

APPENDIX D

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

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024
Infant and Toddler – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2024	11	9	9	81.8%
2023	15	14	14	93%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2024	11	9	9	81.8%
2023	15	14	14	93%

Student's Initials: _____ Date: _____

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Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2024	11	9	9	9	100%
2023	15	14	14	14	100%

Student's Initials: _____ Date: _____

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

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Gainfully Employed Categories

Includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2024	1	8	7
2023	1	13	14

Student's Initials: _____ Date: _____

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2024	7	0	7
2023	14	0	14

Student's Initials: _____ Date: _____

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

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	7
2023	0	14

Student's Initials: _____ Date: _____

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

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2024	0	7
2023	0	14

Student's Initials: _____ Date: _____

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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2024	9	0/NA	0/NA	0/NA	0/NA
2023	14	0/NA	0/NA	0/NA	0/NA

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

Salary and Wages Information

(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$45,001 - \$50,000	No Salary Information Reported
2024	9	7		1	0	8	0	0
2023	14	14	2	1	3	7	1	0

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

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

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

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

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2023- 2024: **\$3,182.00** Total charges may be higher for students that do not complete on time.

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

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

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Federal Student Loan Debt

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

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

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

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

Student Name – Print

Student Signature



School Official

Date

Date

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Definitions

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

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

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

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

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

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

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

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

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

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

““First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

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

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

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

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

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STUDENT'S RIGHT TO CANCEL

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

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**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2023 & 2024
 Early Childhood Course – 12 Months**

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program¹	Students Available for Graduation²	Number of On-time Graduates³	On-Time Completion Rate⁴
2024	61	58	58	95%
2023	43	39	39	90%

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

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Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program¹	Students Available for Graduation²	150% Graduates⁵	150% Completion Rate⁶
2024	61	58	58	95%
2023	43	39	39	90%

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

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

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program¹	Number of Graduates³	Graduates Available for Employment⁷	Graduates Employed in the Field⁹	Placement Rate % Employed in the Field¹⁰
2024	61	58	58	58	100%
2023	43	39	39	39	100%

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

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Gainfully Employed Categories

Includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2024	8	50	58
2023	3	36	39

Student's Initials: _____ Date: _____

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Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2024	58	0	58
2023	39	0	39

Student's Initials: _____ Date: _____

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Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	58
2023	0	37

Student's Initials: _____ Date: _____

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Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2024	0	58
2023	0	37

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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2024	58	0/NA	0/NA	0/NA	0/NA
2023	39	0/NA	0/NA	0/NA	0/NA

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

Salary and Wages Information

(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000-\$20,000	\$20,000-\$25,000	\$25,001-\$30,000	\$30,001-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	No Salary Information Reported
2024	58	58	7	4	15	0	32	0	0
2023	39	39	1	2	7	13	13	3	2

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

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

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2023- 2024: **\$4138.00**. Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2022 – 2023: **\$4,132.50**. Total charges may be higher for students that do not complete on time.

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

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Federal Student Loan Debt

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

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Student Name – Print

Student Signature



School Official

Date

Date

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

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

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

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“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

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

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

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

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024
Elementary Level I Course – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2024	7	5	5	71%
2023	8	8	8	100%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2024	7	5	5	71%
2023	8	8	8	100%

Student's Initials: _____ Date: _____

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

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2024	7	5	5	5	71%
2023	8	8	8	8	100%

Student's Initials: _____ Date: _____

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

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Gainfully Employed Categories

includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2024	0	5	5
2023	0	8	8

Student's Initials: _____ Date: _____

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2024	5	0	5
2023	8	0	8

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

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	5
2023	0	8

Student's Initials: _____ Date: _____

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

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2024	0	5
2023	0	3

Student's Initials: _____ Date: _____

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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2024	5	0/NA	0/NA	0/NA	0/NA
2023	8	0/NA	0/NA	0/NA	0/NA

Student's Initials: _____ Date: _____

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Salary and Wages Information

(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000+	\$45,001 - \$50,000	\$50,000 +	No Salary Information Reported
2024	5	5	0		0	5	5
2023	8	8	1	2	1	4	0

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A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the **United States Department of Labor's Standard Occupational Classification code *Preschool Teachers, except Special Education, code 25.2011. Item #39***

Link to the US Department of Labor Statistics
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Cost of Educational Program

Total Charges for the program for students competing on-time in 2022-2023: **\$5,433.50**. Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2023-2024: **\$5,458.00** Total charges may be higher for students that do not complete on time.

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

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Federal Student Loan Debt

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Student Name – Print	Student Signature	Date
		
School Official	Date	

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Definitions - Continued

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

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

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

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

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

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

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

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SAN FRANCISCO BAY AREA
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STUDENT'S RIGHT TO CANCEL

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

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

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024
Elementary Level II Course – 5 Week Course

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2024	5	5	5	100%
2023	2	2	2	100%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2024	5	5	0	100%
2023	2	2	2	100%

Student's Initials: _____ Date: _____

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

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2024	5	5	5	5	100%
2023	2	2	2	2	100%

Student's Initials: _____ Date: _____

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

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Gainfully Employed Categories
Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2024	0	5	5
2023	0	2	2

Student's Initials: _____ Date: _____

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Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2024	5	0	5
2023	2	0	2

Student's Initials: _____ Date: _____

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

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	5
2023	0	2

Student's Initials: _____ Date: _____

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

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2024	0	0
2023	0	2

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License Examination Passage Rates – NA – No License Examination Required

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2024	5	0/NA	0/NA	0/NA	0/NA
2023	2	0/NA	0/NA	0/NA	0/NA

Student's Initials: _____ Date: _____

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,000+	No Salary Information Reported
2024	0	0	0	0	0	5	0
2023	0	0	0	0	0	2	0

Student's Initials: _____ Date: _____

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

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

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2024: **\$3011.00** Total charges may be higher for students that do not complete on time.

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

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Federal Student Loan Debt

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

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

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

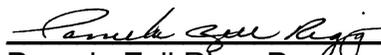
This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

Student Name – Print

Student Signature

Date



Pamela Zell Rigg, Program Director

July 1, 2023
Date

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Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

Definitions - Continued

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- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
- **NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING**

Student’s Initials: _____ **Date:** _____

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STUDENT'S RIGHT TO CANCEL

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

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer desires to continue the Early Childhood Teacher Credential Course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable.

Upon cancellation, the school refunds any money paid within 30 days after notice of cancellation is received.

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