

# **Santa Monica Montessori Institute**

## Early Childhood Teacher Training Program

### Adult Learner Catalog

2021-2023

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## **Mission Statement**

The mission of Santa Monica Montessori Institute is to continue the work of Dr. Montessori, building a foundation of peace through education and a network of teachers and administrators who will model her legacy.

Maria Montessori was a doctor of medicine and one of the foremost educators of our time. After her graduation from medical school in 1896, Dr. Montessori became interested in the study of children who were deemed unable to be educated. In 1907, she opened the famous Casa dei Bambini in Rome, Italy. Dr. Montessori opened this school based on her discovery that children follow a developmental pattern of human potential from the moment of conception.

Dr. Montessori's teachings and work are born of exacting research and study throughout her life. They are founded in medical principles and grounded in spirit. Dr. Montessori devoted herself to life, not just an education system. It is for that reason she did not want herself aligned with the word "method". Dr. Montessori has proven that the child is universal and all children of all countries of the world are born with the "absorbent mind". Montessori education has proven itself in every known culture of the world regardless of race, creed, religion or nationality.

## **History**

The Santa Monica Montessori School was established in 1957 by the screen actor Tom Laughlin. The School was then known as the Sophia Montessori School. The school was purchased by Ruth Dresser in 1960, and the name was changed to Santa Monica Montessori School. At its new location, the school increased in size and expanded its program through 8th grade. With assistance from internationally known Montessori educators, Claude Claremont, Francesca Claremont and Mario Montessori, Dr. Dresser established the Santa Monica Montessori Institute in 1960. The school moved to the present location in 1990 at 1909 Colorado Avenue, Santa Monica, California. In 2003, Pamela J. Crisman became the Head of School and Director of the Santa Monica Montessori Institute and continues to uphold the philosophy and values of Montessori education.

## **Program Statement**

The teacher training program introduces the teacher trainee to the materials in the context of the prepared environment of a Montessori classroom for early childhood Adult Learners ages 2 ½ to 6. The materials are presented and then reinforced with practice and requiring meticulous preparation on the part of the teacher trainee. In addition, there is a significant body of work in which the teacher trainee must demonstrate accomplishment. The teacher trainee is required to prepare curriculum manuals, write papers, prepare formal notes on their texts and pass formal written and oral exams. Because our Institute has a Montessori School as its foundation, the teacher trainee will be required to record observation hours on both teachers and students commensurate to their certification level.

The teacher trainee will be expected to understand the laws of the State of California as it relates to child care and child safety. They must also demonstrate the ability to work with a team of teachers and with their lead teacher in a cooperative and supportive manner.

The Santa Monica Montessori Institute will only certify Montessori Early Childhood teacher trainees who demonstrate competence in the classroom interacting with children in all environments necessary to guiding a Montessori child.

The Santa Monica Montessori Institute instructors have over 10 years of Montessori classroom experience. SMMI enrolls up to 20 Adult Learners for the early childhood Montessori teacher training program. The classes have one instructor per class.

The Santa Monica Montessori Institute offers a teacher training course in the Montessori methodology that consists of a 9 ½ month course, or a six week summer course, and a 9 ½ month internship. The internship may be completed concurrently with the September through June training course or immediately following the summer course. The Adult Learner may complete the internship the following school year. The school operates on a quarterly basis, allowing an Adult Learner to enter at the beginning of any quarter, thereby completing the training at that same time the following year.

### **Code of Ethics Policy**

The Santa Monica Montessori Institute is committed to integrity, ethical practices, and equitable treatment in its relationship with adult learners and with faculty.

#### **Principle I – Commitment to the Adult Learner**

In fulfillment of the obligation to the Adult Educator:

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

#### **Principle II – Commitment to the Public**

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

In fulfilling these goals, SMMI:

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

#### **Principle III – Commitment to the Profession**

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

In fulfilling these goals, SMMI:

1. Shall extend just and equitable treatment to all members of the Montessori education profession;

2. Shall represent his or her own professional qualification with clarity and true intent;
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications;
4. Shall use honest and effective methods of administering duties, use of time, and conducting business.

As American Montessori Society affiliate program, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the Adult Learners we serve. We will do whatever is within our talents and capacity to protect the right of each Adult Learner to have the freedom and opportunity to develop his/her full potential.

*Adopted by the Santa Monica Montessori Institute from the American Montessori Society Code of Ethics.*

### **Accreditation**

**MACTE:** Santa Monica Montessori Institute is accredited for its Early Childhood Course through December 27, 2021 by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902. Telephone: (434) 202-7793.

### **Affiliation**

The Santa Monica Montessori Institute is a Charter Member of MACTE and has been accredited as an Independent Teacher Education Program. Currently, the Santa Monica Montessori Institute is applying to the American Montessori Society (AMS) for affiliation.

### **Admissions**

The applicant shall possess a high school diploma or its equivalent. The applicant must submit along with their Institute paperwork, transcripts (high school or college), three letters of reference, a small photo and the non-refundable entrance fee of \$100.00 before an interview can be scheduled. The Institute after review of the applicant's package will schedule an interview with the Director of Training. The applicant must be prepared to discuss their scheduling needs, financial circumstances as it relates to tuition payment and any other circumstances that may directly or indirectly affect their ability to complete the Institute training.

As a prospective Adult Learner, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement.

### **Notice Concerning Transferability of Credits and Certificate**

The transferability of credits you earn at Santa Monica Montessori Institute is at the complete discretion of an institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Santa Monica Montessori Institute to determine if your certificate/credits will transfer.

Units earned in our Early Childhood Teacher Education Course may be transferable to any other college or university.

This Institution has not entered into an articulation or transfer agreement with any other college or university.

### **Academic Transfer of Credit Policy**

Montessori early childhood education transfer work will be accepted by the Santa Monica Montessori Institute if it is deemed by the Board of Directors to be of equivalent value to the course work required at Santa Monica Montessori Institute.

Santa Monica Montessori Institute will accept the transfer of core course credit from other MACTE recognized Montessori institutions provided that the course work being evaluated is of a "C" or better standing. Course work less than a "C" will not be accepted or considered for transfer credit. The maximum amount of transfer credits allowed will be evaluated on an individual basis by the Santa Monica Montessori Institute Program Director and approved by the Board of Directors. The maximum amount of transfer credits allowed will not exceed 50%. Adult Learners wishing an assessment of credits from other program must complete "Transfer Credit Request" form, official transcripts and detail course descriptions. Please note that completing the form does not guarantee approval of credit transfer request. All requests for transfer credits must be submitted during the application procedures. After evaluation, any accepted credits may be applied and tuition may be prorated as determined by the Board of Directors. The applicant may appeal the decision from the Board within ten days with a new application of same. This may occur only once, prior to enrollment. There is no fee for academic transfer or the appeal.

This institute does not accept prior experiential learning.

### **Non-Discrimination Policy**

Santa Monica Montessori Institute does not discriminate on the basis of sex, race, religion, and national or ethnic origin in the administration of its educational, admissions or personnel policies.

SMMI is committed to principles of integrity, ethical practices and equitable treatment in the relationship of Adult Learners and the faculty of the program. This was last revised in 2019.

## **Fees and Payment Schedules**

An application fee of \$100 is due upon submitting your enrollment packet. The tuition and fees of \$5,600.00 are due and payable at the time of entrance to the Santa Monica Montessori Institute. With approval of the administration, the Adult Learner may elect to pay quarterly or monthly installments. Should this be the case, an installment note will be drawn for signature by the Adult Learner. At this time the Santa Monica Montessori Institute does not have any financial aid options.

The following fees are due beyond tuition and are non-refundable:

Application Fee (Non-Refundable)	\$100.00
Materials/Book Fee	\$400.00
Association Fee	\$200.00
MACTE Fee	\$171.00
BPPE STRF Fee (Non-Refundable)	\$14.00
Course Fee	\$4,500.00
Practicum Fee	\$400.00
Total Fees	\$5,785.00

Additional Charges:

Additional Test/Class Fee (if needed)	\$50.00
Additional Transcript Fee	\$15.00
Diploma with Transcript Fee	\$100.00

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program is \$5,785.00.

\*Course Extension Fee per annual extension \$500.00 (The extension may not exceed three years.)

Prior to executing the *Enrollment Agreement*, the Adult Learner reviews and signs the acknowledgement of receipt in the Student Handbook and Practicum Handbook.

## **Course Extension by Adult Learner**

If the adult learner needs additional time to complete the training beyond the final date, they may request an additional period in writing not exceed three years. If the adult learner does not file a request for an Extension and is inactive for one year, then SMMI will declare that the adult learner has dropped out. Reactivation of the enrollment requires a new registration form and registration fee.



## **Policies and Procedures Regarding Financial Aid**

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

### **Refund Policy**

An Adult Learner intending to withdraw from the Institute must give written notice to the administration.

A review of the Adult Learner's academic and financial records will be made at that time. Since the Institute is on a rotation schedule, the Board of Directors will review the case for refund and base their decision on the current cost to educate per Adult Learner. This is determined by amount of Adult Learners enrolled, the facilities cost and Institute trainer recruitment costs for that particular fiscal quarter as well as any pre-purchased materials on behalf of an enrolled Adult Learner. The departing Adult Learner will receive a written accounting of the decision and will have the opportunity to discuss the decision with administration. **Unless otherwise noted, all refund settlements pertaining to cancellations, withdrawals or dismissals will be issued within thirty days.**

### **Standard of Conduct**

1. You agree to uphold the philosophy of Montessori education, always striving to meet its goals.
2. You agree to teach to the best of your ability in order to maintain the atmosphere of a Montessori school where individual work is fostered in each Adult Learner.
3. You agree to the confidentiality and propriety of all instructional materials, to include but are not limited to, any trademarks, patents, financial information, registrations and other accepted forms of intellectual rights such as authorship and creation of materials.
4. You understand that as a teacher trainee in the Institute you are responsible for the health and safety of the children and as you work with them, you must take every precaution to maintain safeguards.
5. You agree to maintain a professional and cooperative attitude in your relationships with the instructional and school staff.
6. You agree to prepare the environment to the best of your ability to maintain the atmosphere of a Montessori school while adhering to the laws of the State of California as you know them and safeguarding the children from harm.

## **Confidentiality**

Santa Monica Montessori Institute agrees to hold **confidential** all personal, financial and educational information pertaining to Adult Learners enrolled in the Teacher Training Program. Adult Learners have access to their records in accordance with relevant laws. Record requests must be submitted in writing.

## **Services**

Santa Monica Montessori Institute does not provide services for Adult Learners but has a list of outside services and resources available to Adult Learners in need of academic advising, non-academic counseling and health care. SMMI does not guarantee placement, occupational advancement and/or a salary.

## **Library Resources**

A resource library is maintained by this institution. Adult Learners may use Montessori learning resources as needed to complete course requirements established by the instructors. Adult Learners may borrow these books and/or materials by request to the teacher training staff. An Adult Learner shall sign out the books/materials in person and shall return the books/materials within two weeks.

## **Course Requirements**

### **Early Childhood Course (EC)**

The Institute training focuses on the child from two and one half through six years of age.

Course requirements include required reading of Dr. Maria Montessori's works as well as readings of pertinent authors and researchers in the field of child development and learning, dependent upon level of emphasis.

The teacher training staff is made up of certified Montessori teachers and administrators who have had not less than five years of experience in the classroom. Most faculty have 20 to 25 years of experience in Montessori classrooms and in both private and public schools. Qualified lecturers from pertinent fields may provide training in specialized areas as it relates to the Montessori curriculum of expertise.

Requirements include class lectures with discussions, notebook and manual preparation, materials practice and making, papers, written, oral, practical, and book exams and observation. Adult Learners are expected to attend 90% of all class and internship (practicum) hours. Observation of classes of children shall be done through the summer and school year on an individual basis during school hours. Practice teaching is a mandatory segment of the training and will be scheduled on an individual basis through the school year.

In the event that an Adult Learner is absent due to illness or for any other reason they will be expected to secure class notes from fellow trainees and will be held responsible for all homework assignments, papers, projects, etc. regardless of the circumstances. The daily demonstration of the Montessori Method and materials is unique and requires the presence of the teacher trainee to assimilate the information.

Montessori philosophy, psychology, and theory as well as classroom management are covered in lectures, required observations, and discussions. Child development, its history and present-day practices are covered in lectures and required reading. Ten observations, one and one-half hours each, are required during the academic phase. Supervised practice sessions are a



Excessive tardiness will be noted and the Adult Learner so advised. Ninety percent (90%) attendance must be maintained in both the academic and the internship (practicum) phases of training to receive certification.

Adult Learners must arrange personally with the instructor to make up work missed due to excused absence. In the event that an Adult Learner is absent due to illness, he/she will be expected to secure all class notes from other Adult Learners and will be held responsible for completed papers when due, regardless of absence.

The demonstration of the Montessori equipment is unique and requires the presence of the Adult Learner teacher to assimilate the information.

### **Examinations**

At the end of each section, the Adult Learner will be given a written exam as well as the practical exam of application (working with Montessori didactic materials). In addition to these periodic examinations, the Adult Learner must pass theory exams that will be scheduled at various intervals throughout the school year. Adult Learners failing any one of these required exams will be allowed one re-test, which shall be given within one month following the original exam.

The supervising master teacher does practice teaching evaluations on a daily basis. All aspects of the practical application of teaching skills are appraised. These evaluations are translated into letter grades for transcript purposes.

Although teacher-made materials are not graded, they must be done with care and detail. All teacher made materials must be turned in for approval at the designated time. They are a mandatory part of the training.

### **Grading System**

Letter grades of A, B, C (+ or -) or Fail will be assigned to all work covering written, oral and classroom performance. "Incomplete" ratings must be cleared within a six-week period following notification.

A satisfactory grade is based on passing 80% of all written and oral examinations in a satisfactory manner. Adult Learners failing any test will be given the opportunity to re-take the test within a one month period.

All grades will be averaged to arrive at the overall grade. Percentage grades will be translated into letter grades.

100% - 93%.....	A	92% - 85%.....	B
84% - 78%.....	C	77% - 70%.....	D
69% and below.....	F		

### **Transcripts**

Each Adult Learner's file will contain the Adult Learner's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$15.00 per copy. Transcripts will only be released to the Adult Learner upon receipt of a written request bearing the Adult Learner's

live signature. No transcript will be issued until all tuition and other fees due the institution are paid. Additional paper work and documents filing will also be charged at \$15 per copy. Transcripts are maintained indefinitely and Adult Learner records are maintained for a period of 5 years from the Adult Learner's date of completion or withdrawal.

### **Certification**

Santa Monica Montessori Institute's Early Childhood Montessori Teacher's Certificate will be issued upon successful completion of all phases of the training program. A transcript will be issued which names the course and units completed, which are approved by the Bureau for Private Postsecondary Education. This course is approved by the Superintendent of Public Instruction under the California Education Code, Section 94311(d).

### **Admission/Credential Requirements**

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 minimum of a postsecondary degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES)-member organization. If the evaluation documents an equivalency to a United States Bachelor's degree, the American Montessori Society Early Childhood Teacher Credential is awarded.

If the NACES-member evaluation service does not evaluate the foreign transcript as equivalent to a United States degree the American Montessori Society Associate Early Childhood Teacher Credential is awarded.

If the NACES-member degree evaluation determines that the non-United States degree is not equivalent to a bachelor's degree from a regionally accredited United States college/university, 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 the Santa Monica Montessori Institute to AMS.

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 Teacher Credential 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.

**Signed acknowledgement of this credential difference is due prior to enrollment.**

AMS strongly encourages holders of the AMS Associate Early Childhood Teacher Credential to obtain their Bachelor's degree within 7 years of credentialing. AMS considers the credential as

the beginning of a lifelong learning journey. Teachers with an Associate credential are eligible for an AMS Early Childhood Teacher 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.

1. B.A. or B.S. degree, or evaluation by a NACES-member service if the degrees were granted outside the United States. - Or a high school or GED diploma
2. Three professional letters of recommendation
3. Application with registration fee
4. Statement of purpose for attending the course
5. Interview – virtual or live

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 the applicants.

### **Accreditation**

The Teacher Training Program of Santa Monica Montessori Institute is accredited by MACTE (Montessori Accreditation Council for Teacher Education).

Santa Monica Montessori Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). The approval to operate indicates that the institution is in compliance with the minimum state standards as set forth in The California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations. (A) Any questions an Adult Learner may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897 Website: <http://www.bppe.ca.gov/> (B) As a prospective Adult Learner, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. (C) A Adult Learner or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **STRF Disclosure**

The State of California established the Adult Learner Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by an Adult Learner 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 Adult Learner enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are an Adult Learner 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.

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal Adult Learner loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your Adult Learner loans and have an invoice for services rendered and evidence of the cancellation of the Adult Learner loan or loans.

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

An Adult Learner whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the Adult Learner eligible, the Adult Learner must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **Bankruptcy**

This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### **Educational Goals, Adult Learner Objectives and Outcomes**

When an Adult Learner enrolls in Santa Monica Montessori Institute, the teacher training program commits to provide to the following:

1. An understanding of the characteristics of the child and the child's relationship to his or her

needs.

2. An understanding of the theories pertaining to the Montessori methods and their application in the classroom.
3. An understanding of these theories and how they relate to presentation of the Montessori materials.
4. Analysis of the characteristics of the child as it relates to presentation of the materials.
5. Analysis, assessment and observation methods used to evaluate the child's needs.
6. An understanding of the physical classroom, the placement and preparation of the materials.
7. An understanding of how a Montessori teacher directs the classroom, the flow of the schedule and record keeping.
8. An understanding of the role of the teacher in tandem with the assistant teacher, fellow teachers, school administration, parents and the community at large.
9. An understanding of administrative, legal and licensing issues in a Montessori school.
10. Promote the Montessori ideals of respect for every individual, education for peace, love of the child, the fostering of the innate potential of the child and growth of each individual as well as the entire human community.

### **Competencies**

Santa Monica Montessori Institute is a unique environment for the Adult Learner teacher trainee in that we have an ongoing Montessori school for children of all ages. The Adult Learner will when taking their training have the opportunity to practice presenting materials to children as well as work under accomplished Montessori teachers. The Adult Learner will have the opportunity to complete their observations in an actual classroom environment.

The committed Adult Learner teacher trainee will be able, at the time of certification, to:

1. Demonstrate knowledge of human development and education.
2. Demonstrate knowledge, application and analysis of the theoretical and philosophical basis of the Montessori early childhood and/or elementary method.
3. Plan curriculum that meets the individual needs and interests of the child appropriate to their age level, development, socio-cultural background and experience level.
4. Evaluate the curriculum and objectives as it relates to the child's individual growth and learning.
5. Design and make materials to support the needs of the child and objectives of the curriculum.
6. Demonstrate interest and involvement with the parent population and community served.



7. Demonstrate program and classroom leadership capabilities.

The quality of the work of the teacher trainee will be assessed in the following areas:

1. Evaluation of classroom teaching by supervising teacher and field supervisor.
2. Evaluation of albums, papers and course projects.
3. Evaluation of observations and notes.
4. Ability to demonstrate the Montessori materials.
5. Written and oral exams.
6. Attendance.
7. Ability to comport oneself as a Montessori teacher embodying the principles of Montessori educators and model the Montessori adult.

The Adult Learner teacher trainee can expect to have a variety of personal experiences when learning the Montessori Method and materials. These experiences and the knowledge the Adult Learner teacher gains should mature the Adult Learner teacher much in the way a Montessori education matures the child.

### **Competencies**

Successful completion of the Early Childhood Teacher Training 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 early childhood years;

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 two and one-half to six (2.5 – 6) years old.

- 1b. Comprehends and utilizes an understanding of the stages of human growth and development with an emphasis for 2 ½ - 6 years of age;

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 two and one-half to six (2.5 – 6) years old.

- 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;

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.

- 1d. Demonstrates knowledge of community resources for learning.

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.

## **II. Pedagogical Knowledge**

- 2a. Understands and correctly uses the Montessori materials;

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.

- 2b. Understands and implements the scope and sequence of each curriculum area;

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.

- 2c. Understands and implements the prepared environment;

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.

- 2d. Understands the need for parent/teacher/family/community partnership and implement this partnership;

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.

- 2e. Understands the purpose and methods of observation and implements a record keeping system;

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.

2f. Understands the need for planning of instruction, and has a planning journal;

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.

2g. Understands assessment and documentation, and has a system for assessment and documentation;

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 Planning Journal in the study of a child.

2h. Understands the need for reflective practices, and document this;

The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Portfolio is maintained by the Adult Learner during the practicum.

2i. Understands the need for support and intervention for learning differences, and shows evidence of this;

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.

2j. Understands culturally responsive methods & shows evidence of this.

The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

### **III. Practice**

3a. Demonstrates and implements classroom leadership;

The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations in order to anticipate future needs of the child.

3b. Demonstrates and implements authentic assessment;

The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.

3c. Demonstrates and implements the Montessori philosophy and methods;

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.

3d. Demonstrates and implements parent/teacher/family partnership;

The Adult Learner demonstrates an understanding and appreciation for the

parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.

3e. Demonstrates professional responsibilities;

The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the Code of Conduct.

3f. Demonstrates innovation and flexibility.

The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

### **The Early Childhood Teacher Training Program**

The teacher training program for early childhood education covers early childhood Adult Learners ages 2 ½ to 6 years. A bachelor's degree is not required for this program. The following are the requirements and program areas:

The program is divided into three areas and requisite number of hours:

1. Academic Lectures 320 hours

The academic lectures include presentation of and practice with the Montessori materials. Additionally, there will be presentation of individual projects along with Adult Learner discussions regarding books read and homework assignments. **Adult Learners are responsible for completing 20 hours of observation independently.**

2. Practicum 540 hours

The practicum includes practice teaching in the classroom or with fellow Adult Learners, observations, additional practice with the Montessori materials along with the design and preparation of the teacher trainee's materials. The practicum may begin after successful completion of two components of training are completed.

3. Independent Research 200 hours

Independent research consists of album preparation, independent research papers and projects and teacher materials made.

Homework generally is a ratio of one hour of lecture time to one hour of homework and may not qualify as independent research in areas such as reading assignments, note and observation typing, studying for exams or personal practice for presentation to the teacher trainees in your class of individual projects.

### **Online Instruction**

Adult Learners must attend virtual instruction via Zoom, during which time they must be present and visible to the instructors at all times. Access to Zoom lessons are password protected. Adult Learners will receive a unique code in order to access Google Classroom, thereby gaining access to course materials, assignments, handouts, exams, and other pertinent information. Zoom and Google Classroom login information may not be shared with individuals outside SMMI's training program.

## The Course of Study

### EARLY CHILDHOOD

Forms for receiving academic credit are available at SMMI. SMMI offers 35 quarter units for the coursework, and 18 quarter units for the practicum for the Early Childhood Teacher Credential course. These units are useful toward partial requirements for the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC).

#### Listing of course titles and quarter units follows:

Title	Quarter Units
6.2.5.1 Practical Life Curriculum	4.0
6.2.5.2 Sensorial Curriculum	4.0
6.2.5.3 Language Curriculum	4.0
6.2.5.4 Mathematics	4.0
6.2.5.5 Physical and Life Science	4.0
6.2.5.6 Cultural-Social Studies	2.0
6.2.5.7 Classroom Leadership	1.0
6.2.5.8 Montessori Philosophy/Theory	4.0
6.2.5.9 Observation	1.0
6.2.5.10 Child Development/Psychology	3.0
6.2.5.11 Art, Music, Movement Curriculum	2.0
6.2.5.12 Parent Involvement/Education – Child, Family and Community	2.0
6.2.6 Early Childhood Practicum	18.0

## Credits/Units – Santa Monica Montessori Institute

SMMI offers a transcript that lists the course component titles and the quarter units of credit earned. The Early Childhood Teacher Course offers **35 quarter units** for the coursework, and 18 quarter units for the practicum.

Title	Quarter Units
6.2.5.8 Montessori Philosophy and Theory	4.0
6.2.5.1 Montessori Curriculum: Practical Life	4.0
6.2.5.2 Montessori Curriculum: Sensorial	4.0
6.2.5.4 Montessori Curriculum: Mathematics	4.0
6.2.5.3 Montessori Curriculum: Language	4.0
<b>6.2.5.5 Montessori Curriculum: Physical and Life Science</b>	<b>4.0</b>
<b>6.2.5.6 Montessori Curriculum: Cultural-Social Studies</b>	<b>2.0</b>
6.2.5.11 Montessori Curriculum: Art, Music, Movement	2.0
6.2.5.7 Classroom Leadership	1.0
6.2.5.10 Child Development/Psychology	3.0
6.2.5.12 Parent Involvement/Education - Child Family and Community	2.0
6.2.5.9 Observation	1.0
6.2.6 Early Childhood Practicum	18.0
6.2.5.15 Year-Long Project (Unit of Study)	2.0

### Description of the Early Childhood Teacher Training Course

The Montessori Early Childhood Teacher Training Course is comprised of 320 academic hours in-residence, **(208 hours in residence, 92 hours online, and 20 hours observation, for the hybrid model)** and a minimum of 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the Santa Monica Montessori Institute 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, and the Cultural Curriculum: Physical and Life Science, (Botany and Zoology), and Cultural-Social Studies (History and 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 and Community, and Art, Music and Movement.

The knowledge gained in the core curriculum, the foundation curriculum and other course curriculum components are applied, and understanding deepened, through the experience of the nine-month practicum at the early childhood level. The Adult Learner will learn to exemplify a support of the child's learning 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.

### **Description of Classes, Clock Hours, and Credits Montessori Early Childhood Teacher Credential In-Residence Course**

#### **6.2.5.1 Practical Life Curriculum (Core)**

**32 Hours (4 quarter units)**

Familiarize the adult learner with the Montessori area of practical life to include the philosophy and rationale, ground rules to grace and courtesy, control of movement, care of person, care of the environment, food and nutrition.

#### **6.2.5.2 Sensorial Curriculum (Core)**

**32 Hours (4 quarter units)**

Familiarize the adult learner with the Montessori area of sensorial with rationale and philosophy of the sensorial area of the curriculum, and presentations of the sensorial materials which develop and refine the sense of visual (size, shape and color), tactile (baric, thermic and tactile), auditory, olfactory and gustatory.

#### **6.2.5.3 Language Curriculum (Core)**

**32 Hours (4 quarter units)**

Introducing and familiarizing the adult learner with the Montessori rationale and philosophy in the area of language, receptive (listening and reading) and expressive (speaking and writing) areas of the Montessori language curriculum, pre-reading visual and auditory experiences, vocabulary development and enrichment, and classical Montessori materials: sandpaper letters, moveable alphabet, metal insets, writing, reading, penmanship and grammar with the parts of speech (function of words).

#### **6.2.5.4 Mathematics Curriculum (Core)**

**32 Hours (4 quarter units)**

Familiarize the adult learner with the Montessori area of mathematics, its philosophy and its rationale. The materials that aid in the development of the mathematical mind, logical-mathematical thought and mathematical concepts and skills are presented. In particular the introduction to the numeration system is introduced with linear counting. The base ten system is introduced and levels of concrete materials, representational materials, and abstraction materials are presented. The functions or operations of addition, subtraction, multiplication and division are introduced in both static and dynamic operations. Memorization of the mathematics facts of addition, subtraction, multiplication and division is presented with concrete and abstract materials.



**6.2.5.5 Physical and Life Science (Botany and Zoology) (Core) 32 Hours (4 quarter units)**

To introduce science concepts that allow children to explore, investigate and develop an appreciation for the world and its wonders.

**6.2.5.6 Cultural-Social Studies (Core) 16 Hours (2 quarter units)**

To introduce the concepts of history and social studies that allow children to explore, investigate and develop an appreciation for the world and its inhabitants. To create an aware of rituals within the child's home/cultural and spark a curiosity about all people.

**6.2.5.7 Classroom Leadership (Core) 8 Hours (2 quarter units)**

To familiarize the adult learner with Montessori classroom leadership to include preparation of the environment, role of the teacher, scheduling and curriculum planning, lesson strategies, evaluation of children, techniques of discipline, communication and problem solving.

**6.2.5.8 Montessori Philosophy/Theory (Foundational) 32 Hours (4 quarter units)**

To provide the student with an understanding of the basic principles of Montessori philosophy and psychology.

**6.2.5.9 Observation (Foundational) 28 Hours (1 quarter unit)  
8 hours lecture, 20 hours practicum**

Techniques for observing children in order to understand the development of each child and learn what work they are prepared to undertake next.

**6.2.5.10 Child Development/Psychology (Other) 28 Hours (3 quarter units)**

To provide the student with an understanding of the basic principles of Child Growth and Development.

**6.2.5.11 Art, Music, Movement (Other) 16 Hours (2 quarter units)**

To provide a broad range of teaching strategies in various art media, puppetry and crafts in order to increase the skill level of children in their art work and achieve successful art projects. To familiarize students with techniques for developing young children's appreciation of music, as well as singing, voice, repertoire of songs and awareness of rhythm.

**6.2.5.12 Parent Involvement/Education–Child Family and Community 16 Hours (2 quarter units)**

Emphasize teacher and school administrator roles in the development of parent/school partnerships, and techniques and strategies of effective collaboration. Introduce the student to the role of the child in the family. Learn how social skills develop within the family structure. Familiarize students with the resources available within the local community and how to utilize them effectively.

**6.2.5.15 Year-long Project: Unit of Study 8 Hours (1 quarter units)**

**Practical Review 8 Hours**

## **Description of Classes, Clock Hours, and Credits Montessori Early Childhood Teacher Credential Hybrid Course**

### **6.2.5.1 Practical Life Curriculum (Core)**

**32 Hours (4 quarter units)  
(24 hours IR, 8 hours DE)**

Familiarize the adult learner with the Montessori area of practical life to include the philosophy and rationale, ground rules to grace and courtesy, control of movement, care of person, care of the environment, food and nutrition.

### **6.2.5.2 Sensorial Curriculum (Core)**

**32 Hours (4 quarter units)  
(24 hours IR, 8 hours DE)**

Familiarize the adult learner with the Montessori area of sensorial with rationale and philosophy of the sensorial area of the curriculum, and presentations of the sensorial materials which develop and refine the sense of visual (size, shape and color), tactile (baric, thermic and tactile), auditory, olfactory and gustatory.

### **6.2.5.3 Language Curriculum (Core)**

**32 Hours (4 quarter units)  
(24 hours IR, 8 hours DE)**

Introducing and familiarizing the adult learner with the Montessori rationale and philosophy in the area of language, receptive (listening and reading) and expressive (speaking and writing) areas of the Montessori language curriculum, pre-reading visual and auditory experiences, vocabulary development and enrichment, and classical Montessori materials: sandpaper letters, moveable alphabet, metal insets, writing, reading, penmanship and grammar with the parts of speech (function of words).

### **6.2.5.4 Mathematics Curriculum (Core)**

**32 Hours (4 quarter units)  
(32 hours IR)**

Familiarize the adult learner with the Montessori area of mathematics, its philosophy and its rationale. The materials that aid in the development of the mathematical mind, logical-mathematical thought and mathematical concepts and skills are presented. In particular the introduction to the numeration system is introduced with linear counting. The base ten system is introduced and levels of concrete materials, representational materials, and abstraction materials are presented. The functions or operations of addition, subtraction, multiplication and division are introduced in both static and dynamic operations. Memorization of the mathematics facts of addition, subtraction, multiplication and division is presented with concrete and abstract materials.

### **6.2.5.5 Physical and Life Science (Botany and Zoology) (Core)**

**32 Hours (4 quarter units)  
(32 hours IR)**

To introduce science concepts that allow children to explore, investigate and develop an appreciation for the world and its wonders.

### **6.2.5.6 Cultural - Social Studies (Core)**

**16 Hours (2 quarter units)  
(16 hours IR)**

To introduce the concepts of history and social studies that allow children to explore, investigate and develop an appreciation for the world and its inhabitants. To create an aware of rituals within the child's home/cultural and spark a curiosity about all people.

### **6.2.5.7 Classroom Leadership (Core)**

**8 Hours (2 quarter units)  
(8 hours IR)**

To familiarize the adult learner with Montessori classroom leadership to include preparation of the environment, role of the teacher, scheduling and curriculum planning, lesson strategies,

evaluation of children, techniques of discipline, communication and problem solving.

**6.2.5.8 Montessori Philosophy/Theory (Foundational)**

**32 Hours (4 quarter units)  
(8 hours IR, 24 hours DE)**

To provide the student with an understanding of the basic principles of Montessori philosophy and psychology.

**6.2.5.9 Observation (Foundational)**

**28 Hours (1 quarter unit)  
8 hours IR lecture, 20 hours practicum**

Techniques for observing children in order to understand the development of each child and learn what work they are prepared to undertake next.

**6.2.5.10 Child Development/Psychology (Other)**

**28 Hours (3 quarter units)  
(28 hours DE)**

To provide the student with an understanding of the basic principles of Child Growth and Development.

**6.2.5.11 Art, Music, Movement (Other)**

**16 Hours (2 quarter units)  
(8 hours IR, 8 hours DE)**

To provide a broad range of teaching strategies in various art media, puppetry and crafts in order to increase the skill level of children in their art work and achieve successful art projects. To familiarize students with techniques for developing young children's appreciation of music, as well as singing, voice, repertoire of songs and awareness of rhythm.

**6.2.5.12 Parent Involvement/Education–Child Family and Community**

**16 Hours (2 quarter units)  
(8 hours IR, 8 hours DE)**

Emphasize teacher and school administrator roles in the development of parent/school partnerships, and techniques and strategies of effective collaboration. Introduce the student to the role of the child in the family. Learn how social skills develop within the family structure. Familiarize students with the resources available within the local community and how to utilize them effectively.

**6.2.5.15 Year-long Project: Unit of Study**

**8 Hours (1 quarter units)  
(8 hours IR)**

**Practical Review**

**8 Hours  
(8 IR)**

**English Language Proficiency - Montessori Early Childhood Teacher Education Course**

Adult Learners who wish to enroll in the Montessori Early Childhood Teacher Training Course should have an appropriate English language level. The institution also retains the right to require the Adult Learner to engage in further study in English prior to (or in conjunction with) the completion of the Montessori early childhood education courses if, in the opinion of the faculty, the Adult Learner demonstrates a need.

**English as a Second Language Instruction**

This institution does not provide ESL instruction.

**Language of Instructions-All Programs**

The instruction will occur in English.

## **Adult Learner's Rights, Standards and Responsibilities**

1. **KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:**  
The Adult Learner is responsible for awareness of all policies and requirements of the teacher preparation course.
  
2. **FINANCIAL OBLIGATIONS:**  
The Adult Learner must satisfy his/her financial obligations to SMMI.
  
3. **PRACTICUM SITE AGREEMENT:**  
The Adult Learner must fulfill all duties and obligations listed in the agreement with the practicum site.
  
4. **COMMUNICATION:**  
The Adult Learner is responsible for notifying the Program Director if opportunities for learning in the specified areas are not being provided at the practicum site.
  
5. **RIGHTS:**  
The Adult Learner is responsible for initiating grievance/problem-solving procedures to the SMMI Problem Solving Committee.
  
6. **COMPLETION OF COURSE REQUIREMENTS:**  
The Adult Learner must fulfill all course requirements, including but not limited to:
  - a. Academic assignments and requirements, such as attendance, rationale papers, curriculum manuals and material demonstrations.
  - b. Practicum assignments and requirements, such as seminars, observations, student teaching, practicum journals, and yearlong project.
  - c. Arranging of observation visits by the Field Consultant
  - d. Financial obligations to SMMI
  - e. Final Evaluations
  
7. **FINAL EVALUATIONS:**  
The Adult Learner must satisfactorily complete all assignments, including written and practical evaluations.
  
8. **TIME LIMIT:**  
The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a two-year time period following the course's official end of the academic phase for which the Adult Learner was enrolled. Continuation beyond the time limit can be extended with the approval of the Program Director. See "**Course Extension by Adult Learner**" for more information.  
The practicum must begin within two years of the end of the academic phase.
  
9. **ACADEMIC INTEGRITY:**  
Commitment to, and demonstration of honest and moral behavior.

## **Children Not Permitted In Class**

Children are not permitted to attend class.

## **Dismissal Policy**

Adult Learners are expected to conduct themselves in a professional manner. Dismissal will be at the discretion of the Administrator. Adult Learners may be asked by written notice to discontinue their course of study for medical, psychological, academic or other cogent reasons without recourse. The School reserves the right to expel an Adult Learner at any time for behavior or attitude deemed unprofessional in the opinion of School Administration or Training Director.

Absences, failure to turn in work, and inadequate quality of work will elicit verbal and/or written warnings from the Administrator. In the event an Adult Learner is expelled, notice will be given in writing, and **the standard refund policy is applicable.**

## **Withdrawal**

An Adult Learner teacher intending to withdraw from this course must submit his/her notice of intent to withdraw in writing.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the first day of instruction, the School will remit a refund less a registration fee, if applicable, not to exceed One Hundred Dollars (\$100.00) within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge and return it in good condition with thirty (30) days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the School may offset against the refund the documented cost to the School of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the Contract. In any event, you will never be charged for more than the equipment charges stated in the Contract.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY (30) DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

## **Cancellation of Agreement**

The Adult Learner has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement and obtain a refund. The Institution, for all Adult Learners, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed One Hundred Dollars (\$100), if the Notice of Cancellation is made prior to or on the first day of instruction.

Cancellation shall occur 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, or facsimile. 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, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within ten (10) days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

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 thirty (30) days after your notice of cancellation is received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the Adult Learner's return of the materials.

The Santa Monica Montessori Institute has never cancelled an early childhood Montessori teacher training program. In the event of an unforeseen event, Santa Monica Montessori Institute will refund all tuition as of the date of the closure. Transcripts for course work to that date will be issued.

**\* Unless noted above, all refund settlements pertaining to cancellations, withdrawals or dismissals will be issued within thirty days.**

## **Housing**

The Santa Monica Montessori Institute is not in a position to assist with housing. We recommend that you use traditional means of finding housing such as newspapers, the internet, etc. This institution does not operate dormitories or other housing facilities. The institution may refer Adult Learners to external party who offer housing.

Housing rental nearby the institution includes:

AO Santa Monica 2200 Colorado Ave, Santa Monica, CA 90404 (949-769-2483) - \$3,269

Santa Monica Biltmore 1240 Yale St, Santa Monica, CA 90404 (323-763-7657) - \$2,100

Bixby 1502 Broadway St, Santa Monica, CA 90404 (213-257-8086) - \$3300

## **Employment Placement**

Santa Monica Montessori Institute cannot guarantee employment, but will make a sincere effort to guide those who receive their Montessori certificate toward suitable employment. SMMI does not guarantee placement, occupational advancement and/or a salary.

## **Adult Learner Grievance Policy**

If you have any complaints, questions or problems, they should be addressed to the School Administrator at 1909 Colorado Avenue, Santa Monica, CA 90404, phone number: (310) 829-3551. If the concern is not resolved, it will be referred to the Institute Board of Directors at Santa Monica Montessori Institute,

1909 Colorado Avenue, Santa Monica, CA 90404.

If the Board cannot resolve it satisfactorily, it will be referred to the AMS Office located at 116 East 16<sup>th</sup> Street, Floor #6, New York, New York 10003-2163. Telephone: (212) 358-1250

If either of the above cannot resolve the issue satisfactorily, it will be referred to the MACTE Office located at 420 Park Street, Charlottesville, Virginia 22902, phone number: (434) 202-7793

An Adult Learner or any member of the public may file a complaint about this institution with the Bureau of 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.bbpe.ca.gov](http://www.bbpe.ca.gov)

## **Adult Learner Recovery Fund**

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

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

Bureau for Private Postsecondary Education  
1747 North Market, Suite 225, Sacramento, CA 95834  
[www.bbpe.ca.gov](http://www.bbpe.ca.gov)  
(888)370-7589 or (916) 574-8900

### **Location and Hours**

The institution business hours are from 9:00 AM to 3:00 PM Tuesday through Friday. The location is closed on Sundays and holidays.

Santa Monica Montessori Institute is located 1909 Colorado Ave, Santa Monica, CA, 90404. Academic classes will be conducted at the above location; there may be off-site field trips. The facility has nine classrooms, an office and reception area with 11,000 square feet in size and a resource/storage. In addition, restaurant areas are nearby within walking distance. The location is close to major highways, bus stop, shops and food areas. The class size for the program is limited to 25 Adult Learners per instructor.

The Institute has a six week summer intensive course each school year in Early Childhood Teacher Training. The internship follows during the school year from September to June. A part-time early childhood teacher training course is held, in which classes meet throughout the school year on Saturdays. The internship follows the completion of two components of training and must begin within two years of the end of the Adult Learner's academic coursework. The schedule for each school year comes under separate cover with your catalogue and application package.

### **Parking**

Parking is available on Colorado Avenue on certain blocks with ten hour meters. If classes are held on a day when the school is not in session, the Adult Learner may park in the teacher's lot adjacent to the school.

### **Calendar**

The Institute observes the same holidays as the nearby colleges and universities. Adult Learners will be given the Institute's annual calendar either with the catalogue or within the first week of training. The Institute works on a rotational calendar to accommodate working Adult Learners, as well as those concurrently enrolled in colleges or universities.



## Early Childhood – 2021-2022

	Dates*	Curriculum Component	Instructors*	Academic Hours	Class Time*
	07/31/2021	Orientation	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng, Yu		
1.	08/07/2021	Montessori Foundations Philosophy #1	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
2.	08/14/2021	Cultural-Social Studies (Geography)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
3.	08/21/2021	Practical Life #1	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
4.	08/28/2021	Practical Life #2	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
	<b>09/04/2021</b>	<b>Labor Day Weekend</b>		<b>Holiday</b>	
5.	09/11/2021	Practical Life #3	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
6.	09/18/2021	Practical Life #4	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
7.	09/25/2021	Philosophy #2	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
8.	10/02/2021	Philosophy #3	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
	<b>10/09/2021</b>	<b>Columbus Day Weekend</b>		<b>Holiday</b>	
9.	10/16/2021	Physical-Life Sciences (Botany)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
10	10/23/2021	Sensorial #1	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
11	10/30/2021	Sensorial #2	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
12	11/06/2021	Physical-Life Sciences (Zoology)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
13	11/13/2021	Sensorial #3	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
14	11/20/2021	Philosophy #4	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
	<b>11/27/2021</b>	<b>Thanksgiving Weekend</b>		<b>Holiday</b>	
15	12/04/2021	Sensorial #4	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
16	12/11/2021	Classroom Leadership #1	Crisman, Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
17	12/18/2021	Observation #1	Crisman, Ahamed,Roldan, Meschoulam	8	8:00 AM – 12:00PM
	<b>12/25/2021</b>	<b>Christmas Day</b>		<b>Holiday</b>	
	<b>01/01/2022</b>	<b>New Year's Day</b>		<b>Holiday</b>	
18	01/08/2022	Child Development/Psychology #1	Crisman, Roldan, Meschoulam, Teng	4	8:00 AM – 12:00 PM
	<b>01/15/2022</b>	<b>MLK Weekend</b>		<b>Holiday</b>	8:00 AM – 5:00 PM
19	01/22/2022	Child Development/Psychology #2	Crisman, Roldan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
20	01/29/2022	Math #1	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM
21	02/05/2022	Math #2	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM

22	02/12/2022	Math #3	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM	
	<b>02/19/2022</b>	<b>Presidents' Day Weekend</b>		<b>Holiday</b>		
23	02/26/2022	Math #4	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM	
24	03/05/2022	Physical Science #1	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM	
25	March	03/12/2022	Child Development/Psychology #3	Crisman, Roldan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
26		03/19/2022	Cultural-Social Studies (History)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
27		03/26/2022	Child Development/ Psychology #4	Crisman, Roldan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
28		04/02/2022	Physical Science #2	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
29	April	04/09/2022	Language #1	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
		<b>04/16/2022</b>	<b>Spring Break</b>		<b>Holiday</b>	
30		04/23/2022	Art, Music, Movement + Evaluations #1	Crisman, Duncan	8	8:00 AM – 5:00 PM
31		04/30/2022	Art, Music, Movement + Evaluations #2	Crisman, Duncan	8	8:00 AM – 5:00 PM
32		05/07/2022	Language #2	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
33	May	05/14/2022	Language #3	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
34		05/21/2022	Language #4	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
		<b>05/28/2022</b>	<b>Memorial Day Weekend</b>		<b>Holiday</b>	
35	June	06/04/2022	Parent-Educator Partnerships + Evaluations #1	Crisman, Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
36		06/11/2022	Parent-Educator Partnerships + Evaluations #2	Crisman, Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
37		06/18/2022	Unit of Study	Crisman, Ahamed, Roldan, Duncan	8	8:00 AM – 5:00 PM
38		06/25/2022	Practical Review	Crisman, Ahamed	8	8:00 AM – 5:00 PM
<b>Total Contact Hours</b>				<b>300</b>		
Observation Hours (Independent)				20		
<b>Total Program Hours (208 In-Residence, 92 Online, 20 Independent)</b>				<b>320</b>		

\* Subject to Change

\*Hybrid model: In-Residence classes are indicated in green. Distance Education classes are indicated in black.

## Early Childhood – Summer 2022 In-Residence

	Dates*	Curriculum Component	Instructors*	Academic Hours	Class Time*
	06/25/2022 (Saturday)	Orientation	Crisman, Ahamed,Roldan, Duncan, Teng, Yu		
1.	06/27/2022	Montessori Foundations Philosophy #1	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
2.	06/28/2022	Practical Life #1	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
3.	06/29/2022	Practical Life #2	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
4.	06/30/2022	Practical Life #3	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
5.	07/01/2022	Practical Life #4	Crisman, Ahamed,Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
	<b>07/04/2022</b>	<b>Independence Day</b>			<b>Holiday</b>
6.	07/05/2022	Cultural-Social Studies (Geography)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
7.	07/06/2022	Philosophy #2	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
8.	07/07/2022	Philosophy #3	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
9.	07/08/2022	Sensorial #1	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
10.	07/11/2022	Sensorial #2	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
11.	07/12/2022	Cultural-Life Sciences (Zoology)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
12.	07/13/2022	Sensorial #3	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
13.	07/14/2022	Sensorial #4	Crisman, Ahamed,Roldan, Duncan, Teng	8	8:00 AM – 5:00 PM
14.	07/15/2022	Philosophy #4	Crisman, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
15.	07/18/2022	Cultural-Life Sciences (Botany)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
16.	07/19/2022	Classroom Leadership #1	Crisman, Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
17.	07/20/2022	Observation #1	Crisman, Ahamed,Roldan, Meschoulam	8	8:00 AM – 5:00 PM
18.	07/21/2022	Child Development/Psychology #1	Crisman, Roldan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
19.	07/22/2022	Child Development/Psychology #2	Crisman, Roldan, Meschoulam, Teng	4	8:00 AM – 12:00PM
20.	07/25/2022	Math #1	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM
21.	07/26/2022	Math #2	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM
22.	07/27/2022	Math #3	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM
23.	07/28/2022	Math #4	Crisman, Ahamed, Duncan	8	8:00 AM – 5:00 PM
24.	07/29/2022	Physical Science #1	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
25.	08/01/2022	Child Development/Psychology	Crisman, Roldan,	8	8:00 AM – 5:00 PM

		#3	Meschoulam, Teng		
26.	08/02/2022	Cultural-Social Studies (History)	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
27.	08/03/2022	Child Development/ Psychology #4	Crisman, Roldan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
28.	08/04/2022	Physical Science #2	Crisman, Duncan, Ahamed	8	8:00 AM – 5:00 PM
29.	08/05/2022	Language #1	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
30.	08/08/2022	Art, Music, Movement + Evaluations #1	Crisman, Duncan	8	8:00 AM – 5:00 PM
31.	08/09/2022	Art, Music, Movement + Evaluations #2	Crisman, Duncan	8	8:00 AM – 5:00 PM
32.	08/10/2022	Language #2	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
33.	08/11/2022	Language #3	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
34.	08/12/2022	Language #4	Crisman, Ahamed, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
35.	08/15/2022	Parent-Educator Partnerships + Evaluations #1	Crisman, Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
36.	08/16/2022	Parent-Educator Partnerships + Evaluations #2	Crisman, Roldan, Duncan, Meschoulam, Teng	8	8:00 AM – 5:00 PM
37.	08/17/2022	Unit of Study		8	8:00 AM – 5:00 PM
		Practical Review		8	8:00 AM – 5:00 PM
<b>Total Contact Hours</b>				<b>300</b>	
Observation Hours (Independent)				20	
<b>Total Program Hours</b>				<b>320</b>	

\* Subject to Change

## **American Montessori Society (AMS)**

### **AMS Addendum**

An AMS Associate Early Childhood Credential is awarded to a student with a minimum of a high school diploma or its equivalent, but without a Bachelor's degree from a regionally accredited US college/university. Candidates for an AMS Associate Early Childhood credential must complete all requirements for the course in which they are enrolled. Upon completion, they must represent themselves as holding an AMS Associate Early Childhood Credential.

Holders of the AMS Associate Early Childhood Credential are encouraged to continue working toward attaining a bachelor's degree. Teachers with an Associate Credential are eligible for an AMS Early Childhood Credential upon completing the Bachelor's degree requirement.

An official transcript documenting this completion along with the appropriate upgrade fee must be sent to AMS Office of Teacher Education by the individual receiving the degree. The teacher must be a current AMS member at the time of the upgrade.

Early Childhood credential for students whose post-secondary studies are outside of the US: An AMS Early Childhood Credential may be awarded to students who hold a Bachelor's degree or higher from a non-US college/university. The degree and country in which the degree is awarded are indicated on the credential.

***American Montessori Society***  
***116 East 16 Street New York, NY 10003***  
***Tel: 212-358-1250***

## **Fundamental Tenants of an AMS-Affiliated Teacher Education Program**

1. **Cosmic Education** provides the framework for each individual to answer the question, “Who am I and why am I here?” Teacher education of all levels mirrors the underpinnings of cosmic education with consistent attention to repeated and expanding experiences leading to an appreciation of the web of relationships that is the universe, through an understanding of:

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

1. **Transformation of the Adult** is an essential outcome of the teacher education course, with an emphasis on spiritual preparation, service to humanity, and the attitudes and dispositions inherent in the philosophy.

2. **Education for Peace** is the ultimate task of Montessori education. Intentional, peaceful communities of learners cultivate: respect for all humanity, appreciation of world cultures, and the valuing of diversity, social justice, and equality. These communities exercise trust and peaceful ways of addressing conflict and working together.

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

4. The Prepared Environment fosters teaching and learning through interactions with individuals and materials at the level of the course.

5. **Constructivist Theory** applies to all levels of Montessori education. Individuals of different ages actively construct knowledge through enriching interchanges and experiences with others and the physical environment.

6. **Modeling** movement, choice, peer teaching, dispositions, commitment to service, and reflective practices by teacher educators and mentors occurs so adults observe and experience Montessori theory in action.

7. **Observation** is of vital importance to the teaching and learning process. Teacher education programs communicate the necessity to develop increasing observation skills in one's own classroom and other classroom environments. **Recordkeeping** documents the on-going observations and learning outcomes that become the basis for future planning.

8. **Assessments** are part of the teaching and learning cycle. Various formats meet learners where they are and guide them forward to meet the competencies of an effective Montessori teacher.

9. **An Extended Practicum Phase** provides the adult learner with a teaching and learning experience under the guidance of a mentor. Observation, specific feedback, internalization, and further study guides Montessori theory into practice.

10. **The Continuum of Development** across time, place and culture is honored through equal appreciation of all program levels who learn from each other and respect the contributions of Montessori pioneers, leaders, and practicing and aspiring teachers.

11. **Lifelong Learning** is inspired by the teacher education program as part of the on-going personal and professional journey of learning, growing, observing, reflecting and researching. AMS Teacher Education Action Commission (TEAC), Revised October 2017.

## **Teacher Education 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, the SMMI 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. SMMI 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. SMMI will recommend a candidate for credentialing by AMS after all stated requirements are satisfied.
7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, are up to date in their fields, 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, SMMI will:*

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

*In the area of finances, SMMI 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, SMMI 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 in order 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 Responsibilities**

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

It is the responsibility of the adult learner to:

1. Enroll only out of a need and desire to learn rather than a wish to manipulate the course for other ends.
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.

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.

### **Continuing Education**

AMS requires that holders of AMS credentials issued on or after July 1, 2013 complete 50 hours of professional development every five years for the credential to remain active. The first five-year period begins with the date of your credential. If professional development hours are not completed within the five-year period, your credential will be considered inactive until the requirement is met.

### **AMS Admission for Early Childhood Candidate**

The candidate for the AMS Early Childhood Credential holds as a minimum: a Bachelor's degree from a regionally accredited U.S. college/university or its equivalent from a non-U.S. college/university. Upon successful completion of the Early Childhood course, the director recommends the adult learner to AMS for an AMS Early Childhood Credential. An Early Childhood Credential is awarded to adult learners who hold a Bachelor's degree from a non-U.S. college/university and whose Bachelor's degree does not equate to that of a U.S. Bachelor's degree from a regionally accredited U.S. college/university. The degree and country in which the graduate was awarded his/her Bachelor's degree is indicated on the credential.

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's degree 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 AMS Associate Early Childhood Credential to obtain their Bachelor's degree within years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate 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.

**Santa Monica Montessori Institute**

**Admission for Early Childhood Candidate Acknowledgement of Receipt**

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'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.

**Santa Monica Montessori Institute**

\_\_\_\_\_  
Program

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Training Name (print)

\_\_\_\_\_  
Director of Training Signature

\_\_\_\_\_  
Date

**Santa Monica Montessori Institute**

**Adult Learner Catalog Acknowledgement**

Any questions an Adult Learner may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or (916) 574-8900

I hereby acknowledge that I have received an Adult Learner handbook. Furthermore, I acknowledge that I have read all materials in the handbook and will be responsible for knowing and understanding all the requirements.

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(Date)

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(Printed Name)

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(Signature)

