Society (2018)*

Vilma Lino, Instructor:

Practical Life

Academic Degree:

*B.S. Business Management, University of the City of Makati, Philippines
1989*

Teaching Credentials:

*AMS Early Childhood Teacher Credential, American Montessori Society
(2004)*
*AMS Elementary I Teacher Credential, American Montessori Society
(2007)*

Teresa Moreno, Instructor:

Language Arts, Mathematics, Field Consultant

Academic Degrees

B.A. Human Development, California State University – East Bay (2018)
M.A. Educational Leadership, California State University – East Bay(2021)

Teaching Credentials:

*AMS Early Childhood Teacher Credential, American Montessori Society
(2007)*

*AMS Infant and Toddler Teacher Credential, American Montessori Society
(2025 - projected)*

Sarah Nasr, Instructor:

Practical Life, Field Consultant

Academic Degrees

B.A. in Education, Helwan University, Egypt, 1908

Teaching Credentials:

*AMS Early Childhood Teacher Credential, American Montessori Society
(2019)*

Elizabeth Thurairatnam, Instructor:

Practical Life, Field Consultant

Academic Degrees

- *B.A. History, Economics, & Geography, Sri Lanka (1980)*
- *Diploma in Music, London College of Music (1981)*

Teaching Credentials

- *Montessori Primary Teacher, Association Montessori International (1980)*
- *AMS Early Childhood Credential, American Montessori Society (1991)*
- *AMS Infant Toddler Teacher Credential, American Montessori Society (2010)*

Anni Tervydis, Instructor:

EC Overview for IT

Academic Degrees

- *B.A. Sociology – Child Psychology, Saint Josephs College(1969)*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (1970)*

Philina Topacio, Instructor:

Sensorial, Mathematics, Montessori Philosophy: Anti Bias Anti Racist (ABAR)

Academic Degrees

- *B.A. Early Child Psychology, Centro Escolar University (2005)*
- *M.A Special Education, Philippine Normal University (2008)*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (2015)*
- *AMS Infant and Toddler Credential, American Montessori Society (2020)*

Housing:

Housing and dormitory facilities are **not** available through the MTEC-SFBA. MTEC-SFBA takes no responsibility to find or to assist a student in finding housing. MTEC-SFBA may provide information on accommodations in the area with a range from bedroom rental in apartment (\$2700 - \$3500/month), one bedroom apartment (\$2600/month), two-bedroom home (\$3500 - \$4000/month) rentals.

Payment Schedule:

Payment schedules are available:

3. Full payment of tuition of \$3200.00 prior to or upon beginning the Early Childhood Credential Course.
4. Installment payments: per course component of \$400.00.

Federal and State Financial Aid and Other Financial Aid Programs:

Federal and State Financial aid programs are not available to MTEC-SFBA students. MTEC-SFBA **does not** participate in any form of financial aid programs.

Loan Repayment:

If a MTEC-SFBA student obtains a loan to pay for our teacher credential course the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student is entitled to a refund of the moneys not paid from financial aid funds, and if the student receives federal student aid funds, the student is entitled to a refund of the money not paid from federal financial aid programs.

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$600*

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials and makes no refunds on materials.

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-one (22) months 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 Re-Registration Fee of \$100.00 to extend or to reactivate the enrollment.

Enrollment Cancellation:

Enrollment cancellation occurs when written notice of cancellation at the address of the school shown on the top of the front page of this Agreement is submitted or by email. Enrollment cancellation notification is by mail, hand delivery, or email. The written cancellation notice, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written cancellation notice need not take any particular form and, however expressed, it is effective if it indicates the desire to no longer be bound by the Enrollment Agreement.

The *Cancellation Notice* form is in the *Student Handbook*, but any written notice may be used. Upon notice of cancellation of enrollment agreement, the school refunds any money paid within 30 days after your notice of cancellation is received.

Refund Schedule and Policy:

Adult Learners have the right to obtain a full refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: The refund is the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangement to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school remits a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered.

Financial Aid and Scholarships:

The MTEC-SFBA does not participate in Federal or in State financial aid programs, or any other type of financial aid program.

The American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

Admission Policies and Requirements:

1. Degree Candidate:

The candidate for the American Montessori Society Early Childhood Teacher Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a degree from a foreign college or university must have the degree evaluated to determine if it is equivalent to a United States degree. **The degree must be evaluated by a National Association of Credential Evaluation Services (NACES) member organization.** If the evaluation provides an equivalency to a United States Bachelor's degree, then the American Montessori Society Early Childhood Credential is awarded.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a United States bachelor's degree, the candidate may be eligible for an AMS Early Childhood Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by MTEC-SFBA to AMS.

2. Non-Degree Candidate:

The candidate for the American Montessori Society Early Childhood **Associate** Teacher Credential holds a minimum of a high school diploma or GED, but not a bachelor's degree from a United States regionally accredited college or university, or its equivalent.

The holder of the AMS Early Childhood **Associate** Teacher Credential must represent themselves as holding the *Associate* Teacher Credential.

Applicants for the American Montessori Society Early Childhood Teacher Credential course who do not have a U.S. bachelor's degree from a regionally accredited U.S. college/university or its equivalent are required to sign a statement verifying that they have received the degree requirement for the credential information before they are considered for acceptance into this course.

The American Montessori Society strongly encourages holders of the AMS Associate Early Childhood Credential to obtain their bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate Teacher Credential are eligible for an AMS Early Childhood Credential upon completing the bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the bachelor's degree with the credential upgrade fee, to the AMS Office of Teacher Education.

3. Application Documents:

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

2. B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
- **or** a high school or GED diploma is required.
2. Three signed professional letters of recommendation.
3. Application (on-line) with registration fee. (non-refundable)
4. Signed statement of purpose for attending the Early Childhood Course.
6. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

4. Admission Procedure:

The admission procedure begins with the applicant's on-line completion of the application. The personal interview follows with a discussion between the candidate and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the candidate. The "fit" is multi-dimensional, considering familial needs, time, financial constraints, and professional suitability. This

inner process, aided by the Center with information, is the critical reflective, and first-step in the admissions procedure. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

5. Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC-SFBA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Foreign Student Admission Requirements:

MTEC-SFBA is authorized under Federal law to enroll non-immigrant students.

I-20 (F-1) Procedures:

There is a \$275.00 I-20 issuance fee and the \$100.00 Application fee. **The total cost is \$375.00.**

Include the following information in your communication for the I-20:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Country and city of birth
- Dependent, if applicable.
- Date intended to start the MTEC credential course
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- TOEFL score of 80 + or IELTS band of 6.5 – 7.5 language proficiency.
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement or a relative who formally agrees to financial support. The funding may come from several different sources but must total \$17,000.
- For a transfer student, a copy of the current I-20 as well as current school information.
- Conversion to an F-1 Status, students are required to pay \$600 processing fee all paperwork for the US Embassy.

When the above information is provided in **one** batch, admission to the MTEC-SFBA credential course with a formal letter of admission is issued.

If in the United States and a current student at another school, a Student Transfer form is emailed to the prospective student.

If in the United States with a non-student (F-1) Visa, a "Change of Status" to F-1 is emailed to the student.

If not in the United States, an "Initial" Status F-1 is emailed to the student. Take the F-1 and letter of acceptance to the United States Embassy in your country in order have the F-1 student visa approved.

Pay the SEVIS I-901 Fee of \$350.00 by credit card:

<http://www.ice.gov/sevis/i901/index.htm>.

After attending the first class, send MTEC-SFBA an e-mail informing the Center that you have begun the Credential course. Your attendance will be verified. You are then placed in "Activate Status" as an I-20 student with MTEC. If you need to contact us, e-mail info@montessoritrainingusa.com.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students in Practicum. The Practicum is a paid position at a Montessori school, and a requirement of the Credential course.

The I-20 CPT update to the I-20 is a fee of \$275.00. The practicum is a requirement of the American Montessori Society for the issuance of the teacher credential.

The practicum may be either full time (over 35 hours per week) or part time (less than 35 hours per week). Note that a practicum is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for a practicum.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS credential course, and must currently be on F-1 status.
- A student is authorized for a total of 12 months of full time Curricular Practical Training (CPT).
- The CPT is the Practicum phase of the AMS Credential course. The practicum is a requirement for the completion of the MTEC course. The "job" is an integral part of the student's course of study.
- Full-time CPT requires enrollment at MTEC-SFBA, since the student must receive course credit for the practicum.

Specific Requirements:

- A student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT.
- The MTEC Office authorizes Curricular Practical Training for a specific employer and for a specific period of time. *Employment may not begin before the first day of classes and may not end any later than the last day of classes.*
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your prospective employer.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment, and verifies that the position is not a continuous, full-benefit job.
- Email the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office: Info@MontessoriTrainingUSA.com
- There is a \$275 charge to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be noted on your I-20 and mailed to you.

Professional Development Requirements:

American Montessori Society Early Childhood Teacher credential holders must complete fifty (50) hours of professional development every five (5) year period for the credential to remain active. The first five (5) years period begins with the date the credential was issued.

If professional development hours are not completed within the 5-year period, the credential becomes *inactive* until the requirement is met.

AMS members who earned AMS credentials issued on or after July 1, 2013, must complete 50 hours of continuing professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential is issued. The process repeats every five years.

Professional Development hours can be submitted directly to the AMS website. Use the *Professional Development Submission Form* that is found on the AMS Website to officially record professional development.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time.

“Change of Status” (Leave of Absence) must be resumed within 24-months of the last class attended.

“Change of Status” (Declared) for permanent withdrawal.

“Change of Status” (Undeclared) not submitted, but is inactive for one year.

Reactivation of a declared or undeclared *Change of Status* requires a new registration and registration fee.

Record Retention:

Adult Learners' records are maintained electronically. Financial records and academic records are separately maintained. Adult Learners' records are maintained indefinitely.

Occupation/Career Information and Placement Services:

Successful completion of the Montessori Early Childhood Teacher Credential Course meets the requirements for a career with children of that age in a Montessori environment setting. The typical employment position is Early Childhood Lead Teacher. The Program's website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state.

However, the MTEC-SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

The State of California has requirements that must be met for employment with Early Childhood age children. Those requirements are in the Appendix, *State of California Teacher Requirements Early Childhood: Qualifications and Duties*.

Please see "*Teacher Qualifications and Duties*"

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to MTEC-SFBA to make up the class work: See *Make-Up Classes below*.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled on a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make-up class must be the specific class and session that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Standards for Student Achievement - Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+ above excellent work; A excellent work; A- and B+ good work; B for average work; B- for lowest passing work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for lowest passing work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented.

See *Academic Advisement*.

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Services:

Concerns regarding the status of an application, class schedule, transcripts, student handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.

Library and Learning Resources:

Learning resources are the extensive Montessori early childhood materials available to the adult learners for exploration and practice in the classroom. The infant and toddler curriculum manuals are essential guides to the use of these learning resources. The MTEC-SFBA Web site is a major learning resource with a *Google Classroom* for each course component with reading resources. For further research the adult learner is provided with Web site links. While there are some books available in the classroom as traditional book reference there is not a traditional library.

Adult Learner Assessment of Instructor:

Adult Learner Assessment of the Instructor is completed following the completion of the instructor's curriculum area.

Student Body Representative:

The class selects one representative who assists in the organization of student affairs. The role of the representative is to oversee attendance and to distribute the *Assessment of the Instructor*.

Program Responsibilities:

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

In the area of academics, MTEC-SFBA will:

1. Emphasize quality in every aspect of course delivery.
2. Award credit when and where it is due, in accordance with published standards.
3. Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
4. Disclose accurate information about the recognition and acceptance of credit for this course by other institutions.
5. Ensure fair and reasonable academic evaluation with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance. The MTEC-SFBA will maintain transcripts or records of grades in accordance with state/local requirements, and guarantee confidentiality and adult learner access to records.
6. Award certifications when merited, and inform adult learners regularly of academic progress. The TEP will recommend a candidate for AMS credentialing after all stated requirements are satisfied.
7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
8. Describe course requirements in clear, specific, and accurate terms in written form, and ensure that requirements are educationally meaningful.
9. Notify adult learners of unusual features of the course that cannot be readily anticipated.
10. Offer coursework that follows the published catalog description.
11. Embrace the principle of academic honesty.
12. Publish causes for dismissal in clear and specific form, and dismiss an adult learner only for appropriate cause and after due process.

In the area of advertising, MTE-SFBA will:

1. Publish advertising that is accurate, reliable, up to date, clear, and concise.

In the area of finances, MTEC-SFBA will:

1. Assess reasonable tuition and provide timely notice of annual increases.
2. Inform potential adult learners of sources of financial aid.
3. Employ fair and accurate published refund policies.
4. Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
5. Keep accurate records of fees paid by each adult learner.
6. Inform adult learners about financial instability in the event such a condition exists.

In the area of admissions, the MTEC-SFBA will:

1. Provide published policies on the admission process.
2. Give prospective adult learners an accurate overview of the course, encouraging them to visit the facility to meet with staff and current adult learners to provide additional detail.
3. Maintain clear and specific policies on the availability of job placement services.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director meets with the faculty to help decide the appropriate action in each case. Situations are dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates.
If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)

(See *Dismissal*.)

Adult Learner Rights, Standards and Responsibilities:

The program maintains its rights as an institution of postsecondary education, and expects the adult learner to be responsible for the following:

It is the responsibility of the adult learner to:

1. Seek a Montessori credential for their own professional growth and desire to learn.
2. Be informed by reading the information disseminated by the course.
3. Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
4. Continually self-monitor academic progress.
5. Attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. Embrace the principle of academic honesty.
7. Respect the freedom of the Program's staff to inquire, publish and teach.
8. Be familiar with the AMS and MTEC-SFBA Code of Ethics.

In the area of finances, the adult learner accepts the responsibility to:

3. Be informed about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
4. Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
3. Understand tuition costs completely and accurately.
4. Pay financial obligations to the program in a timely fashion.

In the area of admissions, the adult learner accepts the responsibility to:

2. Be knowledgeable about other available courses/programs to ensure that enrollment is based on an informed decision.
2. Represent oneself honestly in applying to the program.
3. Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

Children Not Permitted in Class:

Children are not permitted to attend class.

Rules of Operation and Conduct – Dismissal Policy:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.

5. Plagiarism. MTEC-SFBA has a zero tolerance for plagiarism. Adult learners who plagiarize will be subject to academic action.
6. Maintain a minimum of 2.75 GPA.

Academic action may result in probation or continuing probation. Failure to meet or maintain these criteria may result in expulsion or removal from the program.

Probation and Dismissal Policy and Procedure:

2. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status is removed, or the Adult Learner is advised of the change in behavior to avoid immediate dismissal.

Grievance/Complaints:

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

The Appendix contains the form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE, MACTE and AMS. (See page 11.)

Bureau for Private Postsecondary Education (BPPE)

California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, VA 22902
Telephone: (434) 202-7793

American Montessori Society (AMS)

116 East 16th Street, Sixth Floor
New York, New York 10003-2163
Telephone: (212) 358-1250 Fax: (212) 358-1256

Arbitration Committee and Procedures:

Purpose:

4. To arbitrate significant complaints or grievances by Adult Learners, 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. (See note on “APPEAL PROCEDURE” below.)

Composition:

The MTEC San Francisco Bay Area’s Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA
- 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, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC-SFBA 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 MTEC-SFBA credential course.
5. The MTEC-SFBA’s failure to meet American Montessori Society requirements during the practicum.
6. The MTEC-SFBA’s failure to meet financial obligations to anyone due those obligations.

Grievance/Complaint Procedure:

2. A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).
- 2.If a complaint is not resolved to everyone’s satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA’s Arbitration Committee, who will decide if it is worthy of a hearing. Complete the “Complain/Concern” form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See “Appeal Procedure” below.)

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee is binding on all parties and without appeal.

Stand-by-Member:

To keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

Should the elected student representative to the Arbitration Committee brings a grievance to the committee, an alternative student representative will be selected.

Stipulation:

No solution can be arrived at in conflict with BPPE, AMS or MACTE.

Early Childhood Practicum:

The practicum is a necessary requirement for the successful completion of the Early Childhood Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with 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 course. The practicum begins in September. The minimum Early Childhood practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the 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 consecutive months. The length of the practicum may be extended to provide additional experience and ensure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 540 scheduled as stated above.

Early Childhood Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the curriculum which includes Montessori Practical Life, Sensorial, Language Arts, Mathematics, Cultural (Life Science and Social Studies) and Child Development.
2. Practicum Site Agreement by Practicum School Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Early Childhood Teacher Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement, Degree Requirement
6. Signed Professional Development Requirement
7. Payment of Practicum Fee / Binder, AMS Fee, MACTE Fee, and BPPE Fee.
8. Online enrollment in Practicum I and Practicum II.

Early Childhood Practicum Site Requirements:

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.

3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
7. Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e., janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.
8. Class contain children from 2 ½ to 6 years old to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
9. The environment must be designed and equipped to meet the developmental needs of the children served. The environment must include child-sized furnishings and a full array of recommended Montessori materials for the age range served. AMS-recommended materials lists are available on the AMS website.
10. The Adult Learner is not to be asked to assume total responsibility for a group without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of the Adult Learner is provided by the Supervising Teacher and a Field Consultant or, in the case of a self-directed practicum, through the Field Consultant. Self-directed practicum is supported with a monthly Conference Call.
11. A Field Consultant is assigned to the Adult Learner for the field consultant visits. Field Consultants must be verified and approved by MTEC-SFBA.

Early Childhood Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site a minimum of three times during the school year. Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Early Childhood materials.
9. Encouraging and discussing the Adult Learner's relationship with other adults in the practicum experience.

**Due date: Summer – Monday following the curriculum area taught.
Year Round – At the first day of next class**

4. A *Philosophy/Rationale Paper* is required for each curriculum area.

**Due date: Summer – Monday following the curriculum
Year Round – At the first day of next class**

The Adult Learner demonstrates materials from each of the major curriculum areas: Practical Life, Sensorial, Language Arts, Mathematics, Cultural (Life Sciences and Social Studies).

5. A written examination is required in each curriculum area. The written examinations are conducted during classes.

**Due date: Summer - During class
Year Round – During class**

6. *Personal Code of Ethics Statement* is submitted on the last day of class for each of the core curriculum courses.

Practicum Teaching Course Performance Standards:

1. The Adult Learner maintains the Practicum Handbook & Competencies Portfolio, the Planning Journal & Reflection Journal, and the Attendance. They are due at each seminar and each practicum visit.

Due date: At each practicum seminar and at each practicum visit.

The Adult Learner submits three observation reports due at the Practicum Seminars. Observation 1 and 2 are due at the December Practicum Seminar, Observation 3 is due at the April Practicum Seminar.

Practicum Teaching Course Performance Standards:

2. The Adult Learner successfully completes and submits the Practicum Handbook & Competencies Portfolio, and Practicum Planning Journal & Reflection Journal.
2. The Adult Learner is successful in the practicum as assessed by the three (3) reports of the Supervising Teacher, and the three (3) observation reports of the Field Consultant.

Standards for Student Achievement - Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not

acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

Transfer Policy - Credit:

3. Transfer from another AMS Program -

For transfer to MTEC-SFBA:

The candidate is:

Within the three-year time limit following the original academic phase; and is currently registered with AMS

MTEC-SFBA:

- Reviews and evaluates previously completed academic and practicum coursework;
- paid application fee of \$100.00; and
- applicant receives written notification of the fees and time required to complete all transfer requirements; and
- the original program is contacted to determine if the adult learner is in good standing including fulfillment of financial obligations.

4. Transfer from Teacher Education Program recognized by MACTE Accreditation

Transfer of contact hours and/or credits from teacher education programs recognized by AMS through MACTE accreditation are considered with verification of the following documentation:

Candidate:

Has a degree in keeping with AMS credential requirements; and is a current AMS member or register as an adult learner, and

MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate; and utilizes proficiency pretesting to plan for a program of study; and

MTEC-SFBA determines the minimum requirement of the academic phase that the candidate must enroll to fulfill AMS credential qualifications, and

MTEC-SFABA requires all candidates to take Montessori theory and philosophy from MTEC-SFBA; and

MTEC-SFABA determines the practicum requirements the candidate meets per the requirements of an AMS; and

MTEC-SFABA assess and evaluate proficiency as required by MTEC-SFBA; and

MTEC-SFABA ensure that all the requirements are met; and

MTEC-SFABA submits the AMS Transfer Form in addition to the AMS Credential Recommendation Form to the applicant.

3. Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS via MACTE accreditation are not accepted. The candidate must enroll in the complete AMS credential course.

Transferability of Credits, Certificates and Degrees:

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:

The transferability of credits you earn at the Montessori Teacher Education Center San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Attendance you earn in MTEC-SFBA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or Credential 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 MTEC-SFBA to determine if your credits and Early Childhood Teacher Credential will transfer.

Units earned in our Early Childhood Teacher Credential Course, in most cases, will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman. If you enter a college or university at some time in the future even though you earned units at our school the units at MTEC-SFBA will not transfer.

Certificate of Attendance:

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work, and in all phases of the practicum, and tuition and fees have been paid.

Cancellation of the Early Childhood Course Policy:

MTEC-SFBA has never, in forty-five (45) years of operation, ever cancelled a course, even during the pandemic. If it did cancel a class MTEC-SFBA would inform the adult learners as soon as this happened. Fees paid from MTEC-SFBA would be refunded within 48 hours to the adult learners. See APPENDIX N

Readings and Text:

The following books and manuals are required reading at the beginning of the coursework:

Dr. Montessori's Own Handbook
The Discovery of the Child
The Montessori Method
The Secret of Childhood
Absorbent Mind
Honoring the Light of the Child
Child Development Book
Child, Family and Community Book
Positive Discipline in the Montessori Classroom
Montessori Rating Scale for the Early Childhood Environment
Botany Manual
Geography Manual
History and Geography Manual
Language Arts Manuals, volumes 1-5
Mathematics Manual volume I
Practical Life Manual
Sensorial Manual
Zoology Manual

Personal Materials:

Materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Glue stick for mounting pictures in the manuals.
3. One quality set of scissors.
4. White-out for potential errors.
5. 8-1/2" x 11" color card stock paper for mounting pictures.
6. Eighteen 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 2,000 pages.
9. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of children from 2 ½ - 6 years olds.

TEACHER QUALIFICATIONS AND DUTIES 101416.2- To be a fully qualified teacher, a teacher shall have one of the following:

4. (A) Completion, with passing grades, of twelve (12) postsecondary semester units or equivalent quarter units in early childhood education or child development, at an accredited or approved college or university.

(B) At least six (6) months of work experience in a licensed infant care center or comparable group childcare program for children under six (6) years of age. 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.

5. 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 childcare center or comparable group childcare program.

(A) CDA credential shall show the appropriate preschool/kindergarten endorsement to qualify an individual for employment in a preschool or infant care center.

(B) 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.

(C) 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 specified in (c)(2)(C) above. This work experience shall be verified to confirm that the experience requirement has been met.

6. 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, Bureau of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

Summer Instructional Calendar:

Six weeks, Monday through Friday 8:00AM to 5:00PM.

Check Website for dates.

Instructional Campus: Sunnyvale, CA Campus

Year-Round Instructional Calendar:

Saturdays and/or Sundays from 8:00AM to 5:00PM.

Check Website for dates.

Instructional Campuses: Sunnyvale Campus and San Leandro Campus

Supervised Practice & Philosophy:

Every Sunday except holiday weekends from 8:00 AM to 5:00 PM.

Check Website – San Leandro, CA Campus

Staff Directory:

Dr. Pamela Zell Rigg (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
pamelarigg@MontessoriTrainingUSA.org

Ann Gavey (510) 865-4536
1421 High Street
Alameda, CA 94501
anngaveyinstructor@gmail.com

Maryam Haghbin (530) 219-0678
815 Mace Boulevard
Davis, CA 95618
Khatere58@gmail.com

Vilma Lino (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
vlino0713@gmail.com

Teresa Moreno (209) 833-3458
101 Callan Avenue, Suite 420
San Leandro, CA 94577
tr@montessorica.com

Deborah Moto-Brito 209) 833-3458
101 Callan Avenue, Suite 420
San Leandro, CA 94577
deboramotabrito@gmail.com

Elizabeth Thurairatnam (510) 797-9944
171 Meadows Court
Fremont, CA 94539
Elizabeth.thurai1981@gmail.com

Anni Tervydis (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
bannit@comcast.net

Phia Topacio (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
phiatopacio@gmail.com

APPENDIX – A1

FINAL GRADE SHEET

- Practical Life, 6.2.5.1**
- Sensorial, 6.2.5.2**
- Language Arts, 6.2.5.3**
- Mathematics, 6.2.5.4**

Adult Learner:

Instructor:

- | | |
|---|--------------|
| 1. MANUAL - MACTE Competencies (1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g) | GRADE |
| MACTE Competency Practical Life (1c) | |
| Highlighting (1 point) | _____ /35 |
| All Material Complete (1 point) | |
| Areas of Curriculum Tabbed – required (1 point) | |
| Handouts Logically Integrated (1 point) | |
| Additional Notes (1 point) | |
| Aesthetics (2 points) | |
| Parent & Community Communication (1 point) | |
| Purpose & Methods of Observation (1 point) | |
| Support & Intervention for Learning Differences (1 point) | |
| Community Resources for Learning (1 point) | |
| Assessment & Documentation (1 point) | |
| Photographs & Pictures (8 points) | |
| Drawings (8 points) | |
| Notes (5 points) | |
| Quotations – 10 required (2 points) | |
| Comments: | |
| 2. DEMONSTRATION TEST - MACTE Competencies (2a) | _____ /15 |
| Presentation 1 | |
| (5 points) Comments: | |
| Presentation 2 | |
| (5 points) Comments: | |
| Presentation 3 | |
| (5 points) Comments: | |
| WRITTEN EXAMINATION - MACTE Competencies (2b) – (10 points) | _____ /10 |
| PRACTICE SHEET – MACTE Competencies (2a) – (15 points) | _____ /15 |
| CODE OF ETHICS STATEMENT - MACTE Competencies (3e) | _____ /5 |
| (5 points) | |
| 3. RATIONALE PAPER - MACTE Competencies | |
| (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) – (20 points) | _____ /20 |
| FINAL GRADE | _____ /100 |

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-2

FINAL GRADE SHEET

Physical & Life Science 6.2.5.5

Adult Learner:

Instructor:

Date:

	Grade
1. MANUAL - MACTE Competencies (2a, 2b, 2c, 2f)	
<input type="checkbox"/> Botany Manual (15 points) Photos: & Pictures Drawings:	___/ 15
<input type="checkbox"/> Zoology Manual (15 points) Photos: & Pictures Drawings:	___/ 15
2. DEMONSTRATION TEST - MACTE Competencies (1c-1, 2a)	
<input type="checkbox"/> Botany (10 points)	___/ 10
<input type="checkbox"/> Zoology (10 points)	___/ 10
3. RATIONALE PAPER - MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2a, 2b, 2c, 3c, 3d) – (20 points)	___/ 20
4. WRITTEN EXAMINATION - MACTE Competencies (2b)	
<input type="checkbox"/> Botany (10 points)	___/ 10
<input type="checkbox"/> Zoology (10 points)	___/ 10
5. PRACTICE SHEET - MACTE Competencies (2a) (5 points)	___/ 5
6. CODE OF ETHICS STATEMENT – MACTE Competency (3e) (5 points)	___/ 5
FINAL GRADE ___/ 100	

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-3
FINAL GRADE SHEET
Social Studies 6.2.5.6

Adult Learner:

Instructor:

Date:

	Grade
1. MANUAL - MACTE Competencies (2a, 2b, 2c, 2f)	
<input type="checkbox"/> History Manual (15 points)	___ / 15
Pictures:	
Drawings:	
Photos:	
<input type="checkbox"/> Geography Manual (15 points)	___ / 15
Pictures:	
Drawings:	
Photos:	
2. DEMONSTRATION TEST - MACTE Competencies (2a)	
<input type="checkbox"/> History (10 points)	___ / 10
<input type="checkbox"/> Geography (10 points)	___ / 10
3. RATIONALE PAPER - MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) - (20 points)	___ / 20
4. WRITTEN EXAMINATION - MACTE Competencies (2b)	
<input type="checkbox"/> History (10 points)	___ / 10
<input type="checkbox"/> Geography (10 points)	___ / 10
5. PRACTICE SHEET - MACTE Competencies (2a) (5 points)	___ / 5
6. CODE OF ETHICS STATEMENT - MACTE Competencies (3e) (5 points)	___ / 5
FINAL GRADE	___ / 100

Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A – 4

FINAL GRADE SHEET

Classroom Leadership 6.2.5.7

Adult Learner:

Instructor:

Date:

PASS

1. Practicum Handbook
MACTE Competencies – ALL _____

2. Practicum Planning Journal & Reflective Practices
MACTE Competencies - ALL _____

3. Montessori Rating Scale for the Early Childhood Environment
(ECE) – MACTE (2c) _____

4. Child Assessment - MACTE Competencies
(2a, 2b, 2c, 2d, 2e, 2j, 3a, 3b, 3c, 3d, 3e, 3f) _____

5. Scope & Sequence Compilation - MACTE Competency (2b) _____

6. Observation Reports – MACTE Competency (2e) _____

7. MACAR – Normal – MACTE (2g) _____

8. Denver II - MACTE (2g) _____

FINAL GRADE: ____ Pass ____ Resubmit *

***All items 1 – 8 must be submitted.**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

**APPENDIX A - 5
FINAL GRADE SHEET**

Montessori Philosophy/Theory 6.2.5.8

Adult Learner:

Instructor:

Date:

PASS

- 1. Practical Life Rationale Paper _____
- 2. Sensorial Rationale Paper _____
- 3. Language Arts Rationale Paper _____
- 4. Mathematics Rationale Paper _____
- 5. Physical & Life Science (Botany, Zoology & Science)
& Social Studies (History & Geography) Rationale Paper _____

MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

FINAL GRADE: _____ Pass _____ Resubmit *

***All Montessori Key Concepts must be correctly defined and specific curriculum materials identified.**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

**APPENDIX A-6
FINAL GRADE SHEET**

- Observations in Child Development – 6.2.5.9**
- Observation in Practicum – 6.2.5.9**

Adult Learner:

Instructor:

Date:

1. Observation Reports - MACTE Competencies (2e)

- Report #1
- Report #2
- Report #3
- Report #4
- Report #5
- Report #6
- Report #7
- Report #8
- Report #9
- Report #10

FINAL GRADE: ____ Pass ____ Resubmit *

***All 10 reports must be submitted.**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-7

FINAL GRADE SHEET

Child Growth and Development/Psychology 6.2.5.10

Adult Learner:

Instructor:

Date:

		Grade
1.	EXAMINATIONS - MACTE Competencies (1b)	
	Examination #1 _____ (15 points)	___/ 15
	Examination #2 _____ (15 points)	___/ 15
	Examination #3 _____ (15 points)	___/ 15
	Examination #4 _____ (15 points)	___/ 15
2.	E- FILE: Community Referral / Intervention Services MACTE Competencies (1d)	___/ 30
	____ Parenting (2 points)	
	____ Discipline (2 points)	
	____ Nutrition (excess sugars, additives) (2 points)	
	____ Holidays and Stress (2 points)	
	____ Birthday Parties (2 points)	
	____ Readiness for Kindergarten (2 points)	
	____ Separation Anxiety (2 points)	
	____ Biting, Hitting, Temper Tantrums (2 points)	
	____ Illnesses (head lice, colds, communicable diseases) (2 points)	
	____ Conditions like ADHD, Autism (2 points)	
	____ Child Abuse (2 points)	
	____ Dealing with Life Situations (death, moving, etc.) (2 points)	
	____ Other good ideas that you may have found (2 points)	
	____ Notes (2 points)	
	____ Handouts (2 points)	
3.	Participation in Small Group Presentations (10 points)	___/ 10
		FINAL GRADE ___/ 100

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-8

FINAL GRADE SHEET

Art, Music, Movement, 6.2.5.11

- Art**
- Music**
- Movement**

Adult Learner:

Instructor:

Date:

Grade

1. PRACTICE SHEETS

MACTE Competencies (1c-4, 1c-5)

2. ART MANUAL

- Areas of Curriculum Tabbed (extended past sheet protectors)
- Handouts Logically Integrated
- Art Samples Logically Integrated (3 from each of the 4 disciplines)
 - Drawing
 - Painting
 - Printmaking
 - Collage
- Additional Notes
- Aesthetics
- Art Time Line
- The Elements of Art & Principles of Design
- List of Art Books for Children
- List of Art Games & Activities for Children (not online games)
- List of Local Museums, Galleries, Colleges & Programs for Children
- List of Local Artists

3. DOCUMENT IMPLEMENTING THREE (3) ACTIVITIES

- MUSIC**
- MOVEMENT**

FINAL GRADE: ____ Pass ____ Resubmit *

***Documentation of all three activities must be submitted**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A- 9

FINAL GRADE SHEET

**Parent Involvement / Education 6.2.5.12
Child, Family & Community**

Adult Learner:

Instructor:

Date:

Grade

1. Child, Family, & Community Journal (60 points)
MACTE Competencies – (1d, 2b, 2d, 2e, 2f, 2i, 2j, 3a,3d, 3e, 3f) _____ / 60

2. Classroom Assessment (20 points each, total 40 points)
MACTE Competencies – (2j) _____ / 40

FINAL GRADE _____ / 100

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-10

**FINAL GRADE SHEET
PRACTICUM COMPETENCIES
Practicum I 6.2.5.13A Practicum II 6.2.5.13B
Early Childhood Practicum Handbook and Planning & Reflection Journal
MACTE Competencies – ALL**

Adult Learner's Name: _____ Circle those that are complete:

Competencies			Attendance	Planning & Reflection Journal	
FALL	WINTER	SPRING	August	August	August
1.A	1.A	1.A	September	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.B	1.B	1.B	October	September	September
1.C-1	1.C-1	1.C-1	November	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.C-2	1.C-2	1.C-2	December	October	October
1.C-3	1.C-3	1.C-3	January	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.C-4	1.C-4	1.C-4	February	November	November
1.C-5	1.C-5	1.C-5	March	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.D	1.D	1.D	April	December	December
2.A	2.A	2.A	May	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.B	2.B	2.B		January	January
2.C	2.C	2.C		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.D	2.D	2.D		February	February
2.E	2.E	2.E		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.F	2.F	2.F		March	March
2.G	2.G	2.G		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.H	2.H	2.H		April	April
2.I	2.I	2.I		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.J	2.J	2.J		May	May
3.A	3.A	3.A		Week 1, 2, 3, 4	Week 1, 2, 3, 4
3.B	3.B	3.B			
3.C	3.C	3.C	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete
3.D	3.D	3.D			
3.E	3.E	3.E			
3.F	3.F	3.F			
				Field Consultant Reports & Dates: #1 _____ #2 _____ #3 _____ If Self-Directed: #4 _____ #5 _____ #6 _____	
				Supervising Teacher Reports: #1 Dec #2 Apr #3 May	
Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete ete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete		Observation Reports: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10	

APPENDIX A-11

FINAL GRADE SHEET

MTEC Early Childhood Year-Long Project 6.2.5.15

MACTE Competencies 1a, 1b, 1d, 3c, 3f

DATE OF PRESENTATION _____

Name of Adult Learner _____

Topic _____

_____ Verbal Presentation (18 points)

_____ Organization of presentation (18 points)

_____ Aesthetics of unit (did you bring a presentation board, did you have a tablecloth, were the activities laid out in order, were they labeled, and was the overall presentation accurate and attractive? Were the materials age appropriate? (18 points)

_____ Completeness: Were all areas covered, with one show of the three write-ups per person per subject? (18 points)

_____ Album (Graded by Instructor), is it complete? Is it attractive, is it accurate in information, age appropriate, etc? (18 points)

_____ Rationale: Why did you select this topic? (10 points)

Comments:

_____ / **100 Final Grade** _____ **Resubmit / Re-present**

Date of re-presenting if required: _____

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

**Early Childhood Enrollment Agreement or Contract
July 2022 – June 2023**

Montessori Teacher Education Center San Francisco Bay Area - Institution
Montessori Early Childhood Teacher Credential Course – Educational Program

1. Total Number of Clock Hours and Credit Hours:

320 Academic Clock Hours
540 Practicum Clock Hours
31.5 Semester Credit Units

2. Total Charges:

Tuition:	\$3200.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Practicum Fee:	\$ 400.00 (Non-Refundable)
Total charges for the entire program:	\$ 4132.50
Non-Institutional Costs Estimated At:	\$ 600.00

SCHEDULE OF PAYMENT:

INT: _____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)
INT: _____ THE AMS FEE (\$255.00), MACTE FEE (\$176.00), & FIELD CONSULTANT PRACTICUM VISITS FEE (\$400.00) (IF SELF-DIRECTED, ADDITIONAL \$300.00) ARE DUE JULY 1ST

INITIAL THE FOLLOWING WHERE APPLICABLE:

_____ OR THE TUITION FEE OF \$3200.00 IS DUE JULY 1ST
_____ OR \$200.00 - \$400.00 FOR EACH OF THE EIGHT (8) CURRICULUM COMPONENTS:
Practical Life Child Development
Sensorial Cultural
Mathematics Practicum I – Due September 1st
Language Arts Practicum II – Due January 1st

Payment is late after the 1st class of each curriculum component and incurs a \$25.00 late fee. Refund, if applicable, will be deducted from the amount paid.

_____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$220.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred. The Student must repay the full amount of the loan; the Student pays no interest. Refund, if applicable, will be deducted from the amount paid.

_____ OR Third Party Payment:

Name:

Address:

City:

State:

Zip:

Telephone Number:

Email:

3. Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 320 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Early Childhood Teacher Credential with a BA or BS degree. Instruction includes Montessori Philosophy/Theory, Child Development/Psychology, Observation, Practical Life, Sensorial, Mathematics, Language, Art, Music, Movement, Physical and Life Science, Social Studies, Classroom Leadership, Parent Involvement/Education – Child, Family and Community, Year-Long Project and Practicum I & II.

4. Student's Right to Cancel:

(1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first-class session, or the seventh day after enrollment, whichever is later.

(2) **Refund Policy:**

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference.

(3) **Cancellation of Enrollment:**

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

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

6. If the Student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

7. Transferability of Credit and Credentials earned at Our Institution:

The transferability of credits you earn at the MTEC SF Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTEC SF Bay Area is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units 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 MTEC SF Bay Area to determine if your credential or units will transfer.

8. (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

9. (2) 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

10. Required Disclosures:

- (a) Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577 – Administrative Office
16492 Foothill Boulevard, San Leandro, CA 94578 – Instructional Campus
790 East Duane Avenue, Sunnyvale, CA. 94085 – Instructional Campus
- (b) Period Covered by this Enrollment Agreement: July 1, 2022 – June 30, 2023.
- (c) Course Start Date: July 1, 2022 Scheduled Completion Date: June 30, 2023.
- (d) Date by which the Student must exercise his or her right to cancel or withdraw:
July 5, 2022.
- (e) Itemization of all MTEC/SFBA charges and fees including as applicable: On Page 1.

11. No distant learning option unless Shelter-in-Place requires it.

Student Signature: _____

Student Name: _____

Street Address _____ **City** _____ **State** _____ **Zip Code** _____

12. (1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial: _____ **Date:** _____

13. (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial: _____ **Date** _____

14. This Agreement is Legally Binding when Signed by the Student and Accepted by the Institution.

15. Student Tuition Recovery Fund (STRF).

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 prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

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, other payer, and you have no separate agreement to repay the third party.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

16. Non-Degree Disclosure Statement: AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

17. Professional Development Guidelines: Upon receipt of the American Montessori Society Infant and Toddler Teacher Credential, Early Childhood Teacher Credential, Elementary I Teacher Credential or the Elementary I-II Teacher Credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Teacher Credential. If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met."

18. Accreditation and Affiliation: The Montessori Teacher Education Center San Francisco Bay Area holds MACTE accreditation and AMS through March 2, 2028.

19. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student

Date



Dr. Pamela Zell Rigg

July 1, 2022

Date

APPENDIX D
MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 & 2023
Early Childhood Course – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2022	64	60	60	93%
2023	39	35	35	89%

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2022	64	60	60	93%
2023	39	35	35	89%

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2022	64	60	60	60	100%
2023	39	35	35	33	94%

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

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Gainfully Employed Categories

Includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	4	56	60
2023	3	36	39

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2022	60	0	60
2023	39	0	39

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	60
2023	0	37

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	60
2023	0	37

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2022	60	0/NA	0/NA	0/NA	0/NA
2023	39	0/NA	0/NA	0/NA	0/NA

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Salary and Wages Information
 (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000-\$20,000	\$20,000-\$25,000	\$25,001-\$30,000	\$30,001-\$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	No Salary Information Reported
2022	60	60	0	0	4	0	52	4	0
2023	39	39	1	2	7	13	13	3	2

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the US Department of Labor Statistics, *Preschool Teachers, except Special Education, for the State of California*.

Link to the US Department of Labor Statistics
<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2021- 2022: **\$4132.50**.
Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2022 – 2023:
\$4,132.50. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print

Student Signature

Date

School Official

Date

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San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

Definitions

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. • “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program. •

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

““First Available Exam Date” is the date for the first available exam after a student completed a program.
“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

**MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

STUDENT'S RIGHT TO CANCEL

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

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student's Initials: _____ **Date:** _____

APPENDIX D

Early Childhood and Infant & Toddler Non-Degree Disclosure Letter

_____ I have a Bachelor's or Master's Degree *Country Awarded:* _____

Foreign transcripts of college degrees must be evaluated by an accredited agency to determine their equivalency to a United States degree.

_____ I DO NOT have a Bachelor's or Master's Degree

Admission for Early Childhood Candidate

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a bachelor's degree. Country, state, and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. bachelor's degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

I have read and understand my responsibility as an applicant for the Early Childhood course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date

Early Childhood: Montessori Teacher Education Center San Francisco Bay Area
Pamela Rigg, Program Director

Program Director Signature

Date

APPENDIX E
TRANSFER CREDIT
Application and Acknowledgement
Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue Suite #420, San Leandro, CA 94577
School Code #0103001

In order to properly assess prior Montessori teacher preparation coursework the following information is required.

Name: _____ Telephone: (____) _____
 Email address: _____
 Address: _____ Date: _____
 City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

1. Transfer between AMS Programs:

Candidate: Within 3 year time limit following original academic phase.
 AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:

Review coursework Contact original program – Letter of Good Standing
 AMS Transfer Form and AMS Credential Recommendation Form

2. Transfer for TEP recognized by AMS

Candidate: Degree level required by AMS
 AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:

Evaluate coursework (* See Below) Determine minimum requirements
 Theory & philosophy from MTEC-SFBA Explain & require practicum
 Assess & evaluate proficiency & competencies

3. Transfer from TEP not recognized by AMS Not Accepted

*** Early Childhood Level – Montessori Coursework Evaluated & Completed:**

Practical Life: Language Arts: Child

Development/Observation:

Sensorial: Social Studies: Classroom Leadership:
 Mathematics: Physical & Life Sciences: Child, Family & Community:

***Early Childhood Level - Montessori Coursework to Complete at MTEC:**

Theory & Philosophy: Language: Child

Development/Observation:

Practical Life: Social Studies: Classroom Leadership:
 Sensorial: Physical & Life Sciences: Child, Family & Community:
 Mathematics: Practicum

For MTEC-SFBA use only:

MACTE Accredited Institution: _____ Yes _____ No (state reason in comments)
 Documentation Accepted: _____ Yes _____ No
 Financial credit for prior coursework: \$ _____.
 Cost of Montessori Coursework to complete: \$ _____.

Signature of Adult Learner

Date

Signature of Program Director

Date

APPENDIX G

NOTICE OF CANCELLATION

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue Suite #420, San Leandro, CA 94577
School Code #0103001**

Buyer's Right to Cancel

Date of First Class: _____

You may cancel this contract for school, without any penalty obligation by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. The school has not given you any equipment or materials for which you would incur a financial obligation. To cancel the contract with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420
San Leandro, CA 94577

NOT LATER THAN JULY 7, 2022.

which is at the first class session, or the seventh day after enrollment, whichever is later.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
1747 North Market Boulevard, Suite 225, Sacramento, CA 95834
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916)**

263-1897

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Buyer's Signature _____

Date _____

APPENDIX H

NOTICE OF REFUND

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue Suite #420, San Leandro, CA 94577
School Code #0103001

1. This Notice Is Important. Keep It For Your Records.

Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Start Date _____ End Date _____

Hours Attended _____

Course with tuition and hours:

Early Childhood (\$3,600. tuition/336 hours = \$10.71/hour)

2. Date Refund was made: _____/_____/_____

3. Amount of Refund: \$ _____

4. Method of Calculating Refund-by pro-ration:

5. Amount Adult Learner Paid: _____

6. Hours of Instruction paid, not attended: _____ Hours

7. Total hours paid _____ Hours

8. Equipment Cost \$ 0.00

9. Amount currently due: _____

10. Refund Due: _____

11. Name and Address of entity to which refund was sent:

Registration Fee: \$100.00 (Non-refundable) \$ 00.00

Equipment (Materials) Fee: purchased at Adult Learner's discretion \$ 0.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date: _____

APPENDIX I

GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue Suite #420, San Leandro, CA 94577
School Code #0103001**

Date: _____ Name: _____

Course: Infant/Toddler (Birth - 3) Early Childhood
 Elementary Level I Elementary Level II
 Administration

I have the following grievance/concern:

Official receiving the grievance/complaint: _____

Action taken by the MTEC SF Bay Area :

MTEC SF Bay Area

Signature: _____

Date: _____

APPENDIX J

ASSIGNMENT DUE DATES

September Practicum Seminar	Bring: Practicum Binder Classroom Leadership -Assignment Due
October Practicum Seminar	Bring: Practicum Binder Child, Family & Community -Assignment Due
November Practicum Seminar	Bring: Practicum Binder Child, Family & Community -Assignment Due
December Practicum Seminar	Bring: Practicum Binder Classroom Leadership & Observation Reports #1 - #5 -Assignment Due
January Practicum Seminar	Bring: Practicum Binder
February Practicum Seminar	Bring: Practicum Binder Money & Fraction Manuals Due
March Practicum Seminar	Bring: Practicum Binder
April Practicum Seminar	Bring: Practicum Binder
May Practicum Seminar	Bring: Practicum Binder Observation Reports #6 - #10 Due
June Practicum Seminar	Year-Long Project

APPENDIX K

STUDENT PERFORMANCE FACT SHEET INFORMATION

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue Suite #420, San Leandro, CA 94577
School Code #0103001**

Graduate Placement Form

Name: _____ Date: _____
Address: _____ Telephone: _____
City: _____ State: _____ Zip: _____

Course: Early Childhood

Starting Date of Course: _____

Completion Date of Course: _____

1. Have you secured employment in the field for which you were trained by the MTEC/SFBA?

Yes

No

2. How many hours are you working per week: _____ hours/week

3. What is your salary:

___ \$25,000 - \$30,000

___ \$30,001 - \$35,000

___ \$35,001 - \$40,000

___ \$40,001 - \$50,000

APPENDIX L

GRADUATE SELF-ASSESSMENT EARLY CHILDHOOD COURSE

Adult Learner: _____ School: _____

Year Graduated with MTEC-SFBA: _____

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Early Childhood training based upon the competencies.

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

I. CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the early childhood years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/development with an emphasis for two & a half (2 ½) through six (6) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

**APPENDIX L
ADMINISTRATOR ASSESSMENT OF GRADUATE
EARLY CHILDHOOD COURSE**

Name of School _____ Adult Learner _____

Year Graduated with MTEC-SFBA: _____

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 practicum Adult Learner based upon the competencies.

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

I. CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the early childhood years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for two & a half (2 ½) through six (6) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

**Montessori Early Childhood Teacher Credential Course
Sunnyvale, CA Campus
Summer 2022**

Starting Date: June 2022	Ending Date: June 2023
<u>Orientation</u> Instructor: Anni Tervydis Single Course Tuition Fee - FREE	<u>Saturday 8:00 AM - 5:00 PM</u> June 11, 2022 Course # 13060
<u>Practical Life & Philosophy</u> Instructor: Elizabeth Thurairatnam Single Course Tuition Fee - \$400.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> June 13 - 17, 2022 Course: 13104
<u>Sensorial & Philosophy</u> Instructor: Maryam Haghbin Single Course Tuition Fee - \$400.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> June 20 - 24, 2022 Course: 13111
<u>Child Development/Psychology with Observation</u> Instructor: Ann Gavey Single Course Tuition Fee - \$400.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> June 27 - July 1, 2022 Course: 13167
<u>Language Art & Philosophy</u> Instructor: Anni Tervydis Single Course Tuition Fee - \$400.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> July 4 - 8, 2022 Course: 13078
<u>Mathematics & Philosophy</u> Instructor: Phia Topacio Single Course Tuition - \$400.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> July 11 - 15, 2022 Course: 13159
<u>Physical & Life Science (Botany/Zoology) & Philosophy</u> Instructor: Ann Gavey Single Course Tuition Fee - \$200.00	<u>Monday & Tuesday 8:00 AM - 5:00 PM</u> July 18 & 19, 2022 Course: 13131
<u>Social Studies (History/Geography) & Philosophy</u> Instructor: Ann Gavey Single Course Tuition Fee - \$200.00	<u>Wednesday & Thursday 8:00 AM - 5:00 PM</u> July 20 & 21, 2022 Course: 13175
7. Practicum Seminars I # 13521 Tuition Fee-\$400.00 7B. Practicum Teaching I #13341	Saturdays 8:00 AM - 5:00 PM
Classroom Leadership (MRS & Observation)#12821 Parent Involvement/Ed.- (Child, Family, & Community)#12862 Parent Involvement/Ed.- (Child, Family, & Community)#12862 Classroom Leadership (Positive Discipline Part I & II)#12821	July 22 or August 13, 2022 September 10, 2022 October 8, 2022 November 5 & 6 2022
8. Practicum II Seminars # 13460 Tuition Fee-\$400.00 8B. Practicum Teaching II # 13423	Saturdays 8:00 AM - 5:00 PM
Mathematics (Money & Fractions) Art, Music, & Movement (Part I)#12838 Art, Music, & Movement (Part II)#12838 Montessori Philosophy (Peace Education)#12907 Classroom Leadership (Learning Differences)#12821 Yearlong Project #12857	January 14, 2023 February 11, 2023 March 11, 2023 April 8, 2023 May 13, 2023 June 3 & 4, 2023

Schedule subject to change. Go to MTEC/SFBA website to verify schedule.

APPENDIX N

**Infant & Toddler, Early Childhood, Elementary I
& Elementary I-II Teacher Credential Graduates**

Professional Development Requirement Disclosure Letter

Professional Development Guidelines:

Upon receipt of the American Montessori Society Infant and Toddler Teacher Credential, Early Childhood Teacher Credential, Elementary I Teacher Credential or the Elementary I-II Teacher Credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Teacher Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met."

...as found in the *Student Handbook*.

Adult Learner Name (print)

Adult Learner Signature

Date

Montessori Teacher Education Center San Francisco Bay Area

Dr. Pamela Zell Rigg, Program Director



Program Director Signature

Date

APPENDIX O

**Early Childhood, Infant & Toddler, and Elementary
Montessori Teacher Credential Disclosure & Commitment Letter**

_____ I wish to declare my intention to enter the Montessori teacher credential course:

_____ Infant & Toddler Teacher Credential Course

_____ Early Childhood Teacher Credential Course

_____ Elementary Teacher Credential Course

I understand that MTEC-SFBA will register me as an adult learner with the American Montessori Society (\$255.00) and Montessori Accreditation Council for Teacher Education (\$176.00). Payment of these fees are due immediately in addition to signing the **Enrollment Agreement located in Appendix B.**

_____ I have **not decided** to declare commitment to enter the teacher credential course. I am enrolling in a single course component. No AMS or MACTE fees are due.

_____ I do **not** wish to declare commitment to enter the full teacher credential course. I am enrolling in a single course component. No AMS or MACTE fees are due.

I understand that should I later decide to declare commitment to enrolling in the Montessori Teacher Credential Course the registration with AMS and MACTE and payment of their fees are due July 1st, in addition to the signed *Enrollment Agreement*.

Name (print)

Signature

Date

Pamela Rigg, Program Director Signature

Date

APPENDIX P

STUDENT HANDBOOK ACKNOWLEDGEMENT

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue Suite #420, San Leandro, CA 94577**

School Code #0103001

**I HAVE READ ALL MATERIALS IN THE
EARLY CHILDHOOD STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS**

OF THE MTEC - SFBA

EARLY CHILDHOOD

TEACHER CREDENTIAL COURSE.

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*

**I HAVE REVIEWED THE
STUDENT PERFORMANCE FACT SHEET THAT
I HAVE BEEN PROVIDED IN THE STUDENT HANDBOOK.**

PRINT NAME: _____

SIGNATURE: _____

DATE: **July 1, 2022**

**Montessori Teacher Education Center
San Francisco Bay Area**

**MONTESSORI ELEMENTARY LEVEL I
TEACHER CREDENTIAL COURSE**

STUDENT HANDBOOK/CATALOG

2024 – 2026

Year-Round 22 Month Schedule – September 1, 2024 – June 30, 2026

Administrative Office:

**101 Callan Avenue, Suite 420
San Leandro, California 94577
(510) 278-1115**

Instructional Location:

**16492 Foothill Boulevard
San Leandro, CA 94578**

www.MontessoriTrainingUSA.com

***Approved by the State of California
Bureau for Private Postsecondary Education (BPPE)***

***Accredited by
Montessori Accreditation Council for Teacher Education (MACTE)***

***Affiliated to the
American Montessori Society (AMS)***

CODE OF ETHICS

Principle I: Commitment to Students & Their Families

In fulfillment of the obligation to adult learners and their families, MTEC-SFBA will:

- Share resources for protecting equitable access to all programs and services, regardless of adult learner's and family's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any classification protected by applicable law.
- Support practices that protect the physical health and psychological safety of each student and family.
- Encourage independent action in the pursuit of learning, community building, and social action.
- Honor professional commitments, maintain obligations and contracts while neither soliciting nor involving students or their families in enterprises for commercial gain.
- Keep in confidence information that which has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II: Commitment to Staff & Colleagues

In fulfillment of the obligation to staff and colleagues, MTEC-SFBA will:

- Protect equitable access to AMS employment, programs, services, and other opportunities regardless of individual's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other classification protected by applicable law.
- Dedicate MTEC-SFBA to recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization and courses.
- Represent one's own professional qualifications with clarity and true intent.
- Accept, offer, recommend, and assign professional positions and responsibilities of professional preparation and legal qualifications.
- Use honest, equitable, and effective methods of administering duties and conducting business.

Principle III: Commitment to the Montessori Movement

In fulfillment of the obligation to the Montessori Movement, MTEC-SFBA will:

- Uphold and publicly support the greater vision of Dr. Maria Montessori through such initiatives as the development and promulgation of standards for affiliation of teacher education programs and accreditation of schools, the providing of professional development opportunities, and support of Montessori research and advocacy.
- Ensure that our work honors the core components of Montessori education: properly trained Montessori teachers, multi-age classrooms, the uninterrupted work period, the prepared environment, and child-directed work.

Principle IV: Commitment to the Public

In fulfillment of the obligation to the public, MTEC-SFBA will:

- Share perspectives consistent with all items set forth in the principles above, when engaged in public discussion.
- Distinguish private views from the official position of the American Montessori Society when engaged in public discussion. *Adopted by the MTEC-SFBA Board of Directors November 2022.*

Montessori Teacher Education Center

San Francisco Bay Area

believes that Montessori pedagogy

is a way of life, a way of living.

Adult Learners participating in this course

will be forever changed,

forever seeing life and its processes in a totally new way.

Every person has within

a desire and inner urging for full expression.

Within this urging for excellence is

the need that the larger society

has for a just, equitable, diverse, and inclusive community.

Each person's urgings in a society are aided by others,

and redefined by others,

and circumscribed by others.

This process makes for the

harmonious working together of peoples.

Fundamental Tenets of MTEC-SFBA Education as an AMS-Affiliated Teacher Education Program

The Fundamental Tenets are utilized by MTEC-SFBA to establish quality instructional standards for our program at all teacher credential levels. The tenets speak to the depth and richness which focus on the transformation of the adult learner. These tenets define the aspects, beyond the standards, that are incorporated into the work done within our Program. The tenets detail MTEC-SFBA's philosophical standards with the necessary foundation to create a quality Program that is always growing and improving.

1. **Cosmic Education** is the broad context within which Montessori education operates and provides the framework for each adult learner. MTEC-SFB supports the adult learner with experiences leading to an appreciation of the web of relationships within the universe, through an understanding of:

- i. the interconnectedness of all things
- ii. wonder and respect for the living and nonliving world
- iii. nurturing the identity and the spirit of the child and the adolescent
- iv. indirect and direct preparation of each activity
- v. sequencing based on whole-to-part-to-whole pathway
- vi. integrated spiral curriculum
- vii. awareness that the universe is an evolving, self-organizing force that offers many possibilities and is impacted by our actions.

2. **Transformation of the Adult** is an essential outcome of the MTEC-SFBA course, with an emphasis on spiritual preparation, service to the children, and the attitudes and dispositions inherent in the philosophy

3. **Education for Peace** is core to Montessori education. Intentional, peaceful communities of learners cultivate respect for each other, appreciation of diverse cultures and values. The MTEC-SFBA community exercises trust and peaceful ways of addressing conflict and working together.

4. **Respect** for oneself, others, and for the environment is fostered in all interactions.

5. **The Prepared Environment** is identified as intentional organization and sequencing of Montessori materials which fosters learning through relationships, interactions, and materials.

6. **Constructivist Theory** applies to all levels of Montessori education. Learners actively construct their knowledge through enriching interchanges and experiences with others and the physical environment through an internal process of meaning-making.

7. **Modeling** is the powerful technique of adult behavior that leads by exemplifying core values, ground rules, and procedures found in the Montessori classroom.

8. **Observation** is of vital importance to the teaching and learning process. MTEC-SFBA teaches observation skills and techniques for the classroom environment.

9. **Recordkeeping** documents the on-going observations and learning outcomes that become the basis for future planning of lessons for the child.

10. **Assessments** are part of the teaching and learning cycle. Various formats meet adult learners where they are and guide them forward to meet the AMS course objectives to be effective Montessori teachers.

11. **The Practicum Phase** provides the adult learner with a teaching and learning experience under the guidance of an experienced, credentialed Montessori Supervising Teacher. Observation, specific feedback, internalization, and further study guides Montessori theory into practice.

11. **The Continuum of Development** across time, place and culture is honored through equal appreciation of all program levels. MTEC-SFBA instructors and adult-learners learn from each other and respect the contributions of Montessori trailblazers, leaders, and practicing and aspiring teachers.

12. **Lifelong Learning** is inspired by the MTEC-SFBA as part of the on-going personal and professional journey of learning, growing, observing, reflecting and researching.

Essential Characteristics of a Montessori Classroom

1. **Montessori Credentialed Teachers** - Teachers educated and credentialed in the Montessori philosophy, pedagogy, and methodology appropriate to the age level they are teaching have the ability and dedication to put the key concepts into practice.
2. **Multi-aged Classroom** - The multi-aged, multi-graded, heterogeneous classroom value student peer-to-peer and peripheral learning experiences within the environment.
3. **Montessori Materials** - Montessori materials, activities, and experiences are designed to foster physical, intellectual, creative, and social independence.
4. **Prepared Environment** – The prepared environment supports children and adolescents in choosing meaningful and challenging activities of their own interest.
5. **Uninterrupted Work-Cycle** – The uninterrupted work-cycle allows large blocks of uninterrupted time to problem solve, connect knowledge across disciplines, and to create new ideas.
6. **Peaceful Environment** - The peaceful classroom atmosphere encourages respectful social interaction for collaborative learning, peer teaching, and social-emotional development.
7. **Partnership** - The partnership with the families/guardians supports the child's individual and total development.
8. **Respectful Environment** - The environment of respects differences, recognizes cultural uniqueness, and is responsive to positive change.

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INTRODUCTION

HISTORY, MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area (MTEC-SFBA) is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I, Elementary Levels I – II, and Administration dedicated to advancing the legacy of Montessori’s philosophy and pedagogy with an eye to the future.

MTEC-SFBA was established in 1980 with the Elementary Level I - II courses. MTEC subsequently establish the Early Childhood Level, the Infant & Toddler Level, and Administration. The original location of instruction for all course levels was in San Leandro. Presently San Leandro campuses conduct the Early Childhood Level and Elementary I-II Level Courses during the year- round schedule.

The San Leandro, CA Campus conducts Elementary Level I and II Level Courses for both the year round and the summer schedules. All Practicum Seminars are conducted at the Sunnyvale campus. The administrative office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

This Student Handbook is for the Elementary Level I Teacher Credential Course, which prepares the Adult Learner for working with children six to nine years old (6 - 9) as a Lead Teacher/Guide. The length of this Course is twelve months for the summer schedule, and twenty-two months for the year-round schedule.

The **mission** of the MTEC-SFBA is to provide infant and toddler course, early childhood course, elementary courses, and administration course for Adult Learners that lead to employment as a Lead Teacher/Guide, or Director in a Montessori educational setting at the appropriate level, empowering the adult learner to build a better world through Montessori philosophy and education in an equitable, anti-biased, and culturally responsive manner.

The **purpose** of the MTEC-SFBA is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori Lead Teachers/Guides. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Elementary Teacher Credential Course that prepares Adult Learners to work as a Lead Teacher/Guide with six to nine years old (6 - 9) children.

Student Tuition Recovery Fund:

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the School has 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 your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589, or Mail to P.O. Box 980818, West Sacramento, CA 95798-0810. <http://www.bppe.ca.gov>

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 Fund 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.

The State of California requires that a student that pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF).

3. You are a student in an educational program in California, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
4. 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 fee if either of the following applies:

3. You are not a California resident or are not enrolled in a residency program, or
4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have a separate agreement to repay the third party.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):

The Montessori Teacher Education Center San Francisco Bay Area is BPPE approved #22400, which expires March 22, 2025.

Montessori Elementary Teacher Credential Course:

408 Academic hours and 1080 Practicum minimum hours

Instruction is at the San Leandro, CA campus. The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum planning journal, reflective practitioner journal, competencies portfolio, attendance, and handbook, year-long project, and adult learner observations (3) must be completed. There are occupational requirements for licensing at this time in California.

Schedule of paying tuition is by course component.

Prospective enrollees are encouraged to visit the physical facilities at San Leandro, CA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request and are located on the website at:

www.MontessoriTeacherEducationCenterSanFranciscoBayArea.com

Adult Learners who are seriously considering the Elementary Level I Course are advised to review the website. The course syllabi are provided to Adult Learners on the first day of each course-component instruction, and are located in the *Class Google Classrooms*.

Any questions an Adult Learner/student may have regarding this catalog/handbook that have not been satisfactorily answered by MTEC-SFRBA may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

California State Department of Education
1747 North Market Boulevard, Suite 225
Sacramento, CA 95834

Mailing:

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

Web site address: www.bppe.ca.gov

Toll Free Number: (888) 370-7589
Telephone: (916) 674-8900
Fax: (916) 263-1897

A student or any member of the public may file a complaint about the 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.

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Elementary Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation Status – MACTE

Montessori Teacher Education Center San Francisco Bay Area holds Accreditation Status until March 22, 2025, for its Elementary Level I Course by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902, (434) 202-7793. MACTE is an accrediting agency recognized by the United States Department of Education.

Affiliation Status – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS - Affiliated TEP) at the Elementary Level I Course Level until March 22, 2025.

American Montessori Society

116 East 16th Street, 6th Floor
New York, New York, 10003-2163
Telephone: (212) 358-1250
Fax: (212) 358-1256

American Montessori Society Office of Teacher Education

211 East 43rd Street, 7th Floor, Suite #262
New York, NY 10017
212-358-1250 | www.amshq.org

Approved - BPPE:

Montessori Teacher Education Center San Francisco Bay Area is a private institution that is approved to operate by the Bureau of Private Postsecondary Education, State of California through March 22, 2025. Approval to operate means compliance with state standards as set forth by the BPPE in the CEC and 5, CCR. MTEC-SFBA does not imply that the BPPE endorses programs or that the BPPE approval means the institution exceeds minimum state standards.

Student Brochure and Course Specific Brochure:

As a prospective student, you are encouraged to review this catalog prior to signing the *Enrollment Agreement*. You are also encouraged to review the *Performance Fact Sheet* which must be provided to you prior to signing the *Enrollment Agreement*.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Kreuzer Rudd	Secretary
Dr. Richard James Rigg	Treasurer

Bankruptcy Discloser Denial Statement:

Montessori Teacher Education Center San Francisco Bay Area does **not** have a 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 (11 U.S.C. Sec. 101 et seq.).

Officials:

Admissions & Credentialing Officer	Jessica Flores
Chief Financial Officer	Steffany Paz Sanchez
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Coordinator	Jessica Flores
Financial Records	Jessica Flores
Custodian of Academic Records	Jessica Flores
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Linda Aaquist
Practicum Coordinator	Linda Aaquist
Program Director	Dr. Pamela Zell Rigg

MTEC-SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established five courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level I - II Course	6 – 12
Administration	

Basic Time Frame for Completion:

The Elementary Academic Course is offered in one schedule:

1. Year-Round Academic:**A. Saturdays on Weekends:**

September through August

B. Practicum following Year-Round Schedule:

September - May, minimum 6 hours/day, 5 days /week

C. Practicum Seminars:

August through June - Second Saturday of the Month

From 8:00AM – 5:00PM

Basic time frame for completion of the Year-Round Schedule:

22 months

Cancellation of Enrollment:

Adult Learners have the right to cancel enrollment and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that the student no longer desires to continue the Elementary Level I Teacher Credential Course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable.

Upon cancellation, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, and days attended, within 30 days after notice of cancellation is received.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the Montessori Elementary Level I Teacher Credential.

Credits/Units – University of the Pacific:

Semester units of academic credit are available through University of the Pacific. Fee for credits is \$62.00 per semester unit. This fee is paid to University of the Pacific directly.

Forms for receiving academic credit are available at the MTEC-SFBA Web site. Twenty-five semester units of credit are available for the Montessori Infant & Toddler Teacher Credential course, plus nine (9) units per semester (2 semesters) for the Supervised Field Experience/Practicum. These semester units are useful in meeting

requirements for the Child Development Permit issued by the California Commission on Teacher Credentialing.

Credits/Units – MTEC, San Francisco Bay Area:

The Montessori Teacher Education Center San Francisco Bay Area issues a transcript that details each course's components and the semester units of credit earned. The Elementary Level I Teacher Course offers 37 semester units for the academic coursework, and nine (9) units per semester for the practicum.

El.01	Mathematics Curriculum	(6 Semester Units)
El.02	Geometry Curriculum	(3 Semester Unit)
El.03	Language Curriculum	(6 Semester Units)
El.04	Geography Curriculum	(3 Semester Units)
El.05	History Curriculum	(2 Semester Units)
El.06	Biology Curriculum	(3 Semester Units)
El.07	Physical Science Curriculum	(1 Semester Unit)
El.08	Curriculum Design	(2 Semester Units)
El.09	Classroom Leadership	(1 Semester Unit)
El.10	Montessori Philosophy Curriculum	(3 Semester Units)
El.11	Child Development	(1 Semester Unit)
El.12	Practical Life	(3 Semester Units)
El.13	Movement and Physical Education	(0.3 Semester Unit)
El.14	Arts Curriculum	(0.5 Semester Unit)
El.15	Music Curriculum	(0.3 Semester Unit)
El.16	Practicum Teaching	(18 Semester Units)
El.17	Practicum Seminars	(various)
El.18	Year-long Project	(1 Semester Unit)
El.19	Anti-Racist, Anti Biased Course)1 Semester Unit)

Credential:

Upon successful completion of all course components of the Montessori Elementary Level I Course the American Montessori Society issues the following credential:

For Adult Learners with a bachelor's degree, the American Montessori Society issues the:

AMS Montessori Elementary Level I Teacher Credential

For Adult Learners whose degree is officially determined not to be equivalent to a United States bachelor's degree from a regionally accredited college/university, but which still meets the national recognized post-secondary educational standard in the state, province, or country of issuance, the AMS Montessori Early Childhood Credential is issued. ***This credential will state the degree and the name of the country in which the degree was earned.***

Certificate of Attendance:

Upon successful completion of all course components of the Montessori Elementary Level I Course, a *Certificate of Attendance* is issued by MTEC-SFBA.

English as a Second Language:

English language services are not provided. Instruction is conducted exclusively in English. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Montessori Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

7. The Adult Learner understands and speaks conversational and academic English with little to no hesitation and difficulty
8. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English
9. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove Intermediate Level English language proficiency through TOEFL 80+ score or IELTS band 6.5 – 7.5.

Description of the Elementary Level I Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of academic hours in-residence, and a minimum of 1080 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Elementary Level I Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Elementary I teacher. The core curriculums include Mathematics, Geometry, Language, Geography, History, Biological Sciences, Curriculum Design & Strategies, and Classroom Leadership.

Foundation course components provide the Adult Learner with the rationale for why and how to implement the core curriculum. The foundation components are Montessori Philosophy Curriculum and Practical Life Curriculum.

Other course components provide the Adult Learner with additional information that deepen the understanding of the child and enrich the classroom experience. The other course component is Child Development, Year-Long Project, and Anti-Racist Anti-Bias Course (ABAR).

The knowledge gained in the core course components, the foundation course components, and other course components are applied and deepened through the experience of the nine-month practicum at the Elementary Level I. The Adult Learner support of the child's learning and development in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a "learning how to learn" attitude, and continual professional development in the future.

The American Montessori Society is committed to promoting high quality teacher preparation in these areas:

1. Human growth and development

2. Observational skills to match student's developmental needs with materials and activities, thereby allowing the teacher to guide students in creating their individual learning plan
3. An array of recommended learning materials and activities that empowers teachers to design their own developmentally responsive, diverse, and equitable learning environments
4. Teaching strategies that support and facilitate the unique and total growth of each individual child
5. Classroom leadership skills that foster a nurturing environment that is physically and psychologically supportive of learning and development
6. Education for peace that emanates from global awareness and service to the greater good
7. Equitable and diverse Montessori environments.

Description of Classes, Clock Hours, and Credits for the Montessori Elementary Level I Teacher Credential Course:

**EC.01 Early Childhood Overview for the Elementary Level I Course
(32 hours coursework + 13 hours observation), 3 units**

Montessori philosophy, pedagogy and materials for the early childhood years is introduced with particular focus on principles and procedures that are directly applicable to the infant and toddler. Completion of the Early Childhood Overview for the Infant and Toddler Course for all credential candidates who do not hold an AMS recognized credential at the Early Childhood level. The completion of this course does not qualify as an early childhood teacher credential.

Course Description of Classes, Clock Hours and Credits:

EI.01 Mathematics Curriculum (Core) 77 Hours (6 units)

Philosophy and rationale of the curriculum area of mathematics to include the study of the concept of number and quantitative relationships, base ten systems, four fundamental operations, laws of arithmetic. Measurement (time, space, weight, money), ratio and proportion (fractions, percentage, decimals), problem-solving, exponential notation. Preparation for algebra (concept of unknown, equations in the concrete), probability and statistics (data collection and methods of data display).

EI.02 Geometry Curriculum (Core) 28 Hours (3 units)

Philosophy and rationale of the curriculum area of geometry to include the study of three dimensional and two-dimensional geometric shapes, nomenclature of geometric concepts, relationships and shapes, equivalence, congruence and similarity, and area and volume.

EI.03 Language Curriculum (Core) 70 Hours (6 units)

Philosophy and rationale of the curriculum area of language arts to include the study of expressive and receptive language to include oral language of speaking and listening, writing and reading, grammar functions, and structural grammar (analysis), in addition to word study and mechanics. Literature, library reference and research skills.

EI.04 Geography Curriculum, Functional Geography(Core)42 Hours (3 units)

Philosophy and rationale of the curriculum area of geography to include the study of physical geography, political geography with globes, maps, land forms, and flags. The student's place in the world, vertical and horizontal knowledge of the earth, geological and climatological phenomena of the earth, economic and ethnological geography, and astronomy.

EI.05 History Curriculum (Core) 21 Hours (2 units)

Philosophy and rationale of the curriculum area of history to include the study of the great lessons of history and fundamental needs of humans, time concepts, introduction to the cosmos (formation of the earth), timeline of life, time line of humans (cultural, philosophical, technological, and artistic development) and history of the country and state or province.

EI.06 Biology Curriculum (Botany & Zoology (Core) 35 Hours (3 units)

Philosophy and rationale of the curriculum area of biology to include the study of the criteria for classifying living and non-living, the five kingdoms. In zoology the first level includes classification, main characteristics, external parts and habitat. The second level includes classification and internal parts, and vegetative functions. Botany includes nomenclature and classification, characteristics, external parts, habitat, internal parts, and functions, study of the prokaryote, eukaryote, and fungi kingdoms, human anatomy and ecology.

EI.07 Physical Science Curriculum (Core) 7 Hours (1 unit)

Philosophy and rationale of the curriculum area of the physical and life sciences, and including botany and zoology, earth elements, and physical science.

EI.08 Curriculum Design (Core) 32 Hours (2 units)

Theories of curriculum development are studied in addition to the creation of original material and reconfiguration of current learning materials.

EI.09 Classroom Leadership (Core) 8 Hours (1 unit)

Starting a new class in addition to the study of the preparation of the physical environment, development of a schedule, and the spiritual and psychological conditions of the environment, the role of the teacher as initiator, observer, group leader, and keeper of records. Introducing the Adult Learner new to Montessori in the classroom, developing a partnership with families, and respecting cultural differences and diversity.

*The role of the teacher as initiator, observer, group leader, and keeper of records.

EI.10 Montessori Philosophy Curriculum 48 Hours (3 units)

Montessori's view of child development with four planes of development to include the study of the development of intelligence, the development of language,

moral development, social development, cognitive and logical-mathematical development. Characteristics of the child from six to twelve and their implication for design of the Montessori elementary curriculum, current theories and research, and the child's developmental processes to include physical, social and personality, cognitive and logical-mathematical, learning styles, multiple intelligence, giftedness, learning challenges and the child's relationship to the culture, and peace education.

EI.11 Child Development Curriculum 16 Hours (1 units)

Theories of development and stages of development are examined in the Physical, Cognitive, Emotional, and Social areas. Current theories and research are examined.

EI.12 Practical Life Curriculum – 16 Hours (1 units)

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

EI.13. Movement and Physical Education 3 Hours (.2 units)

Philosophy and rationale of the curriculum area of movement and physical education to include the study of laterality, time-space relationships, position in space, balance, coordination (muscular, eye-hand, hand-hand, hand-leg), body image, integrative activities, and group games.

EI.14. Art Curriculum 8 Hours (0.5 units)

Philosophy and rational of the curriculum area of art to include the study of materials that aid development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation and art history.

EI.15. Music Curriculum 5 Hours (0.3 units)

Philosophy and rational of the curriculum area of music to include the study of materials that aid in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and music history.

EI.16 Practicum Teaching 1080 Hours Minimum (18 units)

The function of the Practicum is to provide the Adult Learner with 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. The practicum is for nine consecutive months, five days per week, six hours per day.

EI.17 Practicum Seminars (hours included in above coursework)

EI.08	Curriculum Design	16 Hours
EI.09	Classroom Leadership	8 Hours
EI.10	Montessori Philosophy Curriculum	8 Hours
EI.11	Practical Life Curriculum	16 Hours
EI.12	Child Development Curriculum	16 Hours
EI.13	Movement & Physical Education	3 Hours

EI.14	Art Curriculum	8 Hours
EI.15	Music Curriculum	5 Hours

Second Summer Coursework

EI.04	Geography (Functional) Curriculum	28 Hours
EI.06	Physical Science Curriculum	7 Hours
EI.08	Curriculum Design	16 Hours
EI.10	Montessori Philosophy Curriculum	5 Hours
EI.18.	Year-long Project	4 Hours

EI.18 Year-long Project

Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Elementary Level I Teacher Credential.

5. Content Knowledge

- i. The Adult Learner is introduced to the Montessori philosophy through Montessori writings and various other books and articles. The Adult Learner demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with children from 6 - 9 years old.
- j. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from 6 - 9 years old.
- k. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.
 - Cosmic education
 - The Arts
 - Fine & Gross Motor Skills
- l. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

6. Pedagogical Knowledge

- u. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the

materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.

- v. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- w. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- x. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.
- y. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- z. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the School. The Planning Journal and Reflective Journal is maintained by the Adult Learner during the practicum.
- aa. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the year-long project in the study of a child.
- bb. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Journal is maintained by the Adult Learner during the practicum.
- cc. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- dd. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

3. Practice

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations to anticipate future needs of the child.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the children in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.

- j. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- k. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- l. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

Competencies:

Successful completion of the Elementary Level I Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Content Knowledge

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on the 6 - 9 years old.;
- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for 6 - 9 years of age;
- 1c. Subject matter for each Course Level* **including**:
 - 1c-1. Demonstrates knowledge of cosmic education;
 - 1c-2. Demonstrates knowledge of peace education;
 - 1c-3. Demonstrates knowledge of practical life curriculum;
 - 1c-4. Demonstrates knowledge of the arts;
 - 1c-5. Demonstrates knowledge of fine and gross motor skills;
- 1d. Demonstrates knowledge of community resources for learning.

2. Pedagogical Knowledge

- 2a. Understands & correctly uses the Montessori materials;
- 2b. Understands & implements the scope and sequence of each curriculum area;
- 2c. Understands & implements the prepared environment;
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership;
- 2e. Understands the purpose and methods of observation & implements a record keeping system;
- 2f. Understands the need for planning of instruction, and has a planning journal;
- 2g. Understands assessment and documentation, and has a system for assessment and documentation;
- 2h. Understands the need for reflective practices, & document this;
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this;
- 2j. Understands culturally responsive methods, & shows evidence of this.

3. Practice

- 3a. Demonstrates & implements classroom leadership;
- 3b. Demonstrates & implements authentic assessment;
- 3c. Demonstrates & implements the Montessori philosophy and methods;
- 3d. Demonstrates and implements parent/teacher/family partnership;
- 3e. Demonstrates professional responsibilities;
- 3f. Demonstrates innovation and flexibility.

Facilities and Location:

Year-Round and Summer Schedule of classes are conducted at:

San Leandro Campus. 101 Callan Avenue, Suite 410, San Leandro, CA. 94577

The classrooms are approximately 900 square feet in size and can accommodate up to thirty (25) Adult Learners. The materials appropriate for 6 - 9-year-old environment are available in the classroom for instructor presentation and adult learner practice.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, *Program Director*:

Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology in Education*, UC Berkeley (1990)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (1976 & 2002)
- *California Multi-Subjects Teacher Credential*
- *California Early Childhood Specialist Credential*
- *California Early Childhood Site Director Permit*

Linda Aaquist, *Practicum Coordinator, Field Consultant, Instructor*

Biological Sciences Curriculum, Physical Science Curriculum, History Curriculum, Geography Curriculum, Classroom Leadership, Curriculum Design, & Philosophy

Academic Degrees:

- *B.S Geology, University of Alberta (1971)*
- *M.A Elementary Education, University of Phoenix, Reno, NV (2008)*

Teaching Credentials:

- *AMS Early Childhood Teacher Credential, American Montessori Society (1988)*
- *AMS Elementary Level I Teacher Credential, American Montessori Society (1990)*
- *AMS Elementary Level I-II Teacher Credential, American Montessori Society (1996)*

Brigitte Frost, Instructor

Geometry Curriculum, Mathematics Curriculum, & Philosophy

Academic Degrees:

- *B.A Psychology, University of Dallas (1987)*
- *M.A. Education, Loyola College (2002)*

Teaching Credentials:

- *AMS Elementary Level I-II Teacher Credential, American Montessori Society (2001)*

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Ann Gavey, Field Consultant, Instructor

Language Curriculum - Grammar, Philosophy

Academic Degrees:

- *B.A. Psychology, University of Washington (1972)*
- *Fifth Year Teacher Credential/ Native American Education Program, University of Washington (1973)*
- *M.A. Education, College of Notre Dame (1975)*

Teaching Credentials:

- *AMS Early Childhood Credential, American Montessori Society (1975)*
- *AMS Elementary Level I Credential, American Montessori Society (1980)*
- *AMS Infant & Toddler Credential, American Montessori Society (2013)*

Teaching Credentials:

- *AMS Elementary Level I Credential, American Montessori Society (2010)*
- *AMS Elementary Level I-II Credential, American Montessori Society (2020)*

Vilma Lino, Instructor:

Mathematics

Academic Degrees

- *BA Business Management, University of Makati (1989)*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (2004)*
- *AMS Lower Elementary Teacher Credential, American Montessori Society (2007)*

Anni Tervydis, Instructor:

EC Overview for EI

Academic Degrees

- *B.A. Sociology – Child Psychology, Saint Josephs College(1969)*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (1970)*

Wanda Whitehead, Instructor

Language Curriculum (Word Study) & Philosophy

Academic Degrees

- *B.A. Liberal Arts, California State University, San Jose (1972)*

Teaching Credentials

- *AMS Elementary Level I-II Teacher Credential, American Montessori Society (1996)*
- *California State Teaching Credential, Fifth year*
- *AMS Infant & Toddler Credential, American Montessori Society (2012)*

Housing:

Housing and dormitory facilities are **not** available through the MTEC-SFBA. MTEC-SFBA takes no responsibility to find or to assist a student in finding housing. MTEC-SFBA may provide information on accommodations in the area with a range from bedroom rental in apartment (\$2700 - \$3500/month), one bedroom apartment (\$2600/month), two bedroom home (\$3500 - \$4000/month) rentals.

Non-Discrimination Policy:

The Program does not discriminate on the basis of race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other legally protected status.

Anti-Bias, Anti-Racist Statement:

The Program is committed to examining ourselves and investigating our practices, recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization, and supporting our community in doing the same in their schools, programs, and practices. We recognize that an understanding of racism

and bias varies across individuals, and engaging in transformational change requires courage, trust, empathy, and understanding.

Schedule of Tuition, Fees and Other Charges:

Tuition:	\$5250.00*
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 270.00 (Non-Refundable)
MACTE Fee:	\$ 220.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Field Consultant Visits (3) Fee	\$ 400.00 (Non-Refundable)
Practicum Binder	\$ 30.00
Total charges for the EC Credential Course:	\$6,272.50

*\$525/courses: 10 courses @\$525 = \$5250

Non-Institutional Costs Estimated at: \$ 1,000**

**Fees and tuition do not include books, manuals, and supplies (Non-Institutional Costs), estimated at approximately

Each Practicum visits (in addition to three) \$ 100.00

Tuition payments by course at \$525 for each of ten (10) courses

AMS & MACTE fees due July 1 or earlier if early registration is selected.

AMS Fee: \$270.00

MACTE Fee: \$220.00

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, 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 programs.

Payment Schedule:

Payment schedules are available:

5. Full payment of tuition of \$5250 prior to or upon beginning the Elementary I Credential Course.
6. Installment payments: per course component

Federal and State Financial Aid and Other Financial Aid Programs:

Federal and State Financial aid programs are not available to MTEC-SFBA students. MTEC-SFBA **does not** participate in any form of financial aid programs.

Loan Repayment:

If a MTEC-SFBA student obtains a loan to pay for our teacher credential course the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student is entitled to a refund of the moneys not paid from financial aid funds, and if the student receives federal student aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid programs.

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$1,000*

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials, and makes no refunds on materials.

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-one (22) months 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 Re-Registration Fee of \$100.00 to extend or to reactivate the enrollment.

Enrollment Cancellation:

Enrollment cancellation occurs when written notice of cancellation at the address of the school shown on the top of the front page of this Agreement is submitted or by email. Enrollment cancellation notification is by mail, hand delivery, or email. The written cancellation notice, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written cancellation notice need not take any particular form and, however expressed, it is effective if it indicates the desire to no longer be bound by the Enrollment Agreement.

The *Cancellation Notice* form is in the *Student Handbook*, but any written notice may be used. Upon notice of cancellation of enrollment agreement, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Refund Schedule and Policy:

Adult Learners have the right to obtain a full refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: The refund is the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30)

days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangement to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school remits a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered.

Financial Aid and Scholarships:

The MTEC-SFBA does not participate in Federal or in State financial aid programs, or any other type of financial aid program.

The American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

Admission Policies and Requirements:

1. Degree Candidate:

The candidate for the American Montessori Society Early Childhood Teacher Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a degree from a foreign college or university must have the degree evaluated to determine if it is equivalent to a United States degree. **The degree must be evaluated by a National Association of Credential Evaluation Services (NACES) member organization.** If the evaluation provides an equivalency to a United States Bachelor's degree, then the American Montessori Society Early Childhood Credential is awarded.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a United States bachelor's degree, the candidate may be eligible for an AMS Early Childhood Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by MTEC-SFBA to AMS.

2. Non-Degree Candidate:

The candidate for the American Montessori Society Early Childhood **Associate** Teacher Credential holds a minimum of a high school diploma or GED, but not a bachelor's degree from a United States regionally accredited college or university, or its equivalent.

The holder of the AMS Early Childhood **Associate** Teacher Credential must represent themselves as holding the *Associate* Teacher Credential.

Applicants for the American Montessori Society Infant & Toddler Teacher Credential course who do not have a U.S. bachelor's degree from a regionally

accredited U.S. college/university *or its equivalent* are required to sign a statement verifying that they have received the degree requirement for the credential information before they are considered for acceptance into this course.

The American Montessori Society strongly encourages holders of the AMS Associate Early Childhood Credential to obtain their bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate Teacher Credential are eligible for an AMS Early Childhood Credential upon completing the bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the bachelor's degree with the credential upgrade fee, to the AMS Office of Teacher Education.

3. Application Documents:

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

3. B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
- **or** a high school or GED diploma is required.
2. Three signed professional letters of recommendation.
3. Application (on-line) with registration fee. (non-refundable)
4. Signed statement of purpose for attending the Early Childhood Course.
7. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

4. Admission Procedure:

The admission procedure begins with the applicant's on-line completion of the application. The personal interview follows with a discussion between the candidate and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the candidate. The "fit" is multi-dimensional, considering familial needs, time, financial constraints, and professional suitability. This inner process, aided by the Center with information, is the critical reflective, and first-step in the admissions procedure. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

5. Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC-SFBA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Foreign Student Admission Requirements:

MTEC-SFBA is authorized under Federal law to enroll non-immigrant students.

I-20 (F-1) Procedures:

There is a \$275.00 I-20 issuance fee and the \$100.00 Application fee. **The total cost is \$375.00.**

Include the following information in your communication for the I-20:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Country and city of birth
- Dependent, if applicable.
- Date intended to start the MTEC credential course
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- TOEFL score of 80 + or IELTS band of 6.5 – 7.5 language proficiency.
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement or a relative who formally agrees to financial support. The funding may come from several different sources but must total \$17,000.
- For a transfer student, a copy of the current I-20 as well as current school information.
- Conversion to an F-1 Status, students are required to pay \$600 processing fee all paperwork for the US Embassy.

When the above information is provided in **one** batch, admission to the MTEC-SFBA credential course with a formal letter of admission is issued.

If in the United States and a current student at another school, a Student Transfer form is emailed to the prospective student.

If in the United States with a non-student (F-1) Visa, a “Change of Status” to F-1 is emailed to the student.

If not in the United States, an “Initial” Status F-1 is emailed to the student. Take the F-1 and letter of acceptance to the United States Embassy in your country in order have the F-1 student visa approved.

Pay the SEVIS I-901 Fee of \$350.00 by credit card:

<http://www.ice.gov/sevis/i901/index.htm>).

After attending the first class, send MTEC-SFBA an e-mail informing the Center that you have begun the Credential course. Your attendance will be verified. You are then placed in "Activate Status" as an I-20 student with MTEC. If you need to contact us, e-mail info@montessoritrainingusa.com.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students in Practicum. The Practicum is a paid position at a Montessori school, and a requirement of the Credential course.

The I-20 CPT update to the I-20 is a fee of \$275.00. The practicum is a requirement of the American Montessori Society for the issuance of the teacher credential.

The practicum may be either full time (over 35 hours per week) or part time (less than 35 hours per week). Note that a practicum is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for a practicum.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS credential course, and must currently be on F-1 status.
- A student is authorized for a total of 12 months of full time Curricular Practical Training (CPT).
- The CPT is the Practicum phase of the AMS Credential course. The practicum is a requirement for the completion of the MTEC course. The "job" is an integral part of the student's course of study.
- Full-time CPT requires enrollment at MTEC-SFBA, since the student must receive course credit for the practicum.

Specific Requirements:

- A student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT.
- The MTEC Office authorizes Curricular Practical Training for a specific employer and for a specific period of time. *Employment may not begin before the first day of classes and may not end any later than the last day of classes.*
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your prospective employer.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment, and verifies that the position is not a continuous, full-benefit job.
- Email the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office: Info@MontessoriTrainingUSA.com

- There is a \$275 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be noted on your I-20 and mailed to you.

Professional Development Requirements:

American Montessori Society Early Childhood Teacher credential holders must complete fifty (50) hours of professional development every five (5) year period for the credential to remain active. The first five (5) years period begins with the date the credential was issued.

If professional development hours are not completed within the 5-year period, the credential becomes *inactive* until the requirement is met.

AMS members who earned AMS credentials issued on or after July 1, 2013, must complete 50 hours of continuing professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential is issued. The process repeats every five years.

Professional Development hours can be submitted directly to the AMS website. Use the *Professional Development Submission Form* that is found on the AMS Website to officially record professional development.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time.

“Change of Status” (Leave of Absence) must be resumed within 24-months of the last class attended.

“Change of Status” (Declared) for permanent withdrawal.

“Change of Status” (Undeclared) not submitted, but is inactive for one year.

Reactivation of a declared or undeclared *Change of Status* requires a new registration and registration fee.

Record Retention:

Adult Learners’ records are maintained electronically. Financial records and academic records are separately maintained. Adult Learners’ records are maintained indefinitely.

Occupation/Career Information and Placement Services:

Successful completion of the Montessori Elementary I Teacher Credential

Course meets the requirements for a career with students of that age in a Montessori educational setting. The typical employment position is Elementary 6 - 9 Head Teacher or Director. The Program’s website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state.

However, the MTEC-SFBA does not represent itself as an employment or placement

service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to MTEC-SFBA to make up the class work: See *Make-Up Classes below*.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the following year-round course. **The make-up class must be the specific class and session that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Standards for Student Achievement - Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+ above excellent work; A excellent work; A- and B+ good work; B for average work; B- for lowest passing work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for lowest passing work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented. See *Academic Advisement*.

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Services:

Concerns regarding the status of an application, class schedule, transcripts, student handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.

Library and Learning Resources:

Learning resources are the extensive Montessori early childhood materials available to the adult learners for exploration and practice in the classroom. The infant and toddler curriculum manuals are essential guides to the use of these learning resources. The MTEC-SFBA Web site is a major learning resource with a *Google Classroom* for each course component with reading resources. For further research the adult learner is provided with Web site links. While there are some books available in the classroom as traditional book reference there is not a traditional library.

Adult Learner Assessment of Instructor:

Adult Learner Assessment of the Instructor is completed following the completion of the instructor's curriculum area.

Student Body Representative:

The class selects one representative who assists in the organization of student affairs. The role of the representative is to oversee attendance and to distribute the *Assessment of the Instructor*.

Program Responsibilities:

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

In the area of academics, MTEC-SFBA will:

1. Emphasize quality in every aspect of course delivery.
2. Award credit when and where it is due, in accordance with published standards.
3. Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
4. Disclose accurate information about the recognition and acceptance of credit for this course by other institutions.

5. Ensure fair and reasonable academic evaluation with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance. The MTEC-SFBA will maintain transcripts or records of grades in accordance with state/local requirements, and guarantee confidentiality and adult learner access to records.
6. Award certifications when merited, and inform adult learners regularly of academic progress. The TEP will recommend a candidate for AMS credentialing after all stated requirements are satisfied.
7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
8. Describe course requirements in clear, specific, and accurate terms in written form, and ensure that requirements are educationally meaningful.
9. Notify adult learners of unusual features of the course that cannot be readily anticipated.
10. Offer coursework that follows the published catalog description.
11. Embrace the principle of academic honesty.
12. Publish causes for dismissal in clear and specific form, and dismiss an adult learner only for appropriate cause and after due process.

In the area of advertising, MTE-SFBA will:

1. Publish advertising that is accurate, reliable, up to date, clear, and concise.

In the area of finances, MTEC-SFBA will:

1. Assess reasonable tuition and provide timely notice of annual increases.
2. Inform potential adult learners of sources of financial aid.
3. Employ fair and accurate published refund policies.
4. Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
5. Keep accurate records of fees paid by each adult learner.
6. Inform adult learners about financial instability in the event such a condition exists.

In the area of admissions, the MTEC-SFBA will:

1. Provide published policies on the admission process.
2. Give prospective adult learners an accurate overview of the course, encouraging

them to visit the facility to meet with staff and current adult learners to provide additional detail.

3. Maintain clear and specific policies on the availability of job placement services.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director meets with the faculty to help decide the appropriate action in each case. Situations are dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)

(See *Dismissal*.)

Adult Learner Rights, Standards and Responsibilities:

The program maintains its rights as an institution of postsecondary education, and expects the adult learner to be responsible for the following:

It is the responsibility of the adult learner to:

1. Seek a Montessori credential for their own professional growth and desire to learn.
2. Be informed by reading the information disseminated by the course.
3. Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
4. Continually self-monitor academic progress.
5. Attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. Embrace the principle of academic honesty.
7. Respect the freedom of the Program's staff to inquire, publish and teach.
8. Be familiar with the AMS and MTEC-SFBA Code of Ethics.

In the area of finances, the adult learner accepts the responsibility to:

5. Be informed about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
6. Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
3. Understand tuition costs completely and accurately.
4. Satisfy financial obligations to the program in a timely fashion.

In the area of admissions, the adult learner accepts the responsibility to:

3. Be knowledgeable about other available courses/programs to ensure that enrollment is based on an informed decision.
2. Represent oneself honestly in applying to the program.
3. Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

Children Not Permitted in Class:

Children are not permitted to attend class.

Rules of Operation and Conduct – Dismissal Policy:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.
5. Plagiarism. MTEC-SFBA has a zero tolerance for plagiarism. Adult learners who plagiarize will be subject to academic action.
6. Maintain a minimum of 2.75 GPA.

Academic action may result in probation or continuing probation. Failure to meet or maintain these criteria may result in expulsion or removal from the program.

Probation and Dismissal Policy and Procedure:

3. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the Adult Learner will be advised of the change in behavior in order to avoid immediate dismissal.

Grievance/Complaints:

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

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE, MACTE and AMS. (See page 4.)

Bureau for Private Postsecondary Education (BPPE)

California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, VA 22902
Telephone: (434) 202-7793

American Montessori Society (AMS)

116 East 16th Street, Sixth Floor
New York, New York 10003-2163
Telephone: (212) 358-1250 Fax: (212) 358-1256

Arbitration Committee and Procedures:

Purpose:

7. To arbitrate significant complaints or grievances by Adult Learners, 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. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC San Francisco Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA
- 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, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC-SFBA 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 MTEC-SFBA credential course.
8. The MTEC-SFBA 's failure to meet American Montessori Society requirements during the practicum.
9. The MTEC-SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance/Complaint Procedure:

3. A person initiating a complaint must first consult with the person against whom the complaint is being brought, and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).
- 2.If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA 's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee is binding on all parties and without appeal.

Stand-by-Member:

To keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

Should the elected student representative to the Arbitration Committee brings a grievance to the committee, an alternative student representative will be selected.

Stipulation:

No solution can be arrived at in conflict with BPPE, AMS or MACTE.

Early Childhood Practicum:

The practicum is a necessary requirement for the successful completion of the Early Childhood Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with 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 course. The practicum begins in September. The minimum Early Childhood practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the 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 consecutive months. The length of the practicum may be extended to provide additional experience and ensure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 540 scheduled as stated above.

Elementary Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums.
2. Practicum Site Agreement by Practicum School Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Elementary Teacher Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement, Degree Requirement
6. Signed Professional Development Requirement
7. Payment of Practicum Fee / Binder, AMS Fee, MACTE Fee, and BPPE Fee.
8. Online enrollment in Practicum I and Practicum II.

Elementary Practicum Site Requirements:

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
7. Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e. janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.
8. Class contain children from 6 to 9 years old to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual

needs. The class must be equipped with the full complement of appropriate materials.

9. The environment must be designed and equipped to meet the developmental needs of the children served. The environment must include student furnishings and a full array of recommended Montessori materials for the age range served. AMS-recommended materials lists are available on the AMS website.
12. The Adult Learner is not to be asked to assume total responsibility for a group without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of the Adult Learner is provided by the Supervising Teacher and a Field Consultant or, in the case of a self-directed practicum, through the Field Consultant. Self-directed practicum is supported with a monthly Conference Call.
13. A Field Consultant is assigned to the Adult Learner for the observation visits. Field Consultants must be verified and approved by MTEC-SFBA.

Elementary Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site a minimum of three times during the school year. Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Elementary materials.
14. Encouraging and discussing the Adult Learner's relationship with other adults in the practicum experience.
15. Discussing classroom leadership techniques.
16. Review of the Practicum Handbook, Competencies Portfolio, Practicum Planning Journal, Reflective Practitioner Journal, and the Attendance Sheets.

A record of the consultation visits is made by the Adult Learner and the Field Consultant. The Field Consultant observation reports of the visits are available for the Adult Learner's review. Three visits are paid by the MTEC-SFBA through the Practicum Field Consultant fee charged to the Adult Learner. Additional visits are at the expense of the Adult Learner.

Supervising Teacher:

The Supervising Teacher is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing, maintaining records.
3. Interaction: relations among parents, staff, and children.

for each of the core curriculum courses.

Practicum Teaching Course Performance Standards:

1. The Adult Learner maintains the Practicum Handbook & Competencies Portfolio, the Elementary Planning & Reflection Journals, and the Attendance. They are due at each seminar and each practicum visit.

Due date: At each practicum seminar and at each practicum visit.

The Adult Learner submits three observation reports due at the Practicum Seminars. Observation 1 and 2 are due at the December Practicum Seminar, Observation 3 is due at the April Practicum Seminar.

Practicum Teaching Course Performance Standards:

3. The Adult Learner successfully completes and submits the Practicum Handbook & Competencies Portfolio, and Practicum Planning & Reflection Journals.
2. The Adult Learner is successful in the practicum as assessed by the three (3) reports of the Supervising Teacher, and the three (3) observation reports of the Field Consultant.

Standards for Student Achievement - Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

Transfer Policy - Credit:

5. Transfer from another AMS Program -

For transfer to MTEC-SFBA:

The candidate is:

Within the three-year time limit following the original academic phase; and is currently registered with AMS

MTEC-SFBA:

- Reviews and evaluates previously completed academic and practicum coursework;
- paid application fee of \$100.00; and
- applicant receives written notification of the fees and time required to complete all transfer requirements; and
- the original program is contacted to determine if the adult learner is in good standing including fulfillment of financial obligations.

6. Transfer from Teacher Education Program recognized by MACTE

Accreditation

Transfer of contact hours and/or credits from teacher education programs recognized by AMS through MACTE accreditation are considered with verification of the following documentation:

Candidate:

Has a degree in keeping with AMS credential requirements; and is a current AMS member or register as an adult learner, and

MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate; and utilizes proficiency pretesting to plan for a program of study; and

MTEC-SFBA determines the minimum requirement of the academic phase that the candidate must enroll to fulfill AMS credential qualifications, and

MTEC-SFABA requires all candidates to take Montessori theory and philosophy from MTEC-SFABA; and

MTEC-SFABA determines the practicum requirements the candidate meets per the requirements of an AMS; and

MTEC-SFABA assess and evaluate proficiency as required by MTEC-SFABA; and

MTEC-SFABA ensure that all the requirements are met; and

MTEC-SFABA submits the AMS Transfer Form in addition to the AMS Credential Recommendation Form to the applicant.

3. Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS via MACTE accreditation are not accepted. The candidate must enroll in the complete AMS credential course.

Transferability of Credits, Certificates and Degrees:

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:

The transferability of credits you earn at the Montessori Teacher Education Center - San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Attendance you earn in MTEC-SFABA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or Credential 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 MTEC-SFBA to determine if your credits and Early Childhood Teacher Credential will transfer.

Units earned in our Early Childhood Teacher Credential Course, in most cases, will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman. If you enter a college or university at some time in the future even though you earned units at our school the units at MTEC-SFBA will not transfer.

Certificate of Attendance:

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work, and in all phases of the practicum, and tuition and fees have been paid.

Readings and Text:

The following books and manuals are required reading at the beginning of the coursework:

Advanced Montessori Method 2
Education and Peace
Education for a New World
Education for Human Development
From Childhood to Adolescence
Montessori Today
The Formation of Man
To Educate the Human Potential

Botany Manuals I & II
Chemistry (Second Summer)
Fraction Manual I
Functional Geography Manual (Second Summer)
Geography Manual I
Geometry Manual I
History manuals I & II
Language Arts manuals I, II, III & IV
Mathematics Manuals I & II
Physical Geology (Second Summer)
Physics (Second Summer)
Zoology Manuals I & II

Personal Materials:

Materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Glue stick for mounting pictures in the manuals.
3. One quality set of scissors.
4. White-out for potential errors.
5. 8-1/2" x 11" color card stock paper for mounting pictures.
6. Seven 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 1,000 pages.
9. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of **public** school elementary teachers.

Student's Initials: _____ **Date:** 07/01/2024

Year-Round Instructional Calendar:

Saturdays and/or Sundays from 8:00AM to 5:00PM.

Check Website.

Instructional Campuses: San Leandro, CA Campus

Supervised Practice & Philosophy:

Every Sunday except holiday weekends from 8:00 AM to 5:00 PM.

Check Website – San Leandro, CA Campus

Staff Directory:

Dr. Pamela Zell Rigg

PamelaRigg@MontessoriTrainingUSA.org

101 Callan Avenue, Suite 420
San Leandro, CA 94577

(510) 278-1115

Jessica Flores

info@montessoritrainingusa.com

101 Callan Avenue, Suite 420
San Leandro, CA 94577

(510) 278-1115 x 2

Linda Aaquist

LindaAaquist@MontessoriTrainingUSA.org

7818 Tulear Street
Reno, NV 89506

(775) 848-0492

Brigitte Frost

BrigitteFrost@MontessoriTrainingUSA.org

15107 Oak Road
Jackson, MI

(775) 996-3052

Ann Gavey, M.Ed.

AnnGavey@MontessoriTrainingUSA.org

Rising Star Montessori
1421 High Street
Alameda, CA 94501

(510) 865-4536

Wanda Whitehead

WandaWhitehead@MontessoriTrainingUSA.org

Casa di Mir Montessori School
90 East Latimer Avenue
Campbell, CA 95008

(408) 370-3073

Vilma Lino

101 Callan Avenue, Suite 420
San Leandro, CA 94577

(510) 278-1115

vlino0713@gmail.com

APPENDIX A-1

FINAL GRADE SHEET

- Mathematics I & II – EI.01
 - Geometry – EI.02
 - Language – Grammar & Word Study – EI.03
 - Geography – EI.04
 - Geography (Functional) – EI.04
 - History – EI.05
 - Biological Sciences – Botany & Zoology – EI.06
 - Physical Sciences – Chemistry, Physics, - EI.07
- Geology**

Adult Learner: _____ Instructor: _____

Date: _____ Course: _____

Grad

- 1. Manual** - MACTE Competencies (1c, 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)
MACTE Competency Practical Life (1c) (**10 points**)

___ All Material Complete ___ Areas of Curriculum Tabbed

___ Handouts Integrated

___ Illustrations / Drawings (Total 10 points)

Practical Life –

Students' Schedule for the Care of the Environment: _____

Community Resources (1 points): _____

Scope & Sequence (1 points): _____

Prepared Environment – cleaning detail notes (1 points): _____

Prepared Environment – Schedule for Cleaning (1 points): _____

Communication to Family (1 points): _____

Purpose of each material (1 points): _____

Notes: Purpose & Method of Observation/ (1 points): _____

What to look for with each material _____

Planning for Instruction (1 points): List of materials needed for each activity: _____

Assessment & Documentation Tools (1 points): _____

Reflections (1 points): _____

- 1. Performance** - MACTE Competencies (1c, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)
(**25 points**)

Material: _____

Correct use of the material (10 points): _____

Scope & sequence: material before & after (2.5 points): _____

Prepared environment/material (2.5 points): _____

Family communication (2.5 points): _____

Observe for what student understands (2.5 points): _____

Planning for instruction – what came before & after (2.5 points): _____

Assessment of student & recording progress document (2.5 points): _____

Reflection of Adult Learner (2.5 points): _____

Community resources (2.5): _____

- 3. Practice Sheet** – MACTE Competencies (1c, 2a) (**20 points**)

Written Examination - MACTE Competencies (1c, 1d, 2b, 2c, 2d) (**25 points**) _____

Code of Ethics Statement – MACTE Competencies (3e) (**5 points**) _____

Philosophy Paper - MACTE Competencies (1a) (**15 points**) _____

FINAL GRADE _____ **/100**

Performance Assessment – MACTE Competencies for Essential Elements of Teaching

Element	1 Ineffective	2 Minimally Effective	3 Effective	4 Highly Effective
Anticipatory Set	Student did not do this.	Elements present but somewhat unclear.	Elements present and clear but not enough detail.	The purpose and direct aim of the lesson was presented clearly.
Past Learning	Student did not do this.	Student did not ask questions but provided information.	Student asked 1 or 2 questions and provided information.	The student asked questions to determine prior knowledge.
Lesson	Lesson too short and unclear. Incorrect information. No questions.	Lesson too short and unclear. Correct information. No questions.	Lesson contained most of the material. Correct information. Some questions asked.	A complete lesson was presented including key experience, presentation, and discussion of concepts. Teacher was a facilitator, asking questions rather than just providing information.
Understanding	Student did not check for understanding.	Student asked 1 question.	Student asked several questions and used three-period lesson.	Check for understanding by asking questions. Three-period lesson used when appropriate.
Closure (Review)	Student did not review.	Student reviewed some ideas.	Student reviewed several ideas.	Students were asked questions about the lesson to determine knowledge acquired.
Follow-Up	No follow-up activity offered.	Directions for follow-up activity not clear.	Directions clear for one follow-up activity and one asked for.	Clear directions for follow-up activities were given. Choices were offered/elicited.
Clarity	Lesson not clear and confusing.	Lesson somewhat clear.	Lesson clear but lacked some information.	Lesson was presented clearly with no extraneous information.
Sequence	Illogical sequence. Most parts missing.	Sequence somewhat logical with some missing parts.	Sequence mostly logical with few missing parts.	The lesson followed a logical sequence with all parts present.
Accuracy	Lesson was incorrect.	Lesson was somewhat accurate.	Lesson was mostly accurate.	All material presented was accurate.
Completeness	Lesson missing most parts. Illogical.	Lesson missing several parts. Illogical.	Lesson missing few parts. Logical.	The lesson was logically presented with all elements present.
Discussion	No discussion.	Very short discussion. No suggestions offered.	Short discussion. Suggestions offered.	Lesson was discussed with student and suggestions for improvement offered.

APPENDIX A-2
FINAL GRADE SHEET

Curriculum Design EI.08

Adult Learner: _____ Instructor: _____

Date: _____

1. **Practicum Handbook & Competencies Portfolio**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) (50 points) _____

2. **Practicum Planning & Reflection Journal**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) (50 points) _____

FINAL GRADE _____/100

_____ Resubmit *

***All items must be submitted.**

APPENDIX A-3
FINAL GRADE SHEET

Classroom Leadership EI.09

Adult Learner: _____

Instructor: _____

Date: _____

1. Practicum Handbook

MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a _____
(50 points)

2. Practicum Planning Journal & Reflective Practices

MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a _____
(50 points)

FINAL GRADE _____ /100

***All items must be submitted.**

APPENDIX A-4
FINAL GRADE SHEET
Montessori Philosophy Curriculum EI.10

Adult Learner: _____ Instructor: _____

Date: _____

1. Montessori Philosophy Papers
MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

Philosophy Paper during Mathematics Curriculum _____
15 points

Philosophy Paper during Geometry Curriculum _____
15 points

Philosophy Paper during Language Curriculum _____
15 points

Philosophy Paper during Geography Curriculum _____
15 points

Philosophy Paper during History Curriculum _____
15 points

Philosophy Paper during Biology Curriculum _____
15 points

2. Observation Reports – 1 point each
MACTE Competencies (2e) _____

#1 _____ #6 _____

#2 _____ #7 _____

#3 _____ #8 _____

#4 _____ #9 _____

#5 _____ #10 _____

FINAL GRADE _____ **/100**

APPENDIX A-5
FINAL GRADE SHEET

Child Development EI.11

Adult Learner: _____ Instructor: _____

Date: _____

1. Practicum Handbook _____
MACTE 1a, 1c.1, 1.d, 2c, 3f
2. Practicum Planning Journal & Reflective Practices _____
MACTE 1a, 1c.1, 1.d, 2c, 3f

FINAL GRADE _____ Pass _____ Resubmit *

***All items must be submitted.**

APPENDIX A-6
FINAL GRADE SHEET

Practical Life EI.12

Adult Learner: _____ Instructor: _____

Date: _____

- 2. Practicum Handbook _____
MACTE 1a, 1c.1, 1.d, 2c, 3f

- 2. Practicum Planning Journal & Reflective Practices _____
MACTE 1a, 1c.1, 1.d, 2c, 3f

FINAL GRADE _____ **Pass** _____ **Resubmit ***

***All items must be submitted.**

APPENDIX A-7
FINAL GRADE SHEET

Movement EI.13
Visual Arts & Crafts EI.14
Music Curriculum EI.15

Adult Learner: _____ Instructor: _____

Date: _____ **PASS**

6.3.5.13 Movement & PE

Practicum Handbook & Competencies Portfolio - _____
Movement MACTE 2f

Practicum Planning & Reflection Journal - _____
Movement MACTE 2f

6.3.5.14 Art

Practicum Handbook & Competencies Portfolio - _____
MACTE 1c-4, 2f

Practicum Planning & Reflection Journal - _____
MACTE 1c-4, 2f

6.3.5.15 Music

Practicum Handbook & Competencies Portfolio - _____
MACTE 1c-4, 2f

Practicum Planning & Reflection Journal - _____

FINAL GRADE: ____ Pass ____ Resubmit *

***Documentation of all three activities must be submitted.**

APPENDIX A - 8

FINAL GRADE SHEET

PRACTICUM COMPETENCIES – ALL MACTE COMPETENCIES

Practicum Teaching I EI.16A

Practicum Teaching II EI.16B

Adult Learner's Name: _____

Circle those completed:

Competencies			Attendance	Planning & Reflection Journal		
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	September	<u>September</u> Week 1, 2, 3, 4	<u>September</u> Week 1, 2, 3, 4	
1.A	1.A	1.A	October	<u>October</u> Week 1, 2, 3, 4	<u>October</u> Week 1, 2, 3, 4	
1.B	1.B	1.B	November	<u>November</u> Week 1, 2, 3, 4	<u>November</u> Week 1, 2, 3, 4	
1.C-1	1.C-1	1.C-1	December	<u>December</u> Week 1, 2, 3, 4	<u>December</u> Week 1, 2, 3, 4	
1.C-2	1.C-2	1.C-2	January	<u>January</u> Week 1, 2, 3, 4	<u>January</u> Week 1, 2, 3, 4	
1.C-3	1.C-3	1.C-3	February	<u>February</u> Week 1, 2, 3, 4	<u>February</u> Week 1, 2, 3, 4	
1.C-4	1.C-4	1.C-4	March	<u>March</u> Week 1, 2, 3, 4	<u>March</u> Week 1, 2, 3, 4	
1.C-5	1.C-5	1.C-5	April	<u>April</u> Week 1, 2, 3, 4	<u>April</u> Week 1, 2, 3, 4	
1.D	1.D	1.D	May	<u>May</u> Week 1, 2, 3, 4	<u>May</u> Week 1, 2, 3, 4	
2.A	2.A	2.A	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.B	2.B	2.B	Field Consultant Reports: #1 #2 #3			
2.C	2.C	2.C	Supervising Teacher Reports: #1 #2 #3			
2.D	2.D	2.D	Observation Reports: #1, #2, #3, #4, #5			
2.E	2.E	2.E	#6, #7, #8, #9, #10			
2.F	2.F	2.F	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.G	2.G	2.G	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.H	2.H	2.H	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.I	2.I	2.I	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.J	2.J	2.J	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
3.A	3.A	3.A	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
3.B	3.B	3.B	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
3.C	3.C	3.C	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
3.D	3.D	3.D	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
3.E	3.E	3.E	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
3.F	3.F	3.F	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	

APPENDIX A - 9
FINAL GRADE SHEET
ABAR – Anti-Bias Anti-Racist

Adult Learner: _____ Instructor: _____

Date: _____

Self-directed IAT:	Grades
Age Bias #1 _____ (5 points)	_____/5
Arab-Muslim #2 _____ (5 points)	_____/5
Asian American #3 _____ (5 points)	_____/5
Disability #4 _____ (5 points)	_____/5
Gender-Career#5 _____ (5 points)	_____/5
Gender-Science #6 _____ (5 points)	_____/5
Native American #7 _____ (5 points)	_____/5
Presidents #8 _____ (5 points)	_____/5
Sexuality #9 _____ (5 points)	_____/5
Race #10 _____ (5 points)	_____/5
Religion #11 _____ (5 points)	_____/5
Skin-Tone #12 _____ (5 points)	_____/5
Transgender #13 _____ (5 points)	_____/5
Weapon #14 _____ (5 points)	_____/5
Skin-Tone #15 _____ (5 points)	_____/5
Weight #16 _____ (5 points)	_____/5
Discussion & Attendance ____ (20 points)	____/20

FINAL GRADE _____ / **100**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

Appendix B
Elementary Level I Enrollment Agreement or Contract
July 1, 2022 – June 30, 2023

**Montessori Teacher Education Center San Francisco Bay Area
Montessori Elementary Level I Teacher Credential Course**

1. Total Number of Clock Hours and Semester Credit Units:

420 Academic Clock Hour = 34 semester units

1080 Practicum Clock Hours = 18 semester units

2. Total Charges:

Tuition:	\$4500.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Field Consultant Visits Fee	\$ 400.00 (Non-Refundable)
Total charges for the entire course:	\$ 5433.50
Non-Institutional Costs Estimated:	\$ 450.00

Total Cost of Elementary Level I Educational Course:

Total Charges for the course for students competing on-time in 2023: **\$5,433.50**. Total charges may be higher for students that do not complete on time.

3. Federal Student Loan Debt:

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

4. Schedule of Fees Payments:

Registration Fee:	\$ 100.00 (Non-Refundable)
due July 1	
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
due July 1	
MACTE Fee:	\$ 176.00 (Non-Refundable)
due July 1	
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Practicum Field Consultant Visits Fee	\$ 400.00 (Non-Refundable)
due September 1	

Student's Initials: _____ **Date:** _____

5A. Schedule of Tuition Payments:

Language Arts I - Grammar	\$450.00
due on first day of class	
Language Arts II – Word Study	\$450.00
due on first day of class	
Mathematics I	\$450.00
due on first day of class	
Mathematics II	\$450.00
due on first day of class	

Biological Science due on first day of class	\$450.00
History & Geography due on first day of class	\$450.00
Geometry due on first day of class	\$450.00
Practicum I due September 1	\$450.00
Practicum II due January 1	\$450.00
Geography (Functional) due on first day of class	\$450.00

Total tuition charges for the entire course: \$4,500.00

**5B. Schedule of Tuition Payments –
Installment Option for Summer Schedule Students:**

**\$2000.00 payment & 10 monthly payments of
\$ 250.00 per month for ten (10) payments October 1 to July 1**

5C. Third Party Tuition Payment:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Email: _____

Note: 10% discount on Tuition Fee for three (3) or more students from the same school in the same classes.

Student's Initials: _____ **Date:** _____

6. Description of the Elementary Level I Teacher Credential Course:

The Montessori Elementary Level I Teacher Credential Course is comprised of 420 instructional clock hours and 1080 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Elementary Level I Teacher Credential. **BA or BS degree is required prerequisite for AMS credential.**

Instruction includes Montessori Philosophy, Language Arts, Mathematics, Geometry, Biology, History, Geography, Physical Science, Classroom Leadership, Curriculum Design, Art, Music, Movement, Child Development, Practical Life, Practicum Seminar I & Practicum Seminar II, and Practicum Teaching.

6. Student's Right to Cancel:

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

7. Student's Right to Cancel:

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

8. Cancellation of Enrollment:

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid within 30 days after your notice of cancellation is received.

Student's Initials: _____ **Date:** _____

9. Transferability of Credits and Credentials Earned at Our Institution:

The transferability of credits you earn at the MTEC San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion or units you earn in MTEC SFBA is at the complete discretion of the institution to which you may seek to transfer. If the certificate or units 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 MTEC SFBA to determine if your credential or units will transfer.

10. Question Regarding Enrollment Agreement:

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

11. Filing Complaint

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

12. Location Disclosure Requirement:

Administrative Office -

101 Callan Avenue, Suite 420, San Leandro, CA 94577

**Instructional Campuses for Elementary Level I Instruction –
790 East Duane Avenue, Sunnyvale, CA 94085**

13. Period Covered by this Enrollment Agreement:

July 1, 2022 – June 30, 2023

14. No Distant Learning Option

Student's Initials: _____ **Date:** _____

15. Catalogue or Student Handbook

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

16. Student Handbook and School Performance Fact Sheet

I certify that I have received the Catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet (SPFS).

17. This Agreement is Legally Binding When Signed by the Student and Accepted by the Institution

18. Student Tuition Recovery Fund (STRF)

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 prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2015 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2015, shall be granted an approval to operate until March, 2028 to coincide with the anniversary date of the current approval to operate.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

Student's Initials: _____ **Date:** _____

19. Non-Degree Disclosure Statement:

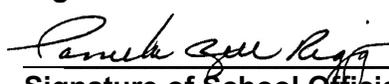
AMS does not grant the AMS Level I Teacher Credential when the course graduate does not have a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded).

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Elementary Level I course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

20. Legally Binding Agreement:

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

<hr/>	
Signature of Student	Date
	
<hr/>	
Signature of School Official	Title of School Official
	Date

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 (510) 278-1115 www.montessoritrainingusa.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 & 2023
Elementary Level I Course – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2022	8	6	6	75%
2023	8	8	8	100%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2022	8	6	6	75%
2023	8	8	8	100%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2022	8	6	6	6	100%
2023	8	8	8	8	100%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

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Gainfully Employed Categories

includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	6	6
2023	0	8	8

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2022	6	0	6
2023	8	0	8

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	6
2023	0	8

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	6
2023	0	3

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2022	6	0/NA	0/NA	0/NA	0/NA
2023	8	0/NA	0/NA	0/NA	0/NA

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Salary and Wages Information
(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000+	\$45,001 - \$50,000	\$50,000 +	No Salary Information Reported
2022	6	6	0	6	0	0	0
2023	8	8	1	2	1	4	0

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the **United States Department of Labor's Standard Occupational Classification code *Preschool Teachers, except Special Education, code 25.2011. Item #39***

Link to the US Department of Labor Statistics
<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>

Student's Initials: _____ Date: _____
 Initial only after you have had sufficient time to read and understand the information.

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2022-2023: **\$5,433.50**.
Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2021-2022: **\$5,413.50**.
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

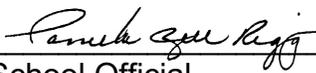
Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print	Student Signature	Date
		
School Official	Date	

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Definitions

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. • “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program. •

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Definitions - Continued

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

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STUDENT'S RIGHT TO CANCEL

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

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student's Initials: _____ **Date:** _____

APPENDIX D Elementary

Non-Degree Disclosure Letter

_____ I have a Bachelor's or Master's Degree *Country Awarded:* _____

Foreign transcripts of college degrees must be evaluated by an accredited agency to determine their equivalency to a United States degree.

_____ I DO NOT have a Bachelor's or Master's Degree

AMS does not grants the AMS elementary Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded).

Applicants for this AMS Elementary course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

I have read and understand my responsibility as an applicant for the Elementary course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date

Pamela Zell Rigg July 1, 2022
Pamela Zell Rigg, Program Director

Date

APPENDIX E

TRANSFER POLICY & CREDIT TRANSFER

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001

In order to properly assess prior Montessori teacher preparation coursework, the following information is required.

Name: _____ Telephone: (____) _____
 Email address: _____
 Address: _____ Date: _____
 City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

1. Transfer between AMS Programs:

Candidate:

- Within 3-year time limit following original academic phase.
- AMS current member: Member ID # _____ Expiration Date: _____
- MTEC-SFBA:
 - Review coursework
 - Contact original program – Letter of Good Standing
 - AMS Transfer Form and AMS Credential Recommendation Form

2. Transfer from TEP recognized by AMS

Candidate:

- Degree level required by AMS
- AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:

- Evaluate coursework * See Below
- Determine minimum requirements
- Theory & philosophy from MTEC-SFBA
- Explain & require practicum
- Assess & evaluate proficiency & competencies

3. Transfer from TEP not recognized by AMS: Not Accepted

Elementary Level I – Montessori Coursework Evaluated & Completed:

- Early Childhood Overview Mathematics I Biology
- Movement/Physical Language I (Grammar) Math
- Physical Science Education Language II (Word Study) History
- Child Development Arts & Crafts Geom.
- Geography Music Classroom
- Curriculum Design & Strategies

Elementary Level I - Montessori Coursework to Complete at MTEC:

- Early Childhood Overview Mathematics I Biological Sciences
- Movement/Physical Language I Mathematics II
- Physical Science Education Language II History
- Child Development Arts & Crafts Geometry
- Geography Music Classroom Leader.
- Curriculum Design & Strategies

For MTEC-SFBA use only:

MACTE Accredited Institution: _____ Yes _____ No (state reason in comments)

Documentation Accepted: _____ Yes _____ No

Financial credit for prior coursework: \$ _____.

Cost of Montessori Coursework to complete: \$ _____.

Signature of Adult Learner

Date

Signature of Program Director

Date

APPENDIX F
CHANGE OF STATUS

Declaration

This Notice Is Important. Keep A Copy For Your Records.

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: ___ Infant/Toddler (Birth - 3) ___ Early Childhood
 ___ Elementary Level I ___ Elementary Level II
 ___ Administration

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared
This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: ___ Infant/Toddler (Birth - 3) ___ Early Childhood
 ___ Elementary Level I ___ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

MTEC SF Bay Area Official's Signature: _____ Date: _____

APPENDIX G
NOTICE OF CANCELLATION

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001.
www.MontessoriTrainingUSA.com

Buyer's Right to Cancel

Date of First Class: **July 1, 2022**

You may cancel this contract for school, without any penalty obligation by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. The school has not given you any equipment or materials for which you would incur a financial obligation. To cancel the contract with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, mailed, faxed, emailed or telegram to:

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420
San Leandro, CA 94577

NOT LATER THAN JULY 7, 2024

which is at the first class session, or the seventh day after enrollment, whichever is later.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Buyer's Signature

Date

APPENDIX H
NOTICE OF REFUND – EARLY CHILDHOOD COURSE

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
BPPE School Code #0103001
www.MontessoriTrainingUSA.com

This Notice Is Important. Keep It for Your Records.

Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Email _____

Course with tuition and hours:

Elementary (\$5,250 tuition/408 hours = \$12.87/hour)

2. Beginning Date: _____ Ending Date: _____

2. Date Refund was made: N/A _____ / _____ / _____

3. Amount of Refund: N/A _____ \$ _____

4. Method of Calculating Refund: by Proration

5. Amount Adult Learner Paid in Tuition: _____

6. Hours attended: _____ Hours

7. Total hours paid _____ Hours

8. Equipment Cost: N/A

9. Name to which refund was sent: _____

10. Address to which refund was sent:

12. Attended more than 60% (249 Hours): No tuition refund due: _____

Registration Fee: \$100.00 (Non-refundable) N/A

Equipment (Materials) Fee: purchased at Adult Learner's discretion N/A

A copy of this form must accompany the refund check.

_____ **No refund issued because the student only paid for the hours attended.**

Signature of Issuer: _____ Date: _____

**APPENDIX I
GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION**

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001**

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth – 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

I have the following concern: _____

Official receiving the concern/complaint: _____

Action taken by the MTEC SF Bay Area : _____

MTEC SF Bay Area

Signature: _____ Date: _____

APPENDIX J
PRACTICUM ASSIGNMENT DUE DATES

September Practicum Seminar	Due: Practicum Forms, Letters of Reference Official Transcripts Bring: Practicum Binder
October Practicum Seminar	Bring: Practicum Binder
November Practicum Seminar	Child, Family & Community Assignment Bring: Practicum Binder
December Practicum Seminar	Due: Supervising Teacher/ Administrator Report Classroom Leadership/ Positive Discipline Assign. Due: Observation Reports 1 & 2 Bring: Practicum Binder
January Practicum Seminar	Bring: Practicum Binder
February Practicum Seminar	Bring: Practicum Binder
April Practicum Seminar	Due: Observation Reports 3 Supervising Teacher/ Administrator Report Bring: Practicum Binder
May Practicum Seminar	Due: Supervising Teacher/ Administrator Report Grad Reports Bring: Practicum Binder
June	Graduation – Last Friday in June 4PM

APPENDIX K
GRADUATE EMPLOYMENT PLACEMENT Item #39

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
BPPE School Code #0103001

Name: _____ Date: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Program Name: _____ Infant/Toddler (Birth – 3) _____ Early Childhood
_____ Elementary I _____ Elementary II

Starting Date: _____ Scheduled Completion Date: _____

Actual Completion Date of Student: _____

Standard Occupational Classification (SOC): **25-2011**

Self-Employed: No ___ Yes ___ : Verification document: _____

Place of Employment: _____
Address: _____

Phone Number: _____
Contact Person _____
Contact Person Phone Number: _____
Contact Person Email: _____

Date of Employment Beginning: _____
Date of Employment Ended (if applicable): _____
Date Employment Verified: _____
Actual Salary: _____
Hours per Week (PT = 20 – 29, FT = 30+): _____

Date Information Submitted/Gathered: _____
Dates of Contact Attempts (3): _____
Types of Contact Attempts: email, phone, letter
Copies of messages, notes, etc

APPENDIX L
GRADUATE SELF-ASSESSMENT

EARLY CHILDHOOD COURSE

Adult Learner: _____ School: _____

Year Graduated with MTEC-SFBA: _____

Dear Graduate,

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Early Childhood training based upon the competencies.

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

I.CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5

II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5

III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

**ADMINISTRATOR ASSESSMENT OF GRADUATES
EARLY CHILDHOOD COURSE**

Name of School _____ Adult Learner _____

Year Graduated with MTEC-SFBA: _____

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 practicum Adult Learner based upon the competencies

Scoring Criteria (circle one):

1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

I.CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

APPENDIX N

Montessori Teacher Credential Disclosure & Commitment Letter

_____ I wish to declare my intention to enter the Montessori teacher credential course:

_____ Infant & Toddler Teacher Credential Course

_____ Early Childhood Teacher Credential Course

_____ Elementary Teacher Credential Course

I understand that MTEC-SFBA will register me as an adult learner with the American Montessori Society (\$270.00) and Montessori Accreditation Council for Teacher Education (\$220.00). Payment of these fees are due immediately in addition to signing the **Enrollment Agreement located in Appendix B.**

_____ I have **not decided** to declare commitment to enter the teacher credential course at this time. I am enrolling in a single course component. No AMS or MACTE fees are due.

_____ I do **not** wish to declare commitment to enter the full teacher credential course.

I am enrolling in a single course component. No AMS or MACTE fees are due.

I understand that should I later decide to declare commitment to enrolling in the Montessori Teacher Credential Course the registration with AMS and MACTE and payment of their fees are due July 1st, in addition to the signed *Enrollment Agreement* fees.

Name (print)

Signature

Date

Pamela Rigg, Program Director Signature

Date

APPENDIX O
STUDENT HANDBOOK ACKNOWLEDGEMENT

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577**

School Code #0103001

**I HAVE READ ALL MATERIALS IN THE
EARLY CHILDHOOD STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS**

OF THE MTEC - SFBA

INFANT & TODDLER

TEACHER CREDENTIAL COURSE.

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*,

**I HAVE REVIEWED AND SIGNED THE
STUDENT PERFORMANCE FACT SHEET
PROVIDED IN THE STUDENT HANDBOOK.**

PRINT NAME

SIGNATURE

DATE

**Montessori Teacher Education Center
San Francisco Bay Area**

**MONTESSORI ELEMENTARY LEVEL II
TEACHER CREDENTIAL COURSE
STUDENT HANDBOOK/CATALOG
2022 – 2023**

Year-Round 10 Month Schedule – September 1, 2022 – June 30, 2023

Administrative Office:

**101 Callan Avenue, Suite 420
San Leandro, California 94577
(510) 278-1115**

Instructional Location:

**101 Callan Avenue, Suite 510
San Leandro, CA 94578**

www.MontessoriTrainingUSA.com

***Approved by the State of California
Bureau for Private Postsecondary Education (BPPE)***

***Accredited by
Montessori Accreditation Council for Teacher Education (MACTE)***

***Affiliated to the
American Montessori Society (AMS)***

CODE OF ETHICS

Principle I: Commitment to Students & Their Families

In fulfillment of the obligation to adult learners and their families, MTEC-SFBA will:

- Share resources for protecting equitable access to all programs and services, regardless of adult learner and family's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any classification protected by applicable law.
- Support practices that protect the physical health and psychological safety of each student and family.
- Encourage independent action in the pursuit of learning, community building, and social action.
- Honor professional commitments, maintain obligations and contracts while neither soliciting nor involving students or their families in enterprises for commercial gain.
- Keep in confidence information that which has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II: Commitment to Staff & Colleagues

In fulfillment of the obligation to staff and colleagues, MTEC-SFBA will:

- Protect equitable access to AMS employment, programs, services, and other opportunities regardless of individual's race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other classification protected by applicable law.
- Dedicate MTEC-SFBA to recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization and courses.
- Represent one's own professional qualifications with clarity and true intent.
- Accept, offer, recommend, and assign professional positions and responsibilities of professional preparation and legal qualifications.
- Use honest, equitable, and effective methods of administering duties and conducting business.

Principle III: Commitment to the Montessori Movement

In fulfillment of the obligation to the Montessori Movement, MTEC-SFBA will:

- Uphold and publicly support the greater vision of Dr. Maria Montessori through such initiatives as the development and promulgation of standards for affiliation of teacher education programs and accreditation of schools, the providing of professional development opportunities, and support of Montessori research and advocacy.
- Ensure that our work honors the core components of Montessori education: properly trained Montessori teachers, multi-age classrooms, the uninterrupted work period, the prepared environment, and child-directed work.

Principle IV: Commitment to the Public

In fulfillment of the obligation to the public, MTEC-SFBA will:

- Share perspectives consistent with all items set forth in the principles above, when engaged in public discussion.
- Distinguish private views from the official position of the American Montessori Society when engaged in public discussion. *Adopted by the MTEC-SFBA Board of Directors November 2022.*

Montessori Teacher Education Center

San Francisco Bay Area

believes that Montessori pedagogy

is a way of life, a way of living.

Adult Learners participating in this course

will be forever changed,

forever seeing life and its processes in a totally new way.

Every person has within

a desire and inner urging for full expression.

Within this urging for excellence is

the need that the larger society

has for a just, equitable, diverse, and inclusive community.

Each person's urgings in a society are aided by others,

and redefined by others,

and circumscribed by others.

This process makes for the

harmonious working together of peoples.

Fundamental Tenets of MTEC-SFBA Education as an AMS-Affiliated Teacher Education Program

The Fundamental Tenets are utilized by MTEC-SFBA to establish quality instructional standards for our program at all teacher credential levels. The tenets speak to the depth and richness which focus on the transformation of the adult learner. These tenets define the aspects, beyond the standards, that are incorporated into the work done within our Program. The tenets detail MTEC-SFBA's philosophical standards with the necessary foundation to create a quality Program that is always growing and improving.

1. **Cosmic Education** is the broad context within which Montessori education operates and provides the framework for each adult learner. MTEC-SFB supports the adult learner with experiences leading to an appreciation of the web of relationships within the universe, through an understanding of:

- i. the interconnectedness of all things
- ii. wonder and respect for the living and nonliving world
- iii. nurturing the identity and the spirit of the child and the adolescent
- iv. indirect and direct preparation of each activity
- v. sequencing based on whole-to-part-to-whole pathway
- vi. integrated spiral curriculum
- vii. awareness that the universe is an evolving, self-organizing force that offers many possibilities and is impacted by our actions.

2. **Transformation of the Adult** is an essential outcome of the MTEC-SFBA course, with an emphasis on spiritual preparation, service to the children, and the attitudes and dispositions inherent in the philosophy

3. **Education for Peace** is core to Montessori education. Intentional, peaceful communities of learners cultivate respect for each other, appreciation of diverse cultures and values. The MTEC-SFBA community exercises trust and peaceful ways of addressing conflict and working together.

4. **Respect** for oneself, others, and for the environment is fostered in all interactions.

5. **The Prepared Environment** is identified as intentional organization and sequencing of Montessori materials which fosters learning through relationships, interactions, and materials.

6. **Constructivist Theory** applies to all levels of Montessori education. Learners actively construct their knowledge through enriching interchanges and experiences with others and the physical environment through an internal process of meaning-making.

7. **Modeling** is the powerful technique of adult behavior that leads by exemplifying core values, ground rules, and procedures found in the Montessori classroom.

8. **Observation** is of vital importance to the teaching and learning process. MTEC-SFBA teaches observation skills and techniques for the classroom environment.

9. **Recordkeeping** documents the on-going observations and learning outcomes that become the basis for future planning of lessons for the child.

10. **Assessments** are part of the teaching and learning cycle. Various formats meet adult learners where they are and guide them forward to meet the AMS course objectives to be effective Montessori teachers.

11. **The Practicum Phase** provides the adult learner with a teaching and learning experience under the guidance of an experienced, credentialed Montessori Supervising Teacher. Observation, specific feedback, internalization, and further study guides Montessori theory into practice.

11. **The Continuum of Development** across time, place and culture is honored through equal appreciation of all program levels. MTEC-SFBA instructors and adult-learners learn from each other and respect the contributions of Montessori trailblazers, leaders, and practicing and aspiring teachers.

12. **Lifelong Learning** is inspired by the MTEC-SFBA as part of the on-going personal and professional journey of learning, growing, observing, reflecting and researching.

Essential Characteristics of a Montessori Classroom

1. **Montessori Credentialed Teachers** - Teachers educated and credentialed in the Montessori philosophy, pedagogy, and methodology appropriate to the age level they are teaching have the ability and dedication to put the key concepts into practice.
2. **Multi-aged Classroom** - The multi-aged, multi-graded, heterogeneous classroom value student peer-to-peer and peripheral learning experiences within the environment.
3. **Montessori Materials** - Montessori materials, activities, and experiences are designed to foster physical, intellectual, creative, and social independence.
4. **Prepared Environment** – The prepared environment supports children and adolescents in choosing meaningful and challenging activities of their own interest.
5. **Uninterrupted Work-Cycle** – The uninterrupted work-cycle allows large blocks of uninterrupted time to problem solve, connect knowledge across disciplines, and to create new ideas.
6. **Peaceful Environment** - The peaceful classroom atmosphere encourages respectful social interaction for collaborative learning, peer teaching, and social-emotional development.
7. **Partnership** - The partnership with the families/guardians supports the child's individual and total development.
8. **Respectful Environment** - The environment of respects differences, recognizes cultural uniqueness, and is responsive to positive change.

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INTRODUCTION

HISTORY, MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area (MTEC-SFBA) is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I, Elementary Levels I – II, and Administration dedicated to advancing the legacy of Montessori’s philosophy and pedagogy with an eye to the future.

MTEC-SFBA was established in 1980 with the Elementary Level I - II courses. MTEC subsequently establish the Early Childhood Level, the Infant & Toddler Level, and Administration. The original location of instruction for all course levels was in San Leandro. Presently San Leandro campuses conduct the Early Childhood Level and Elementary I-II Level Courses during the year- round schedule.

The San Leandro, CA Campus conducts Elementary Level I and II Level Courses for both the year round and the summer schedules. All Practicum Seminars are conducted at the Sunnyvale campus. The administrative office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

This Student Handbook is for the Elementary Level II Teacher Credential Course, which prepares the Adult Learner for working with children nine to twelve years old (9 - 12) as a Lead Teacher/Guide. The length of this Course is twelve months for the summer schedule, and ten months for the year-round schedule.

The **mission** of the MTEC-SFBA is to provide infant and toddler course, early childhood course, elementary courses, and administration course for Adult Learners that lead to employment as a Lead Teacher/Guide, or Director in a Montessori educational setting at the appropriate level, empowering the adult learner to build a better world through Montessori philosophy and education in an equitable, anti-biased, and culturally responsive manner.

The **purpose** of the MTEC-SFBA is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori Lead Teachers/Guides. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commission’s delineated competencies.

This Student Handbook contains detailed information regarding the Elementary Level II Teacher Credential Course that prepares Adult Learners to work as a Lead Teacher/Guide with nine to twelve years old (9 - 12) children.

Student Tuition Recovery Fund:

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the School has 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 your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589, or Mail to P.O. Box 980818, West Sacramento, CA 95798-0810.

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

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 Fund 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.

Montessori Elementary II Teacher Credential Course:

208 Academic hours and (optional) 1080 Practicum minimum hours

Instruction is at the San Leandro, CA campus. The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum planning journal, reflective practitioner journal, competencies portfolio, attendance, and handbook. There are occupational requirements for licensing at this time in California.

Schedule of paying tuition is by course component.

Prospective enrollees are encouraged to visit the physical facilities at San Leandro, CA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request and are located on the website at:

www.MontessoriTeacherEducationCenterSanFranciscoBayArea.com

Adult Learners who are seriously considering the Elementary Level II Course are advised to review the website. The course syllabi are provided to Adult Learners on the first day of each course-component instruction, and are located in the *Class Google Classrooms*.

Any questions an Adult Learner/student may have regarding this catalog/handbook that have not been satisfactorily answered by MTEC-SFRBA may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

California State Department of Education
1747 North Market Boulevard, Suite 225
Sacramento, CA 95834

Mailing:

P.O. Box 980818

West Sacramento, CA 95798-0818

[Web site address: www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll Free Number: (888) 370-7589

Telephone: (916) 674-8900

Fax: (916) 263-1897

A student or any member of the public may file a complaint about the 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.

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Elementary Level II Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation Status – MACTE

Montessori Teacher Education Center San Francisco Bay Area holds Accreditation Status until March 22, 2025, for its Elementary Level II Course by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902, (434) 202-7793. MACTE is an accrediting agency recognized by the United States Department of Education.

Affiliation Status – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS - Affiliated TEP) at the Elementary Level II Course Level until March 22, 2025.

American Montessori Society

116 East 16th Street, 6th Floor
New York, New York, 10003-2163
Telephone: (212) 358-1250
Fax: (212) 358-1256

American Montessori Society
Office of Teacher Education
211 East 43rd Street, 7th Floor, Suite #262
New York, NY 10017
212-358-1250 | www.amshq.org

Approved - BPPE:

Montessori Teacher Education Center San Francisco Bay Area is a private institution that is approved to operate by the Bureau of Private Postsecondary Education, State of California through March 22, 2025. Approval to operate means compliance with state standards as set forth by the BPPE in the CEC and 5, CCR. MTEC-SFBA does not imply that the BPPE endorses programs or that the BPPE approval means the institution exceeds minimum state standards.

Student Brochure and Course Specific Brochure:

As a prospective student, you are encouraged to review this catalog prior to signing the *Enrollment Agreement*. You are also encouraged to review the *Performance Fact Sheet* which must be provided to you prior to signing the *Enrollment Agreement*.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Kreuzer Rudd	Secretary
Dr. Richard James Rigg	Treasurer

Bankruptcy Discloser Denial Statement:

Montessori Teacher Education Center San Francisco Bay Area does **not** have a 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 (11 U.S.C. Sec. 101 et seq.).

Officials:

Admissions & Credentialing Officer	Jessica Flores
Chief Financial Officer	Steffany Paz Sanchez
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Coordinator	Jessica Flores
Financial Records	Jessica Flores
Custodian of Academic Records	Jessica Flores
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Linda Aaquist
Practicum Coordinator	Linda Aaquist
Program Director	Dr. Pamela Zell Rigg

MTEC-SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established five courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level II Course	9 – 12
Administration	

Basic Time Frame for Completion:

The Elementary Level II Academic Course is offered in the Year-Round schedule:

2. Year-Round Academic:

A. Saturdays on Weekends:

September through June

B. Practicum concurrent with the Year-Round Schedule:

September - May, minimum 6 hours/day, 5 days /week

C. Practicum Seminars:

September through June - Second Saturday of the Month

From 8:00AM – 5:00PM

Basic time frame for completion of the Year-Round Schedule:

10 months

Cancellation of Enrollment:

Adult Learners have the right to cancel enrollment and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and however expressed, it is effective if it shows that the student no longer desires to continue the Elementary Level II Teacher Credential Course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable.

Upon cancellation, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, and days attended, within 30 days after notice of cancellation is received.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the Montessori Elementary Level I-II Teacher Credential.

Credits/Units – University of the Pacific:

Semester units of academic credit are available through the University of the Pacific. Fee for credits is \$62.00 per semester unit (or current charges). This fee is paid to the University of the Pacific directly.

Forms for receiving academic credit are available at the MTEC-SFBA Web site. semester units of credit are available for the Montessori Elementary Level II Teacher Credential course, plus nine (9) units per semester (2 semesters) for the Supervised Field Experience/Practicum.

Credits/Units – MTEC, San Francisco Bay Area:

The Montessori Teacher Education Center San Francisco Bay Area issues a transcript that details each course's components and the semester units of credit earned. The Elementary Level II Teacher Course offers 15 semester units for the academic coursework, and nine (9) units per semester for the practicum.

EII.01	Mathematics Curriculum	(4 Semester Units)
EII.02	Geometry Curriculum	(2 Semester Unit)
EII.03	Language Curriculum	(2 Semester Units)
EII.04	Geography Curriculum	(.5 Semester Units)
EII.05	History Curriculum	(.5 Semester Units)
EII.06	Biology Curriculum	(1 Semester Units)
EII.07	Physical Science Curriculum	(1 Semester Unit)
EII.08	Curriculum Design	(1 Semester Units)
EII.09	Classroom Leadership	(1 Semester Unit)
EII.10	Montessori Philosophy Curriculum	(2 Semester Units)
EII.16	Practicum Teaching I & II	(18 Semester Units)

Credential:

Upon successful completion of all course components of the Montessori Elementary Level II Course the American Montessori Society issues the following credential:

For Adult Learners with the American Montessori Society Elementary Level I Credential, the American Montessori Society issues the:

AMS Montessori Elementary Level I-II Teacher Credential

For Adult Learners whose degree is officially determined not to be equivalent to a United States bachelor's degree from a regionally accredited college/university, but which still meets the national recognized post-secondary educational standard in the state, province, or country of issuance, the AMS Montessori Elementary I-II Credential is issued which ***states the degree and the name of the country in which the degree was earned.***

Certificate of Attendance:

Upon successful completion of all course components of the Montessori Elementary Level II Course, a *Certificate of Attendance* is issued by MTEC-SFBA.

English as a Second Language:

English language services are not provided. Instruction is conducted exclusively in English. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Montessori Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

10. The Adult Learner understands and speaks conversational and academic English with little to no hesitation and difficulty
11. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English
12. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove Intermediate Level English language proficiency through TOEFL 80+ score or IELTS band 6.5 – 7.5.

Description of the Elementary Level II Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 208 academic hours in-residence, and a minimum of 1080 practicum hours (optional) which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Elementary Level I-II Teacher Credential after the American Montessori Society Elementary Level I Teacher Credential is issued.

Core course components provide the Adult Learner with the knowledge required of the Montessori Elementary teacher. The core curriculum includes Mathematics, Geometry, Language Arts, Geometry, History, Geography, Biology Curriculum.

Foundation course components provide the Adult Learner with the rationale for why and how we implement the core curriculum. The foundation components are Montessori Philosophy.

The knowledge gained in the core course components, the foundation course components, and other course components are applied and deepened through the experience of the nine-month practicum (optional) at the Elementary Level II. The Adult Learner support of the child's learning and development in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a "learning how to learn" attitude, and continual professional development in the future.

The American Montessori Society is committed to promoting high quality teacher preparation in these areas:

1. Human growth and development
2. Observational skills to match student's developmental needs with materials and activities, thereby allowing the teacher to guide students in creating their individual learning plan

3. An array of recommended learning materials and activities that empowers teachers to design their own developmentally responsive, diverse, and equitable learning environments

4. Teaching strategies that support and facilitate the unique and total growth of each individual child

5. Classroom leadership skills that foster a nurturing environment that is physically and psychologically supportive of learning and development

6. Education for peace that emanates from global awareness and service to the greater good

7. Equitable and diverse Montessori environments.

Description of Classes, Clock Hours, and Credits for the Montessori Elementary Level II Teacher Credential Course:

EII.01 Mathematics Curriculum (Core) 60 Hours (4 units)

Philosophy and rationale of the curriculum area of mathematics to include the study of the concept of number and quantitative relationships, base ten systems, four fundamental operations, laws of arithmetic. Measurement (time, space, weight, money), ratio and proportion (fractions, percentage, decimals), problem-solving, exponential notation. Preparation for algebra (concept of unknown, equations in the concrete), probability and statistics (data collection and methods of data display).

EII.02 Geometry Curriculum (Core) 30 Hours (2 units)

Philosophy and rationale of the curriculum area of geometry to include the study of three dimensional and two-dimensional geometric shapes, nomenclature of geometric concepts, relationships and shapes, equivalence, congruence and similarity, and area and volume.

EII.03 Language Curriculum (Core) 30 Hours (2 units)

Philosophy and rationale of the curriculum area of language arts to include the study of expressive and receptive language to include oral language of speaking and listening, writing and reading, grammar functions, and structural grammar (analysis), in addition to word study and mechanics. Literature, library reference and research skills.

EI.04 Geography Curriculum (Core) 6 Hours (.5 units)

Philosophy and rationale of the curriculum area of geography to include the study of physical geography, political geography with globes, maps, land forms, and flags. The student's place in the world, vertical and horizontal knowledge of the earth, geological and climatological phenomena of the earth, economic and ethnological geography, and astronomy.

EII.05 History Curriculum (Core) 6 Hours (.5 unit)

Philosophy and rationale of the curriculum area of history to include the study of the great lessons of history and fundamental needs of humans, time concepts,

introduction to the cosmos (formation of the earth), timeline of life, time line of humans (cultural, philosophical, technological, and artistic development) and history of the country and state or province.

EI.06 Biology Curriculum (Botany & Zoology (Core) 12 Hours (1 unit)

Philosophy and rationale of the curriculum area of biology to include the study of the criteria for classifying living and non-living, the five kingdoms. In zoology the first level includes classification, main characteristics, external parts and habitat. The second level includes classification and internal parts, and vegetative functions. Botany includes nomenclature and classification, characteristics, external parts, habitat, internal parts, and functions, study of the prokaryote, eukaryote, and fungi kingdoms, human anatomy and ecology.

EII.07 Physical Science Curriculum (Core) 16 Hours (1 unit)

Philosophy and rationale of the curriculum area of the physical and life sciences, and including botany and zoology, earth elements, and physical science.

EII.08 Curriculum Design (Core) 12 Hours (1 unit)

Theories of curriculum development are studied in addition to the creation of original material and reconfiguration of current learning materials.

EII.09 Classroom Leadership (Core) 13 Hours (1 unit)

Starting a new class in addition to the study of the preparation of the physical environment, development of a schedule, and the spiritual and psychological conditions of the environment, the role of the teacher as initiator, observer, group leader, and keeper of records. Introducing the Adult Learner new to Montessori in the classroom, developing a partnership with families, and respecting cultural differences and diversity.

*The role of the teacher as initiator, observer, group leader, and keeper of records.

EII.10 Montessori Philosophy Curriculum 23 Hours (2 units)

Montessori's view of child development with four planes of development to include the study of the development of intelligence, the development of language, moral development, social development, cognitive and logical-mathematical development. Characteristics of the child from six to twelve and their implication for design of the Montessori elementary curriculum, current theories and research, and the child's developmental processes to include physical, social and personality, cognitive and logical-mathematical, learning styles, multiple intelligence, giftedness, learning challenges and the child's relationship to the culture, and peace education.

EII.16 Practicum Teaching (Optional) 1080 Hours Minimum (18 units)

The function of the Practicum is to provide the Adult Learner with 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. The practicum is for nine consecutive months, five days per week, six hours per day.

EII.17 Practicum Seminars (hours included in above coursework)

EI.08	Curriculum Design	12 Hours
EI.09	Classroom Leadership	13 Hours
EI.10	Montessori Philosophy Curriculum	25 Hours

Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Elementary Level II Teacher Credential.

7. Content Knowledge

- m. The Adult Learner is introduced to the Montessori philosophy through Montessori writings and various other books and articles. The Adult Learner demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with children from 9 - 12 years old.
- n. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from 9 - 12 years old.
- o. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.
Cosmic education
The Arts
Fine & Gross Motor Skills
- p. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

8. Pedagogical Knowledge

- ee. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.
- ff. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.

- gg. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- hh. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.
- ii. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- jj. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the School. The Planning Journal and Reflective Journal is maintained by the Adult Learner during the practicum.
- kk. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials.
- ll. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Journal is maintained by the Adult Learner during the practicum.
- mm. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- nn. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

3. Practice

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations to anticipate future needs of the child.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the children in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.
- m. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- n. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- o. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

Competencies:

Successful completion of the Elementary Level II Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Content Knowledge

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on the 9-12 years old.;
- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for 9 - 12 years of age;
- 1c. Subject matter for each Course Level* **including**:
 - 1c-1. Demonstrates knowledge of cosmic education;
 - 1c-2. Demonstrates knowledge of peace education;
 - 1c-3. Demonstrates knowledge of practical life curriculum;
 - 1c-4. Demonstrates knowledge of the arts;
 - 1c-5. Demonstrates knowledge of fine and gross motor skills;
- 1d. Demonstrates knowledge of community resources for learning.

2. Pedagogical Knowledge

- 2a. Understands & correctly uses the Montessori materials;
- 2b. Understands & implements the scope and sequence of each curriculum area;
- 2c. Understands & implements the prepared environment;
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership;
- 2e. Understands the purpose and methods of observation & implements a record keeping system;
- 2f. Understands the need for planning of instruction, and has a planning journal;
- 2g. Understands assessment and documentation, and has a system for assessment and documentation;
- 2h. Understands the need for reflective practices, & document this;
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this;
- 2j. Understands culturally responsive methods, & shows evidence of this.

3. Practice

- 3a. Demonstrates & implements classroom leadership;
- 3b. Demonstrates & implements authentic assessment;
- 3c. Demonstrates & implements the Montessori philosophy and methods;
- 3d. Demonstrates and implements parent/teacher/family partnership;
- 3e. Demonstrates professional responsibilities;
- 3f. Demonstrates innovation and flexibility.

Facilities and Location:

Year-Round and Summer Schedule of classes are conducted at:

San Leandro Campus, 101 Callan Avenue, Suite 410, San Leandro, CA. 94577

The classrooms are approximately 900 square feet in size, and can accommodate up to twenty (20) Adult Learners. The materials appropriate for 9 - 12 year old environment are available in the classroom for instructor presentation and adult learner practice.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, Program Director:

Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology in Education*, UC Berkeley (1990)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (1976 & 2002)
- *California Multi-Subjects Teacher Credential*
- *California Early Childhood Specialist Credential*
- *California Early Childhood Site Director Permit*

Linda Aaquist, Practicum Coordinator, Field Consultant, Instructor

Language Arts, Biological Sciences Curriculum, Physical Science Curriculum, History Curriculum, Geography Curriculum, Classroom Leadership, Curriculum Design, & Philosophy

Academic Degrees:

- *B.S Geology*, University of Alberta (1971)
- *M.A Elementary Education*, University of Phoenix, Reno, NV (2008)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1988)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (1990)

- *AMS Elementary Level I-II Teacher Credential, American Montessori Society (1996)*

Brigitte Frost, Instructor

Geometry Curriculum, Mathematics Curriculum, & Philosophy

Academic Degrees:

- *B.A Psychology, University of Dallas (1987)*
- *M.A. Education, Loyola College (2002)*

Teaching Credentials:

- *AMS Elementary Level I-II Teacher Credential, American Montessori Society (2001)*

Housing:

Housing and dormitory facilities are **not** available through the MTEC-SFBA. MTEC-SFBA takes no responsibility to find or to assist a student in finding housing. MTEC-SFBA may provide information on accommodations in the area with a range from bedroom rental in apartment (\$2700 - \$3500/month), one bedroom apartment (\$2600/month), two-bedroom home (\$3500 - \$4000/month) rentals.

Non-Discrimination Policy:

The Program does not discriminate on the basis of race, color, culture, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origins, or any other legally protected status.

Anti-Bias, Anti-Racist Statement:

The Program is committed to examining ourselves and investigating our practices, recognizing, addressing, and eradicating all forms of racism and systemic oppression within our organization, and supporting our community in doing the same in their schools, programs, and practices. We recognize that an understanding of racism and bias varies across individuals, and engaging in transformational change requires courage, trust, empathy, and understanding.

Schedule of Tuition, Fees and Other Charges:

Tuition:	\$2625.00*
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 270.00 (Non-Refundable)
MACTE Fee:	\$ 220.00 (Non-Refundable)
BPPE – STRF Fee:	\$.00 (Non-Refundable)
Total charges for the EC Credential Course:	\$3,215.00

*\$525/courses: 5 courses @\$525 = \$2612.50

Non-Institutional Costs Estimated at: \$ 400**

**Fees and tuition do not include books, manuals, and supplies (Non-Institutional Costs), estimated at approximately

Tuition payments by course at \$525 for each of five (5) courses

AMS & MACTE fees due July 1 or earlier if early registration is selected.

AMS Fee: \$270.00

MACTE Fee: \$220.00

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, 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 programs.

Payment Schedule:

Payment schedules are available:

7. Full payment of tuition of \$2625.00 prior to or upon beginning the Elementary II Credential Course.
8. Installment payments: per course component

Federal and State Financial Aid and Other Financial Aid Programs:

Federal and State Financial aid programs are not available to MTEC-SFBA students. MTEC-SFBA **does not** participate in any form of financial aid programs.

Loan Repayment:

If a MTEC-SFBA student obtains a loan to pay for our teacher credential course the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student is entitled to a refund of the moneys not paid from financial aid funds, and if the student receives federal student aid funds, the student is entitled to a refund of the money not paid from federal financial aid programs.

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$700.

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials, and makes no refunds on materials.

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a Re-Registration Fee of \$100.00 to extend or to reactivate the enrollment.

Enrollment Cancellation:

Enrollment cancellation occurs when written notice of cancellation at the address of the school shown on the top of the front page of this Agreement is submitted or by email. Enrollment cancellation notification is by mail, hand delivery, or email. The written cancellation notice, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written cancellation notice need not take any particular form and, however expressed, it is effective if it indicates the desire to no longer be bound by the Enrollment Agreement.

The *Cancellation Notice* form is in the *Student Handbook*, but any written notice may be used. Upon notice of cancellation of enrollment agreement, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Refund Schedule and Policy:

Adult Learners have the right to obtain a full refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: The refund is the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangement to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school remits a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered.

Financial Aid and Scholarships:

The MTEC-SFBA does not participate in Federal or in State financial aid programs, or any other type of financial aid program.

The American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

Admission Policies and Requirements:

1. Degree Candidate:

The candidate for the American Montessori Society Elementary Level II Teacher Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a degree from a foreign college or university must have the degree evaluated to determine if it is equivalent to a United States degree. **The degree must be evaluated by a National Association of Credential Evaluation Services (NACES) member organization.** If the evaluation provides an equivalency to a United States Bachelor's degree, then the American Montessori Society Elementary I-II Credential is awarded.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a United States bachelor's degree, the candidate may be eligible for an AMS Elementary Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by MTEC-SFBA to AMS.

2. Non-Degree Candidate:

Applicants for the American Montessori Society Elementary I-II Teacher Credential course who do not have a U.S. bachelor's degree from a regionally accredited U.S. college/university or its equivalent are required to sign a statement verifying that they have received the degree requirement for the credential information before they are considered for acceptance into this course.

3. Application Documents:

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

4. B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
2. Three signed professional letters of recommendation.
3. Application (on-line) with registration fee. (non-refundable)
4. Signed statement of purpose for attending the Elementary II Course.
8. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

4. Admission Procedure:

The admission procedure begins with the applicant's on-line completion of the application. The personal interview follows with a discussion between the candidate and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the candidate. The "fit" is multi-dimensional,

considering familial needs, time, financial constraints, and professional suitability. This inner process, aided by the Center with information, is the critical reflective, and first-step in the admissions procedure. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

5. Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC-SFBA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Foreign Student Admission Requirements:

MTEC-SFBA is authorized under Federal law to enroll non-immigrant students.

I-20 (F-1) Procedures:

There is a \$275.00 I-20 issuance fee and the \$100.00 Application fee. **The total cost is \$375.00.**

Include the following information in your communication for the I-20:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Country and city of birth
- Dependent, if applicable.
- Date intended to start the MTEC credential course
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- TOEFL score of 80 + or IELTS band of 6.5 – 7.5 language proficiency.
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement or a relative who formally agrees to financial support. The funding may come from several different sources but must total \$17,000.
- For a transfer student, a copy of the current I-20 as well as current school information.
- Conversion to an F-1 Status, students are required to pay \$600 processing fee all paperwork for the US Embassy.

When the above information is provided in **one** batch, admission to the MTEC-SFBA credential course with a formal letter of admission is issued.

If in the United States and a current student at another school, a Student Transfer form is emailed to the prospective student.

If in the United States with a non-student (F-1) Visa, a "Change of Status" to F-1 is emailed to the student.

If not in the United States, an "Initial" Status F-1 is emailed to the student. Take the F-1 and letter of acceptance to the United States Embassy in your country in order have the F-1 student visa approved.

Pay the SEVIS I-901 Fee of \$350.00 by credit card:

<http://www.ice.gov/sevis/i901/index.htm>.

After attending the first class, send MTEC-SFBA an e-mail informing the Center that you have begun the Credential course. Your attendance will be verified. You are then placed in "Activate Status" as an I-20 student with MTEC. If you need to contact us, e-mail info@montessoritrainingusa.com.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students in Practicum. The Practicum is a paid position at a Montessori school, and a requirement of the Credential course.

The I-20 CPT update to the I-20 is a fee of \$275.00. The practicum is a requirement of the American Montessori Society for the issuance of the teacher credential.

The practicum may be either full time (over 35 hours per week) or part time (less than 35 hours per week). Note that a practicum is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for a practicum.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS credential course, and must currently be on F-1 status.
- A student is authorized for a total of 12 months of full time Curricular Practical Training (CPT).
- The CPT is the Practicum phase of the AMS Credential course. The practicum is a requirement for the completion of the MTEC course. The "job" is an integral part of the student's course of study.
- Full-time CPT requires enrollment at MTEC-SFBA, since the student must receive course credit for the practicum.

Specific Requirements:

- A student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT.
- The MTEC Office authorizes Curricular Practical Training for a specific employer and for a specific period of time. *Employment may not begin before the first day of classes and may not end any later than the last day of classes.*
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your prospective employer.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment, and verifies that the position is not a continuous, full-benefit job.
- Email the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office: Info@MontessoriTrainingUSA.com
- There is a \$275 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be noted on your I-20 and mailed to you.

Professional Development Requirements:

American Montessori Society Elementary Teacher credential holders must complete fifty (50) hours of professional development every five (5) year period for the credential to remain active. The first five (5) years period begins with the date the credential was issued.

If professional development hours are not completed within the 5-year period, the credential becomes *inactive* until the requirement is met.

AMS members who earned AMS credentials issued on or after July 1, 2013, must complete 50 hours of continuing professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential is issued. The process repeats every five years.

Professional Development hours can be submitted directly to the AMS website. Use the *Professional Development Submission Form* that is found on the AMS Website to officially record professional development.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time.

“Change of Status” (Leave of Absence) must be resumed within 24-months of the last class attended.

“Change of Status” (Declared) for permanent withdrawal.

“Change of Status” (Undeclared) not submitted but is inactive for one year.

Reactivation of a declared or undeclared *Change of Status* requires a new registration and registration fee.

Record Retention:

Adult Learners’ records are maintained electronically. Financial records and academic records are separately maintained. Adult Learners’ records are maintained indefinitely.

Occupation/Career Information and Placement Services:

Successful completion of the Montessori Elementary II Teacher Credential Course meets the requirements for a career with children of that age in a Montessori environment setting. The typical employment position is Elementary II Lead Teacher. The Program's website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state.

However, the MTEC-SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

The State of California has requirements that must be met for employment with Elementary age children.

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to MTEC-SFBA to make up the class work: See *Make-Up Classes below*.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make-up class must be the specific class and session that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Standards for Student Achievement - Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+ above excellent work; A excellent work; A- and B+ good work; B for average work; B- for lowest passing work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for lowest passing work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented. See *Academic Advisement*.

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Services:

Concerns regarding the status of an application, class schedule, transcripts, student handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.

Library and Learning Resources:

Learning resources are the extensive Montessori elementary materials available to the adult learners for exploration and practice in the classroom. The infant and toddler curriculum manuals are essential guides to the use of these learning resources. The MTEC-SFBA Web site is a major learning resource with a *Google Classroom* for each course component with reading resources. For further research the adult learner is provided with Web site links. While there are some books available in the classroom as traditional book reference there is not a traditional library.

Adult Learner Assessment of Instructor:

Adult Learner Assessment of the Instructor is completed following the completion of the instructor's curriculum area.

Student Body Representative:

The class selects one representative who assists in the organization of student affairs. The role of the representative is to oversee attendance and to distribute the *Assessment of the Instructor*.

Program Responsibilities:

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

In the area of academics, MTEC-SFBA will:

1. Emphasize quality in every aspect of course delivery.
2. Award credit when and where it is due, in accordance with published standards.
3. Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
4. Disclose accurate information about the recognition and acceptance of credit for this course by other institutions.
5. Ensure fair and reasonable academic evaluation with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance. The MTEC-SFBA will maintain transcripts or records of grades in accordance with state/local requirements, and guarantee confidentiality and adult learner access to records.
6. Award certifications when merited, and inform adult learners regularly of academic progress. The TEP will recommend a candidate for AMS credentialing after all stated requirements are satisfied.
7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
8. Describe course requirements in clear, specific, and accurate terms in written form, and ensure that requirements are educationally meaningful.
9. Notify adult learners of unusual features of the course that cannot be readily anticipated.
10. Offer coursework that follows the published catalog description.
11. Embrace the principle of academic honesty.
12. Publish causes for dismissal in clear and specific form, and dismiss an adult learner only for appropriate cause and after due process.

In the area of advertising, MTE-SFBA will:

1. Publish advertising that is accurate, reliable, up to date, clear, and concise.

In the area of finances, MTEC-SFBA will:

1. Assess reasonable tuition and provide timely notice of annual increases.
2. Inform potential adult learners of sources of financial aid.

3. Employ fair and accurate published refund policies.
4. Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
5. Keep accurate records of fees paid by each adult learner.
6. Inform adult learners about financial instability in the event such a condition exists.

In the area of admissions, the MTEC-SFBA will:

1. Provide published policies on the admission process.
2. Give prospective adult learners an accurate overview of the course, encouraging them to visit the facility to meet with staff and current adult learners to provide additional detail.
3. Maintain clear and specific policies on the availability of job placement services.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director meets with the faculty to help decide the appropriate action in each case. Situations are dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates.
If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)

(See *Dismissal*.)

Adult Learner Rights, Standards and Responsibilities:

The program maintains its rights as an institution of postsecondary education, and expects the adult learner to be responsible for the following:

It is the responsibility of the adult learner to:

1. Seek a Montessori credential for their own professional growth and desire to learn.
2. Be informed by reading the information disseminated by the course.
3. Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
4. Continually self-monitor academic progress.
5. Attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. Embrace the principle of academic honesty.
7. Respect the freedom of the Program's staff to inquire, publish and teach.
8. Be familiar with the AMS and MTEC-SFBA Code of Ethics.

In the area of finances, the adult learner accepts the responsibility to:

7. Be informed about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
8. Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
3. Understand tuition costs completely and accurately.
4. Satisfy financial obligations to the program in a timely fashion.

In the area of admissions, the adult learner accepts the responsibility to:

4. Be knowledgeable about other available courses/programs to ensure that enrollment is based on an informed decision.
2. Represent oneself honestly in applying to the program.
3. Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

Children Not Permitted in Class:

Children are not permitted to attend class.

Rules of Operation and Conduct – Dismissal Policy:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.
5. Plagiarism. MTEC-SFBA has a zero tolerance for plagiarism. Adult learners who plagiarize will be subject to academic action.
6. Maintain a minimum of 2.75 GPA.

Academic action may result in probation or continuing probation. Failure to meet or maintain these criteria may result in expulsion or removal from the program.

Probation and Dismissal Policy and Procedure:

4. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the Adult Learner will be advised of the change in behavior in order to avoid immediate dismissal.

Grievance/Complaints:

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

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE, MACTE and AMS. (See page 4.)

Bureau for Private Postsecondary Education (BPPE)

California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, VA 22902
Telephone: (434) 202-7793

American Montessori Society (AMS)

116 East 16th Street, Sixth Floor
New York, New York 10003-2163
Telephone: (212) 358-1250 Fax: (212) 358-1256

Arbitration Committee and Procedures:

Purpose:

10. To arbitrate significant complaints or grievances by Adult Learners, 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. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC San Francisco Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA
- 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, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC-SFBA 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 MTEC-SFBA credential course.
11. The MTEC-SFBA 's failure to meet American Montessori Society requirements during the practicum.
12. The MTEC-SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance/Complaint Procedure:

4. A person initiating a complaint must first consult with the person against whom the complaint is being brought, and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).
2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA 's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee is binding on all parties and without appeal.

Stand-by-Member:

To keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

Should the elected student representative to the Arbitration Committee brings a grievance to the committee, an alternative student representative will be selected.

Stipulation:

No solution can be arrived at in conflict with BPPE, AMS or MACTE.

Elementary II Practicum (Optional):

The practicum is an optional requirement for the completion of the Elementary II Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with 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 course. The practicum begins in September. The minimum Early Childhood practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the practicum site, in the classroom with an approved Supervising Teacher, for a minimum of six (6) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and ensure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 1080 scheduled as stated above.

Elementary II Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums.
2. Practicum Site Agreement by Practicum School Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Elementary II Teacher Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement, Degree Requirement
6. Signed Professional Development Requirement
7. AMS Fee, MACTE Fee, and BPPE Fee.
8. Online enrollment in Practicum I and Practicum II.

Elementary II Practicum Site Requirements:

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and

- the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
 7. Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e. janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.
 8. Class contain children from 9 to 12 years old to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
 9. The environment must be designed and equipped to meet the developmental needs of the children served. The environment must include student furnishings and a full array of recommended Montessori materials for the age range served. AMS-recommended materials lists are available on the AMS website.
 14. The Adult Learner is not to be asked to assume total responsibility for a group without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. must be verified and approved by MTEC-SFBA.

Supervising Teacher:

The Supervising Teacher is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing, maintaining records.
3. Interaction: relations among parents, staff, and children.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services, parent education, interviews, conferences, and meetings; open house.
19. Staff Involvement: participation in meetings, establishing team compatibility, and problem-solving techniques.
20. All MACTE competencies.

Practicum with Head Teacher/Guide:

The format and concerns for the practicum with lead caretaker are similar to those of the self-directed practicum Adult Learner. The Adult Learner consults with the lead caretaker daily. To ensure the success of the practicum experience for the Adult Learner, agreements with the administration must be met regarding adequate support.

Course Completion/Performance Standards:

10. During the supervised practices the Adult Learner practices presentations in each of the following curriculum areas: Language Arts, Mathematics, Geometry, Botany, Zoology, History & Geography.

The Adult Learner maintains the *Practice Sheet Form*.

Due date: **During each curriculum class.**

11. The instructor(s) responsible for the curriculum area evaluate the presentations using the *Demonstration Evaluation Sheet* (Appendix A).

Due date: **During each curriculum class.**

12. Development and maintenance of the *Curriculum Manuals* are required by the Adult Learner.

Due date: Summer – Monday following the curriculum
Year Round – At the first day of next class

4. A *Philosophy/Rationale Paper* is required for each curriculum area.

Due date: Summer – Monday following the curriculum
Year Round – At the first day of next class

The Adult Learner demonstrates materials from each of the major curriculum areas.

5. A written examination is required in each curriculum area. The written examinations are conducted during classes.

Due date: Summer - During class
Year Round – During class

6. *Personal Code of Ethics Statement* is submitted on the last day of class for each of the core curriculum courses.

Practicum Teaching Course Performance Standards:

1. The Adult Learner maintains the Practicum Handbook & Competencies Portfolio, the Elementary Planning & Reflection Journals, and the Attendance. They are due at each seminar and each practicum visit.

Due date: **At each practicum seminar and at each practicum visit.**

The Adult Learner submits three observation reports due at the Practicum Seminars. Observation 1 and 2 are due at the December Practicum Seminar, Observation 3 is due at the April Practicum Seminar.

Practicum Teaching Course Performance Standards:

4. The Adult Learner successfully completes and submits the Practicum Handbook & Competencies Portfolio, and Practicum Planning & Reflection Journals.
2. The Adult Learner is successful in the practicum as assessed by the three (3) reports of the Supervising Teacher, and the three (3) observation reports of the Field Consultant.

Standards for Student Achievement - Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

Transfer Policy - Credit:

7. Transfer from another AMS Program -

For transfer to MTEC-SFBA:

The candidate is:

Within the three-year time limit following the original academic phase; and is currently registered with AMS

MTEC-SFBA:

- Reviews and evaluates previously completed academic and practicum coursework;
- paid application fee of \$100.00; and
- applicant receives written notification of the fees and time required to complete all transfer requirements; and
- the original program is contacted to determine if the adult learner is in good standing including fulfillment of financial obligations.

8. **Transfer from Teacher Education Program recognized by MACTE Accreditation**

Transfer of contact hours and/or credits from teacher education programs recognized by AMS through MACTE accreditation are considered with verification of the following documentation:

Candidate:

Has a degree in keeping with AMS credential requirements; and is a current AMS member or register as an adult learner, and

MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate; and utilizes proficiency pretesting to plan for a program of study; and

MTEC-SFBA determines the minimum requirement of the academic phase

that the candidate must enroll to fulfill AMS credential qualifications, and

MTEC-SFABA requires all candidates to take Montessori theory and philosophy from MTEC-SFABA; and

MTEC-SFABA determines the practicum requirements the candidate meets per the requirements of an AMS; and

MTEC-SFABA assess and evaluate proficiency as required by MTEC-SFABA; and

MTEC-SFABA ensure that all the requirements are met; and

MTEC-SFABA submits the AMS Transfer Form in addition to the AMS Credential Recommendation Form to the applicant.

3. Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS via MACTE accreditation are not accepted. The candidate must enroll in the complete AMS credential course.

Transferability of Credits, Certificates and Degrees:

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:

The transferability of credits you earn at the Montessori Teacher Education Center - San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Attendance you earn in MTEC-SFABA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or Credential 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 MTEC-SFABA to determine if your credits and Early Childhood Teacher Credential will transfer.

Units earned in our Early Childhood Teacher Credential Course, in most cases, will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman. If you enter a college or university at some time in the future even though you earned units at our school the units at MTEC-SFABA will not transfer.

Certificate of Attendance:

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined

by a letter grade of B or better in all the course work, and in all phases of the practicum, and tuition and fees have been paid.

Readings and Text:

The following books and manuals are required reading at the beginning of the coursework:

Advanced Montessori Method 2
Education and Peace
Education for a New World
Education for Human Development
From Childhood to Adolescence
Montessori Today
The Formation of Man
To Educate the Human Potential

Botany Manuals I & II
Chemistry (Second Summer)
Fraction Manual I
Functional Geography Manual (Second Summer)
Geography Manual I
Geometry Manual I
History manuals I & II
Language Arts manuals I, II, III & IV
Mathematics Manuals I & II
Physical Geology (Second Summer)
Physics (Second Summer)
Zoology Manuals I & II

Personal Materials:

Materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Glue stick for mounting pictures in the manuals.
3. One quality set of scissors.
4. White-out for potential errors.
5. 8-1/2" x 11" color card stock paper for mounting pictures.
6. Seven 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 1,000 pages.
9. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of **public** school elementary teachers.

Summer Instructional Calendar:

Seven weeks, Monday through Friday 8:00AM to 5:00PM.

Check Website for dates.

Instructional Campus: San Leandro, CA Campus

Year-Round Instructional Calendar:

Saturdays and/or Sundays from 8:00AM to 5:00PM.

Check Website.

Instructional Campuses: San Leandro, CA Campus

Supervised Practice & Philosophy:

Every Sunday except holiday weekends from 8:00 AM to 5:00 PM.

Check Website – San Leandro, CA Campus

Staff Directory:

Dr. Pamela Zell Rigg

PamelaRigg@MontessoriTrainingUSA.org

101 Callan Avenue, Suite 420
San Leandro, CA 94577

(510) 278-1115

Jessica Flores

info@montessoritrainingusa.com

101 Callan Avenue, Suite 420
San Leandro, CA 94577

(510) 278-1115 x 2

Linda Aaquist

LindaAaquist@MontessoriTrainingUSA.org

7818 Tulear Street
Reno, NV 89506

(775) 848-0492

Brigitte Frost

BrigitteFrost@MontessoriTrainingUSA.org

15107 Oak Road
Jackson, MI

(775) 996-3052

Ann Gavey, M.Ed.

AnnGavey@MontessoriTrainingUSA.org

Rising Star Montessori
1421 High Street
Alameda, CA 94501

(510) 865-4536

Wanda Whitehead

WandaWhitehead@MontessoriTrainingUSA.org

Casa di Mir Montessori School
90 East Latimer Avenue
Campbell, CA 95008

(408) 370-3073

Vilma Lino

101 Callan Avenue, Suite 420
San Leandro, CA 94577
vlino0713@gmail.com

(510) 278-1115

APPENDIX A-1

FINAL GRADE SHEET

- Mathematics I & II – EI.01
 - Geometry – EI.02
 - Language – Grammar & Word Study – EI.03
 - Geography – EI.04
 - Geography (Functional) – EI.04
 - History – EI.05
 - Biological Sciences – Botany & Zoology – EI.06
 - Physical Sciences – Chemistry, Physics, - EI.07
- Geology**

Adult Learner: _____ Instructor: _____

Date: _____ Course: _____ **Grad**

1. Manual - MACTE Competencies (1c, 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)
MACTE Competency Practical Life (1c) (10 points)

- ___ All Material Complete ___ Areas of Curriculum Tabbed
- ___ Handouts Integrated
- ___ Illustrations / Drawings (Total 10 points)
- Practical Life –
- Students’ Schedule for the Care of the Environment: _____
- Community Resources (1 points): _____
- Scope & Sequence (1 points): _____
- Prepared Environment – cleaning detail notes (1 points): _____
- Prepared Environment – Schedule for Cleaning (1 points): _____
- Communication to Family (1 points): _____
- Purpose of each material (1 points): _____
- Notes: Purpose & Method of Observation/ (1 points): _____
- What to look for with each material
- Planning for Instruction (1 points): List of materials needed for each activity: _____
- Assessment & Documentation Tools (1 points): _____
- Reflections (1 points): _____

2. Performance - MACTE Competencies (1c, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)
(25 points)

- Material: _____
- Correct use of the material (10 points): _____
- Scope & sequence: material before & after (2.5 points): _____
- Prepared environment/material (2.5 points): _____
- Family communication (2.5 points): _____
- Observe for what student understands (2.5 points): _____
- Planning for instruction – what came before & after (2.5 points): _____
- Assessment of student & recording progress document (2.5 points): _____
- Reflection of Adult Learner (2.5 points): _____
- Community resources (2.5): _____

3. Practice Sheet – MACTE Competencies (1c, 2a) (20 points)

- Written Examination - MACTE Competencies (1c, 1d, 2b, 2c, 2d) (25 points)** _____
- Code of Ethics Statement – MACTE Competencies (3e) (5 points)** _____
- Philosophy Paper - MACTE Competencies (1a) (15 points)** _____

FINAL GRADE _____ **/100**

Performance Assessment – MACTE Competencies for Essential Elements of Teaching

Element	1 Ineffective	2 Minimally Effective	3 Effective	4 Highly Effective
Anticipatory Set	Student did not do this.	Elements present but somewhat unclear.	Elements present and clear but not enough detail.	The purpose and direct aim of the lesson was presented clearly.
Past Learning	Student did not do this.	Student did not ask questions but provided information.	Student asked 1 or 2 questions and provided information.	The student asked questions to determine prior knowledge.
Lesson	Lesson too short and unclear. Incorrect information. No questions.	Lesson too short and unclear. Correct information. No questions.	Lesson contained most of the material. Correct information. Some questions asked.	A complete lesson was presented including key experience, presentation, and discussion of concepts. Teacher was a facilitator, asking questions rather than just providing information.
Understanding	Student did not check for understanding.	Student asked 1 question.	Student asked several questions and used three-period lesson.	Check for understanding by asking questions. Three-period lesson used when appropriate.
Closure (Review)	Student did not review.	Student reviewed some ideas.	Student reviewed several ideas.	Students were asked questions about the lesson to determine knowledge acquired.
Follow-Up	No follow-up activity offered.	Directions for follow-up activity not clear.	Directions clear for one follow-up activity and one asked for.	Clear directions for follow-up activities were given. Choices were offered/elicited.
Clarity	Lesson not clear and confusing.	Lesson somewhat clear.	Lesson clear but lacked some information.	Lesson was presented clearly with no extraneous information.
Sequence	Illogical sequence. Most parts missing.	Sequence somewhat logical with some missing parts.	Sequence mostly logical with few missing parts.	The lesson followed a logical sequence with all parts present.
Accuracy	Lesson was incorrect.	Lesson was somewhat accurate.	Lesson was mostly accurate.	All material presented was accurate.
Completeness	Lesson missing most parts. Illogical.	Lesson missing several parts. Illogical.	Lesson missing few parts. Logical.	The lesson was logically presented with all elements present.
Discussion	No discussion.	Very short discussion. No suggestions offered.	Short discussion. Suggestions offered.	Lesson was discussed with student and suggestions for improvement offered.

APPENDIX A-2
FINAL GRADE SHEET

Curriculum Design EI.08

Adult Learner: _____ Instructor: _____

Date: _____

- 3. **Practicum Handbook & Competencies Portfolio**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) (50 points) _____

- 4. **Practicum Planning & Reflection Journal**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) (50 points) _____

FINAL GRADE _____ **/100**

_____ Resubmit *

***All items must be submitted.**

APPENDIX A-3
FINAL GRADE SHEET

Classroom Leadership EI.09

Adult Learner: _____

Instructor: _____

Date: _____

2. Practicum Handbook

MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a
(50 points)

2. Practicum Planning Journal & Reflective Practices

MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a
(50 points)

FINAL GRADE _____/100

***All items must be submitted.**

APPENDIX A-4
FINAL GRADE SHEET
Montessori Philosophy Curriculum EI.10

Adult Learner: _____ Instructor: _____

Date: _____

3. Montessori Philosophy Papers
MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

Philosophy Paper during Mathematics Curriculum _____
15 points

Philosophy Paper during Geometry Curriculum _____
15 points

Philosophy Paper during Language Curriculum _____
15 points

Philosophy Paper during Geography Curriculum _____
15 points

Philosophy Paper during History Curriculum _____
15 points

Philosophy Paper during Biology Curriculum _____
15 points

4. Observation Reports – 1 point each
MACTE Competencies (2e)

#1 _____ #6 _____

#2 _____ #7 _____

#3 _____ #8 _____

#4 _____ #9 _____

#5 _____ #10 _____

FINAL GRADE _____ **/100**

APPENDIX A-5
FINAL GRADE SHEET
Child Development EI.11

Adult Learner: _____ Instructor: _____

Date: _____

- 3. Practicum Handbook _____
MACTE 1a, 1c.1, 1.d, 2c, 3f
- 2. Practicum Planning Journal & Reflective Practices _____
MACTE 1a, 1c.1, 1.d, 2c, 3f

FINAL GRADE _____ _____ Pass _____ Resubmit *

***All items must be submitted.**

APPENDIX A-6
FINAL GRADE SHEET

Practical Life EI.12

Adult Learner: _____ Instructor: _____

Date: _____

- 4. Practicum Handbook _____
MACTE 1a, 1c.1, 1.d, 2c, 3f
- 2. Practicum Planning Journal & Reflective Practices _____
MACTE 1a, 1c.1, 1.d, 2c, 3f

FINAL GRADE _____ Pass _____ Resubmit *

***All items must be submitted.**

APPENDIX A - 8

FINAL GRADE SHEET

PRACTICUM COMPETENCIES – ALL MACTE COMPETENCIES

Practicum Teaching I EI.16A

Practicum Teaching II EI.16B

Adult Learner's Name: _____

Circle those completed:

Competencies			Attendance	Planning & Reflection Journal	
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	September	<u>September</u> Week 1, 2, 3, 4	<u>September</u> Week 1, 2, 3, 4
1.A	1.A	1.A	October	<u>October</u> Week 1, 2, 3, 4	<u>October</u> Week 1, 2, 3, 4
1.B	1.B	1.B	November	<u>November</u> Week 1, 2, 3, 4	<u>November</u> Week 1, 2, 3, 4
1.C-1	1.C-1	1.C-1	December	<u>December</u> Week 1, 2, 3, 4	<u>December</u> Week 1, 2, 3, 4
1.C-2	1.C-2	1.C-2	January	<u>January</u> Week 1, 2, 3, 4	<u>January</u> Week 1, 2, 3, 4
1.C-3	1.C-3	1.C-3	February	<u>February</u> Week 1, 2, 3, 4	<u>February</u> Week 1, 2, 3, 4
1.C-4	1.C-4	1.C-4	March	<u>March</u> Week 1, 2, 3, 4	<u>March</u> Week 1, 2, 3, 4
1.C-5	1.C-5	1.C-5	April	<u>April</u> Week 1, 2, 3, 4	<u>April</u> Week 1, 2, 3, 4
1.D	1.D	1.D	May	<u>May</u> Week 1, 2, 3, 4	<u>May</u> Week 1, 2, 3, 4
2.A	2.A	2.A	Check One:	Check One:	Check One:
2.B	2.B	2.B	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass
2.C	2.C	2.C	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete
2.D	2.D	2.D	Field Consultant Reports: #1 #2 #3		
2.E	2.E	2.E	Supervising Teacher Reports: #1 #2 #3		
2.F	2.F	2.F	Observation Reports: #1, #2, #3, #4, #5		
2.G	2.G	2.G	#6, #7, #8, #9, #10		
2.H	2.H	2.H	Check One:	Check One:	Check One:
2.I	2.I	2.I	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass
2.J	2.J	2.J	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete
3.A	3.A	3.A			
3.B	3.B	3.B			
3.C	3.C	3.C			
3.D	3.D	3.D			
3.E	3.E	3.E			
3.F	3.F	3.F			
Check One:	Check One:	Check One:			
<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass			
<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete			

Elementary Level II Enrollment Agreement or Contract
July 1, 2022 – June 30, 2023
Montessori Teacher Education Center San Francisco Bay Area
Montessori Elementary Level II Teacher Credential Course

1. Total Number of Clock Hours and Semester Credit Units:

208 Academic Clock Hour = 18 semester units

2. Total Charges:

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 240.00 (Non-Refundable)
MACTE Fee:	\$ 171.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Total charges for the entire course:	\$ 2762.00
Non-Institutional Costs Estimated:	\$ 500.00

Total Cost of Elementary Level I Educational Course:

Total Charges for the course for students competing on-time in 2020: **\$2,762.00**. Total charges may be higher for students that do not complete on time.

3. Federal Student Loan Debt:

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

4. Schedule of Fees Payments:

Registration Fee:	\$ 100.00 (Non-Refundable)
due July 1	
American Montessori Society Fee:	\$ 240.00 (Non-Refundable)
due July 1	
MACTE Fee:	\$ 171.00 (Non-Refundable)
due July 1	
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Tuition due at the beginning of each course component (\$450.00)	\$2,250.00 Total Tuition

Student's Initials: _____ **Date:** _____

5A. Schedule of Tuition Payments:

First day of each course component

Language Arts - Grammar	\$450.00
due on first day of class	
Mathematics III	\$450.00
due on first day of class	
Mathematics IV	\$450.00
due on first day of class	
Biological Science	\$150.00
due on first day of class	

History & Geography due on first day of class	\$150.00
Geometry due on first day of class	\$450.00
Physical Science due on first day of class	\$150.00

Total tuition charges for the entire course: \$2,250.00

5B. Schedule of Tuition – Paid in full by the first day of class.

5C. Third Party Tuition Payment:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Email: _____

Note: 10% discount on Tuition Fee for three (3) or more students from the same school in the same classes.

Student's Initials: _____ **Date:** _____

6. Description of the Elementary Level II Teacher Credential Course:

The Montessori Elementary Level II Teacher Credential Course is comprised of 208 instructional clock hours, when successfully completed, **enables the Adult to be awarded the American Montessori Society Elementary Level Teacher Credential when the student has the AMS Elementary I-II Teacher Credential.**

Instruction includes Montessori Philosophy, Language Arts, Mathematics, Geometry, Biology, History, Geography, Physical Science, Classroom Leadership, and Curriculum Design.

6. Student's Right to Cancel:

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

7. Student's Right to Cancel:

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

8.Cancellation of Enrollment:

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student’s Initials: _____ **Date:** _____

9. Transferability of Credits and Credentials Earned at Our Institution:

The transferability of credits you earn at the MTEC San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion or units you earn in MTEC SFBA is at the complete discretion of the institution to which you may seek to transfer. If the certificate or units 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 MTEC SFBA to determine if your credential or units will transfer.

10. Question Regarding Enrollment Agreement:

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

11. Filing Complaint

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

12. Location Disclosure Requirement:

Administrative Office -
101 Callan Avenue, Suite 420, San Leandro, CA 94577
Instructional Campuses for Elementary Level I Instruction –
790 East Duane Avenue, Sunnyvale, CA 94085

13. Period Covered by this Enrollment Agreement:

July 1, 2022 – July 30, 2023

14. No Distant Learning Option

Student's Initials: _____ **Date:** _____

15. Catalogue or Student Handbook

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

16. Student Handbook

I certify that I have received the Catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

17. This Agreement is Legally Binding When Signed by the Student and Accepted by the Institution

18. Student Tuition Recovery Fund (STRF)

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 prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2015 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2015, shall be granted an approval to operate until March 2028 to coincide with the anniversary date of the current approval to operate.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

Student's Initials: _____ **Date:** _____

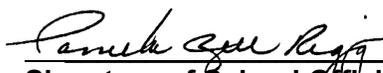
19. AMS Elementary I-II Credential Disclosure Statement:

AMS does not grant the AMS Level I-II unless the adult learner already has the AMS Elementary I Teacher Credential. AMS does not grant an Elementary II Teacher Credential to MTEC-SFBA graduates.

Applicants for this AMS Elementary Level II course who do not have a Elementary I Credential are required to sign a statement verifying that they have received the above information before they are considered for acceptance into the Elementary II course.

20. Legally Binding Agreement:

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

<hr/>	
Signature of Student	Date
	
Signature of School Official	Date
Title of School Official	

MONTESSORI TEACHER EDUCATION CENTER
 SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 & 2023
 Elementary Level II Course – 5 Week Course

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2022	0	0	0	0
2023	2	2	2	2

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2022	0	0	0	0
2023	2	2	2	2

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2022	0	0	0	0	0
2023	3	3	3	3	3

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

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**Gainfully Employed Categories
Part-Time vs. Full-Time Employment**

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	0	0
2023	0	2	2

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2022	0	0	0
2023	3	0	3

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	0
2023	0	2

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	0
2023	0	2

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

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 San Leandro, CA 94577
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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2022	0	0/NA	0/NA	0/NA	0/NA
2023	2	0/NA	0/NA	0/NA	0/NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wages Information

(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,000+	No Salary Information Reported
2022	0	0	0	0	0	0	0
2023	0	0	0	0	0	2	0

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the US Department of Labor Statistics, *Preschool Teachers, except Special Education, for the State of California*.

Link to the US Department of Labor Statistics
<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

**MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

Cost of Educational Program

Total Charges for the program for students competing on-time in 2022: **\$3312.00** Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

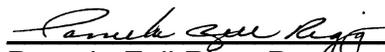
This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print

Student Signature

Date



Pamela Zell Rigg, Program Director

July 1, 2022
Date

MONTESSORI TEACHER EDUCATION CENTER
SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

Definitions - Continued

-
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
- **NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING**

Student’s Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

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SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

STUDENT'S RIGHT TO CANCEL

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

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student's Initials: _____ **Date:** _____

Appendix C

**MONTESSORI TEACHER EDUCATION CENTER
 SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com**

**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2021 & 2022**

Elementary Level I Course – 12 Months – 1484 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program¹	Students Available for Graduation²	Number of On-time Graduates³	On-Time Completion Rate⁴
2022	8	6	6	75%
2021	8	6	6	75%

Student's Initials: _____ Date: 07/01/2024 Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program¹	Students Available for Graduation²	150% Graduates⁵	150% Completion Rate⁶
2022	8	6	6	75%
2021	8	6	6	75%

Student's Initials: _____ Date: 07/01/2024
 Initial only after you have had sufficient time to read and understand the information.

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Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2022	8	6	6	6	100%
2021	8	6	6	6	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

Gainfully Employed Categories

includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	6	6
2021	0	6	6

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2022	6	0	6
2021	6	0	6

Student's Initials: _____ Date: 07/01/2024 Initial only after you have had sufficient time to read and understand the information.

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Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	6
2021	0	6

Student's Initials: _____ Date: 07/01/2024
Initial only after you have had sufficient time to read and understand the information.

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	6
2021	0	6

Student's Initials: _____ Date: 07/01/2024
Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates – NA – No License Examination

(includes data for the two calendar years prior to reporting)

Student's Initials: _____ Date: 07/01/2024
Initial only after you have had sufficient time to read and understand the information.

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Salary and Wages Information

(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$45,000+	No Salary Information Reported
2022	6	6	0	0	0	6	0
2021	6	6	0	0	1	5	0

Student's Initials: _____ Date: 07/01/2024

Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the US Department of Labor Statistics.

<https://www.bls.gov/ooh/education-training-and-library/kindergarten-and-elementary-school-teachers.htm>

Student's Initials: _____ Date: 07/01/2024

Initial only after you have had sufficient time to read and understand the information.

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SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

Cost of Educational Program

Total Charges for the program for students competing on-time in 2023-2024:
\$5,433.50. Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2024-2025:
\$6341.50. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: 07/01/2022

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ Date: 07/01/2022

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

_____	_____	<u>07/01/2022</u>
Student Name – Print	Student Signature	Date
		
_____	<u>07/01/2022</u>	
School Official	Date	

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SAN FRANCISCO BAY AREA
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Definitions

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“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. • “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

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“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program. •

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Definitions - Continued

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

**NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR
CREDENTIALLING.**

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SAN FRANCISCO BAY AREA
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

STUDENT'S RIGHT TO CANCEL

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

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. 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 any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student's Initials: _____ Date: 07/01/2022

APPENDIX D
Elementary
Non-Degree Disclosure Letter

_____ I have a Bachelor's or Master's Degree *Country Awarded:* _____

Foreign transcripts of college degrees must be evaluated by an accredited agency to determine their equivalency to a United States degree.

_____ I DO NOT have a Bachelor's or Master's Degree

AMS does not grants the AMS elementary Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded).

Applicants for this AMS Elementary course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

I have read and understand my responsibility as an applicant for the Elementary course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date



Pamela Zell Rigg, Program Director

July 1, 2022
Date

APPENDIX E

TRANSFER POLICY & CREDIT TRANSFER

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001

In order to properly assess prior Montessori teacher preparation coursework, the following information is required.

Name: _____ Telephone: (____) _____
Email address: _____
Address: _____ Date: _____
City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

4. Transfer between AMS Programs:

Candidate:

- Within 3-year time limit following original academic phase.
- AMS current member: Member ID # _____ Expiration Date: _____
MTEC-SFBA:
 - Review coursework
 - Contact original program – Letter of Good Standing
 - AMS Transfer Form and AMS Credential Recommendation Form

5. Transfer from TEP recognized by AMS

Candidate:

- Degree level required by AMS
- AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:

- Evaluate coursework * See Below
- Determine minimum requirements
- Theory & philosophy from MTEC-SFBA
- Explain & require practicum
- Assess & evaluate proficiency & competencies

6. Transfer from TEP not recognized by AMS: Not Accepted

Elementary Level I – Montessori Coursework Evaluated & Completed:

- Early Childhood Overview Mathematics I Biology
- Movement/Physical Language I (Grammar) Math
- Physical Science Education Language II (Word Study) History
- Child Development Arts & Crafts Geom.
- Geography Music Classroom
- Curriculum Design & Strategies

Elementary Level I - Montessori Coursework to Complete at MTEC:

- Early Childhood Overview Mathematics I Biological Sciences
- Movement/Physical Language I Mathematics II
- Physical Science Education Language II History
- Child Development Arts & Crafts Geometry
- Geography Music Classroom Leader.
- Curriculum Design & Strategies

For MTEC-SFBA use only:

MACTE Accredited Institution: _____ Yes _____ No (state reason in comments)
Documentation Accepted: _____ Yes _____ No

Financial credit for prior coursework: \$ _____.

Cost of Montessori Coursework to complete: \$ _____.

Signature of Adult Learner

Date

Signature of Program Director

Date

APPENDIX F
CHANGE OF STATUS

Declaration

This Notice Is Important. Keep A Copy For Your Records.

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001**

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: ___ Infant/Toddler (Birth - 3) ___ Early Childhood
 ___ Elementary Level I ___ Elementary Level II
 ___ Administration

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared
This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: ___ Infant/Toddler (Birth - 3) ___ Early Childhood
 ___ Elementary Level I ___ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

MTEC SF Bay Area Official's Signature: _____ Date: _____

APPENDIX G
NOTICE OF CANCELLATION

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001.
www.MontessoriTrainingUSA.com**

Buyer's Right to Cancel

Date of First Class: **July 1, 2024**

You may cancel this contract for school, without any penalty obligation by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. The school has not given you any equipment or materials for which you would incur a financial obligation. To cancel the contract with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, mailed, faxed, emailed or telegram to:

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420
San Leandro, CA 94577**

NOT LATER THAN JULY 7, 2024

which is at the first class session, or the seventh day after enrollment, whichever is later.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916)
263-1897**

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Buyer's Signature

Date

APPENDIX H
NOTICE OF REFUND – ELEMENTARY COURSE

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
BPPE School Code #0103001
www.MontessoriTrainingUSA.com

This Notice Is Important. Keep It for Your Records.

Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Email _____

Course with tuition and hours:

Elementary (\$2,525.00 tuition/208 hours = \$12.87/hour)

3. Beginning Date: _____ Ending Date: _____

2. Date Refund was made: N/A _____ / _____ / _____

3. Amount of Refund: N/A _____ \$ _____

4. Method of Calculating Refund: by Proration

5. Amount Adult Learner Paid in Tuition: _____

6. Hours attended: _____ Hours

7. Total hours paid _____ Hours

8. Equipment Cost: N/A

9. Name to which refund was sent: _____

10. Address to which refund was sent:

13. Attended more than 60% (**125 Hours**): No tuition refund due: _____

Registration Fee: \$100.00 (Non-refundable) N/A

Equipment (Materials) Fee: purchased at Adult Learner's discretion N/A

A copy of this form must accompany the refund check.

_____ **No refund issued because the student only paid for the hours attended.**

Signature of Issuer: _____ Date: _____

**APPENDIX I
GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION**

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577
School Code #0103001**

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

I have the following concern: _____

Official receiving the concern/complaint: _____

Action taken by the MTEC SF Bay Area : _____

MTEC SF Bay Area

Signature: _____ Date: _____

APPENDIX J
OPTIONAL: PRACTICUM ASSIGNMENT DUE DATES

September Practicum Seminar	Due: Practicum Forms, Letters of Reference Official Transcripts Bring: Practicum Binder
October Practicum Seminar	Bring: Practicum Binder
November Practicum Seminar	Child, Family & Community Assignment Bring: Practicum Binder
December Practicum Seminar	Due: Supervising Teacher/ Administrator Report Classroom Leadership/ Positive Discipline Assign. Due: Observation Reports 1 & 2 Bring: Practicum Binder
January Practicum Seminar	Bring: Practicum Binder
February Practicum Seminar	Bring: Practicum Binder
April Practicum Seminar	Due: Observation Reports 3 Supervising Teacher/ Administrator Report Bring: Practicum Binder
May Practicum Seminar	Due: Supervising Teacher/ Administrator Report Grad Reports Bring: Practicum Binder
June	Graduation – Last Friday in June 4PM

APPENDIX L
**GRADUATE SELF-ASSESSMENT
 EARLY CHILDHOOD COURSE**

Adult Learner: _____ School: _____

Year Graduated with MTEC-SFBA: _____

Dear Graduate,

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Early Childhood training based upon the competencies.

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

I.CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

**ADMINISTRATOR ASSESSMENT OF GRADUATES
EARLY CHILDHOOD COURSE**

Name of School _____ Adult Learner _____

Year Graduated with MTEC-SFBA: _____

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 practicum Adult Learner based upon the competencies

Scoring Criteria (circle one):

1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

I.CONTENT KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5

II. PEDAGOGICAL KNOWLEDGE	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5

III. PRACTICE	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5

COMMENTS:	

APPENDIX N

Montessori Teacher Credential Disclosure & Commitment Letter

_____ I wish to declare my intention to enter the Montessori teacher credential course:

_____ Infant & Toddler Teacher Credential Course

_____ Early Childhood Teacher Credential Course

_____ Elementary Teacher Credential Course

I understand that MTEC-SFBA will register me as an adult learner with the American Montessori Society (\$270.00) and Montessori Accreditation Council for Teacher Education (\$220.00). Payment of these fees are due immediately in addition to signing the **Enrollment Agreement located in Appendix B.**

_____ I have **not decided** to declare commitment to enter the teacher credential course at this time. I am enrolling in a single course component. No AMS or MACTE fees are due.

_____ I do **not** wish to declare commitment to enter the full teacher credential course.

I am enrolling in a single course component. No AMS or MACTE fees are due.

I understand that should I later decide to declare commitment to enrolling in the Montessori Teacher Credential Course the registration with AMS and MACTE and payment of their fees are due July 1st, in addition to the signed *Enrollment Agreement* fees.

Name (print)

Signature

Date

Pamela Rigg, Program Director Signature

Date

APPENDIX O
STUDENT HANDBOOK ACKNOWLEDGEMENT

**Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577**

School Code #0103001

**I HAVE READ ALL MATERIALS IN THE
EARLY CHILDHOOD STUDENT HANDBOOK/CATALOG.
I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS
OF THE MTEC - SFBA
INFANT & TODDLER
TEACHER CREDENTIAL COURSE.
PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*,
I HAVE REVIEWED AND SIGNED THE
STUDENT PERFORMANCE FACT SHEET
PROVIDED IN THE STUDENT HANDBOOK.**

PRINT NAME

SIGNATURE

DATE