

Santa Monica Montessori Institute

Early Childhood
Teacher Training Program

Adult Learner Catalog

2024

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Time period covered by this Catalog:

From Course Start Date: 01/20/2024

To Scheduled Completion Date: 12/14/2024

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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.

Santa Monica Montessori Institute educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

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

Adopted 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. The Santa Monica Montessori Institute is now an American Montessori Society (AMS) affiliated Montessori Teacher Education Program.

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.

International Student

The institution is permitted to enroll international students under Student and Exchange Visitor Program (SEVP). Foreign Adult Learners who wish to enroll the program to obtain I-20 should submit appropriate documentations including passport, admission documents and financial eligibility documents. Additional documents and fees may be needed depending on each Adult Learner's circumstances. Once the student's visa is approved by SEVIS, the international Administrative Fee will not be refunded. The international students have to bring their I20 and meet the DSO to officially register with school on the first day of the class. To maintain legal status international students are required to attend all classes. International students are required to attend a minimum of 18 hours per week (specific date will be assigned by the Institute) of Montessori Philosophy and Practical Practice before the practicum to build better understanding of local early childhood communities. The session covers:

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

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

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

Notice Concerning Transferability of Credits and Credentials Earned at the Santa Monica Montessori Institute

The transferability of credits you earn at the [Santa Monica Montessori Institute \(SMMI\)](#) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the [Montessori Early Childhood Certificate](#) you earn in the [SMMI Early Childhood Teacher Training Program](#) is also at the complete discretion of the institution to which you may seek to transfer. If the [credits and/or certificate](#) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the [Santa Monica Montessori Institute](#) to determine if your credits and/or certificate will transfer.

The Santa Monica Montessori Institute has not entered into an articulation or transfer agreement with any other college or university.

The [Santa Monica Montessori Institute Early Childhood Teacher Training Program](#) will accept transfer of core course contact hours and/or credits from other teacher education programs recognized by AMS (AMI, NCME, and MACTE-accredited programs) provided that the course work being evaluated is of "C" or better standing and the Adult Learner has a degree in keeping with AMS credential requirements. 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. The **Santa Monica Montessori Institute Early Childhood Teacher Training Program** will also accept the transfer of non-core and non-foundational course credits from other Early Childhood Programs provided that the course work being evaluated is of a "C" or better standing. The maximum amount of transfer credits allowed will not exceed 50% of the total courses. Adult Learners wishing an assessment of credits in the programs 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.

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.

This institute does not accept prior experiential learning.

TRANSFER BETWEEN AMS-AFFILIATED PROGRAMS

For transfer of a current adult learner from one AMS-affiliated teacher education program to another AMS-affiliated teacher education program:

The candidate must:

1. Be within the three-year time limit following the original academic phase.
2. Be a current member of AMS.

The new TEP must:

1. Review and evaluate previously completed academic and practicum work, and consider the cost of the review.
2. Notify the prospective adult learner in writing with the fees and time required to complete all transfer requirements.
3. Contact the original program to determine if the adult learner is in good standing, including fulfillment of financial obligations.
4. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

TRANSFER FROM OTHER TEACHER EDUCATION PROGRAMS RECOGNIZED BY AMS

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE-accredited programs) will be considered with verification of the following documentation.

The candidate must:

1. Have a degree in keeping with AMS credential requirements.
2. Be a current AMS member, or be registered as an adult learner.

The new TEP must:

1. Review and evaluate the credential and portfolio of the candidate, and utilize proficiency pretesting to plan a program of study, if applicable.
2. Determine the minimum requirements of the academic phase that the candidate must take to fulfill AMS qualifications.
3. Require all candidates take Montessori philosophy and theory from the program that will issue the credential recommendation.
4. Determine that practicum requirements of the candidate meet the requirements of an AMS-affiliated teacher education course practicum.
5. Assess and evaluate proficiency as required by the AMS-affiliated teacher education program.
6. Ensure that all the requirements of the AMS-affiliated teacher education program recommending the adult learner for an AMS credential are met.
7. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

TRANSFER FROM TEACHER EDUCATION PROGRAMS NOT RECOGNIZED BY AMS

Transfer of credits, including online learning (distance education) credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

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
Association & MACTE Registration Fee (non-refundable)	\$440.00
Course Fee	\$5000.00
Materials Fee	\$500.00
Practicum Fee	\$600.00
Graduation Fee	\$75.00
Total Fees	\$6715.00
BPPE STRF Fee (Non-Refundable)	\$0

Additional Charges:

Additional Test/Class Fee (if needed)	\$50.00
Additional Transcript Fee	\$20.00
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 \$6715.00.

*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.

Required Instructional Materials and reading lists

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

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

Recommended Readings: Education and Peace, the Child in the Family, Education for a New World, What You Should Know about Your Child, the Formation of Man, by Maria Montessori Maria Montessori: Her Life and Work by E. M. Standing Montessori Read and Write by Lynne Lawrence.

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 requirement and a prerequisite to practical and written exams given in all areas covered at each course level. All exams must be passed in order to complete the course. A satisfactory grade is based on passing 80% of all written and oral examinations in a satisfactory manner.

Required reading texts for the Early Childhood Level include:

- | | |
|---------------------------------------|---------------|
| • The Secret of Childhood | Montessori |
| • The Discovery of the Child | Montessori |
| • The Absorbent Mind | Montessori |
| • Maria Montessori: Her Life and Work | E.M. Standing |
| Additional Reading: | |
| • The Montessori Method | Montessori |
| • Dr. Montessori's Own Handbook | Montessori |

General Requirements

Conferences:

Evaluation conferences will be held with the Adult Learner throughout the school year with reference to their progress in the training.

Dress Code:

The Adult Learner's dress code is to befit the teaching profession without extreme style, body adornment, piercings or tattoos shall be maintained at all times. A professional image reflects to our children and school community our trainee's attitude towards their profession and the Adult Learners they serve.

Attendance Requirements

Adult Learners shall attend scheduled class sessions, as they would be expected to be present for work for which they have been employed. Observation of classes of children shall be done during the school year on an individual basis during school hours. The practice teaching may begin after successful completion of two components of training. Practice Teaching is a mandatory segment of the training.

Adult Learners sign in and out for each class. Absences will be recorded by the instructors in an Adult Learner record book. Adult Learners failing to maintain satisfactory attendance will be so advised by the Administrator. 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. Make-up classes will be announced and held periodically throughout the course.

Absences for reasons other than illness or bereavement will not be excused. The demonstration of the Montessori equipment is unique and requires the presence of the Adult Learner teacher to assimilate the information. Failure to attend three (3) consecutive classes will result in the Adult Learner being deemed to have dropped out, with the date of withdrawal being determined as the last date of recorded attendance.

A leave of absence from the course may be requested in writing by the Adult Learner and granted for a specified period from the Administrator. No leave of absence may exceed a period of three years from the date of enrollment.

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. Addition 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.

Final Evaluation and AMS Credential Recommendation

The director, supervising teacher, and/or field consultant collaborate on the final evaluation of the adult learner. Ultimately, the director has the responsibility to recommend each adult learner for an AMS credential immediately upon completion of all course requirements.

- a. The individual *Credential Recommendation Form* that verifies the adult learner's completion of all minimum requirements, including academic contact hours and practicum phase with documentation of a minimum of three on-site evaluations, and the required original supporting documentation of educational experience (official transcript or equivalency evaluation) is submitted to the AMS office of teacher education.
- b. A copy of the individual adult learner's *Credential Recommendation Form* and supporting documentation must be maintained by the program.
- c. The *Recommendation Cover and Checklist* and *Credential Recommendation* forms for each level are found on the Teacher Education Program Director Resources section of the AMS website.

Program directors may issue a certificate of attendance, certificate of completion, or letter indicating successful completion of a course level by an adult learner. Standards for letters and certificates are as follows:

- a. The certificate or letter has the full name of the teacher education program only. Reference to AMS cannot be included, except in the required disclaimer statement below.
- b. The certificate or letter is signed by the program director.
- c. AMS logo, AMS seals, and MACTE seals may not be used.
- d. The certificate or letter must include a disclaimer "**This certificate/letter of completion (or attendance) is not an AMS Montessori credential.**"
- e. A sample copy of the certificate or letter of attendance/completion is required to be submitted with the program's annual report and at the time of main site renewal, and with applications for new additional locations.
- f. A certificate or letter of attendance/completion from a Montessori teacher education program does not qualify a teacher to be a lead teacher in a school seeking AMS full membership status.
- g. A teacher holding a certificate or letter of attendance/completion from a Montessori teacher education program does not qualify a school for AMS full membership status or for eligibility for AMS school accreditation.

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.

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, 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 574-8900 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.

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 (SOC Code 25-2011)

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.

Video and Audio Recording

The following policies have been established for the overall benefit of our learning community.

Adult Learners are not permitted to video-record or audio-record their instructors or peers in the classroom environments.

Our Faculty

- All our faculty members have a minimum of a Bachelor's degree from an accredited college/university or its equivalent, in addition to Montessori credential at the level of instruction
- Ten or more years of teaching experience in a classroom with children following the receipt of the credential at the level of instruction
- Documented evidence of expertise and experience in the course subjects
- Current membership in a professional
- Educational Organization
- Evidence of continuing professional development

Pamela J. Crisman

Executive Director of Santa Monica Montessori School and Santa Monica Montessori Institute. She holds a B.A. in Early Childhood and Elementary Education, an M.A. in Special Education, with an emphasis in Gifted Education, and a Doctorate in Humane Letters. She also has Montessori Certificates in both Early Childhood and Elementary Education. Her expertise includes serving as a classroom teacher and as a Program Director for Gifted and for Early Childhood Education.

She is a Founding and Charter member of both MACTE and IAME and was instrumental in writing the By-Laws, creating the Organizational Structure, Curriculum, Policies and Procedures. She was present at the presentation of MACTE to the Department of Education in Washington, D.C. She served on the Board of Directors of both organizations and served on the Commission on Accreditation where she wrote the first Commissioners Handbook.

Nusrath Ahamed

Fifteen+ years of experience as an AMI Trained Montessori Teacher in the United States and Sri Lanka. Multiple years of extensive research and work experience in Montessori curriculum, educational development, and technology integration in the classroom. Two+ years of training Montessori adult learners and mentoring new Montessori teachers. Friendly, enthusiastic, highly organized and hard-working educator.

Sharon G Duncan

35 + years of experience in fostering holistic child development. Holding a masters in early childhood development, she passionately advocates for Maria Montessori's philosophy of education, valuing each child's unique journey towards self-discovery and learning. With a profound understanding of the Montessori Method, Sharon creates nurturing environments where children are empowered to explore, create, and thrive independently. She believes in fostering a love for learning through hands-on experiences, individualized attention, and respect for each child's pace and interests.

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
6.2.5.5 Montessori Curriculum: Physical and Life Science	4.0

6.2.5.6 Montessori Curriculum: Cultural-Social Studies	2.0
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, **(300 hours in residence and 20 hours observation)** 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, gustatory and stereognostic.

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 (Geography and History) (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)

The Adult Learner develops a unit of study for the children of his or her classroom that reflects an understanding of scope and sequence, and integrates basic concepts from the other curriculum areas.

Practical Review 8 Hours

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.

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

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.

Grievance Policy and Procedures

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

1. An effort to define the problem.
2. An effort to identify acceptable options for resolution.
3. An attempt to resolve the conflict through the application of one or more of those options for resolution.
4. Arbitration Committee and Procedures:

Purpose:

To arbitrate significant complaints or grievances by students, faculty or Field Consultants.

To decide on a course of action, in response to a grievance, which is binding on all parties involved in it.

Composition:

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

Program Director

One of the faculties of the course (appointed by the Program Director)

One of the Adult Learners enrolled in the course

One other faculty member shall be a stand-by member of the committee.

Areas of Grievance:

The Arbitration Committee of the Santa Monica Montessori Institute considers grievances against the program, and against its management and faculty in the following areas:

Incomplete or seriously deficient training during the academic phase of the course.

Santa Monica Montessori Institute's failure to meet the requirements during the practicum.

Santa Monica Montessori Institute's failure to meet financial obligations to anyone due those obligations.

Grievance Procedure:

The Adult Learner may choose to file a written complaint directly with the institution's Program Director who will work to resolve the matter. The Program Director is the individual designated to resolve Adult Learner complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log where the entry will remain for 5 years. The formal process will involve:

The Adult Learner's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.

The Adult Learner may terminate the formal process should, in the interim, the informal process produces a satisfactory resolution.

The Program Director will notify the Adult Learner representative (elected by the group) and all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.

A timeline for resolution will be delivered to the principals by the Program Director. Interested parties and the Adult Learner representative will communicate with the Program Director in order to make recommendations to resolve the grievance. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that an Adult Learner does not agree to the resolution proposed, the Adult Learner retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA and the American Montessori Society. If Adult Learner still does not agree with resolution proposed by above parties, the Adult Learner retains the rights to file a complaint with MACTE at 420 Park St, Charlottesville, VA, 22902. (434)202-7793 and AMS at 116 E.th16 St., Fl 6, New York, NY, 10003. (212)358-1250.

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 address 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.

The following are State of California requirements for preschool age teachers. TEACHER QUALIFICATIONS AND DUTIES 101216.1 -c) To be a fully qualified teacher, a teacher shall have one of the following:

1. Twelve postsecondary semester or equivalent quarter units in early childhood education or child development completed, with passing grades, at an accredited or approved college or university; and at least six months of work

experience in a licensed child care center or comparable group child care program. The units specified above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.

2. A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program. A CDA credential shall show the appropriate preschool or infant/ toddler age-level endorsement to qualify an individual for employment in a preschool or infant care center. A CDA credential is valid for three years from the date of award. A renewal may be granted every five years thereafter upon approval by the CDA National Credentialing Program. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter. Individuals who possess a CDA credential may have also completed the required six months of work experience. This work experience shall be verified to confirm that the experience requirement has been met.
3. One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:
 - a) Child Development Associate Teacher Permit; or
 - b) Child Development Teacher Permit; or
 - c) Child Development Master Teacher Permit.
 - d) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

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 16th 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 located at 1747 North Market Boulevard, Suite 225, Sacramento, California 95834, phone number (916) 574-8900 or (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site 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
(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.

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-780) or by visiting (www.osar.bppe.ca.gov)

Early Childhood 2024 Calendar

Sessions	Curriculum Component	Instructors*	Academic Hours	Class Time*
	Orientation	Crisman, Ahamed, Yu		
Jan 20, 2024	Montessori Foundations/Philosophy #1		8	8:00 AM – 5:00 PM
Jan 27, 2024	Practical Life #1		8	8:00 AM – 5:00 PM
Feb 03, 2024	Practical Life #2		8	8:00 AM – 5:00 PM
Feb 10, 2024	Practical Life #3		8	8:00 AM – 5:00 PM
Feb 17, 2024	Presidents' Day Weekend (Holiday)			
Feb 24, 2024	Practical Life #4		8	8:00 AM – 5:00 PM
Mar 02, 2024	Philosophy #2		8	8:00 AM – 5:00 PM
Mar 09, 2024	Sensorial #1		8	8:00 AM – 5:00 PM
Mar 16, 2024	Sensorial #2		8	8:00 AM – 5:00 PM
Mar 23, 2024	Sensorial #3		8	8:00 AM – 5:00 PM
Mar 30, 2024	Spring Break (Holiday)			
Apr 06, 2024	Observation/Lesson Planning		8	8:00 AM – 5:00 PM
Apr 13, 2024	Sensorial #4		8	8:00 AM – 5:00 PM
Apr 20, 2024	Math #1		8	8:00 AM – 5:00 PM
Apr 27, 2024	Math #2		8	8:00 AM – 5:00 PM
May 04, 2024	Math #3		8	8:00 AM – 5:00 PM
May 11, 2024	Philosophy #3		8	8:00 AM – 5:00 PM
May 18, 2024	Math #4		8	8:00 AM – 5:00 PM
May 25, 2024	Memorial Day Weekend (Holiday)			
June 01, 2024	Language #1		8	8:00 AM – 5:00 PM
June 08, 2024	Language #2		8	8:00 AM – 5:00 PM
June 15, 2024	Parent Education #1		8	8:00 AM – 5:00 PM
June 22, 2024	Language #3		8	8:00 AM – 5:00 PM
June 29, 2024	Language #4		8	8:00 AM – 5:00 PM
July 06, 2024	4th of July Weekend (Holiday)			
July 13, 2024	Parent Education #2		8	8:00 AM – 5:00 PM
July 20, 2024	Child Development #1		4	8:00 AM – 12:00 PM
July 27, 2024	Child Development #2		8	8:00 AM – 5:00 PM
Aug 03, 2024	Child Development #3		8	8:00 AM – 5:00 PM
Aug 10, 2024	Child Development #4		8	8:00 AM – 5:00 PM
Aug 17, 2024	Physical-Life Sciences (Botany)		8	8:00 AM – 5:00 PM
Aug 24, 2024	Physical-Life Sciences (Zoology)		8	8:00 AM – 5:00 PM
Aug 31, 2024	Labor Day Weekend (Holiday)			
Sep 07, 2024	Philosophy #4		8	8:00 AM – 5:00 PM
Sep 14, 2024	Art, Music, Movement #1		8	8:00 AM – 5:00 PM
Sep 21, 2024	Art, Music, Movement #2		8	8:00 AM – 5:00 PM
Sep 28, 2024	Classroom Leadership		8	8:00 AM – 5:00 PM
Oct 05, 2024	Unit of Study		8	8:00 AM – 5:00 PM
Oct 12, 2024	Columbus Day Weekend (Holiday)			
Oct 19, 2024	Cultural-Social Studies (Geography)	Duncan	8	8:00 AM – 5:00 PM
Oct 26, 2024	Cultural-Social Studies (History)	Duncan	8	8:00 AM – 5:00 PM
Nov 02, 2024	Physical Science #1	Duncan	8	8:00 AM – 5:00 PM

Nov 09, 2024	Veterans' Day (Holiday)			
Nov 16, 2024	Physical Science #2	Duncan	8	8:00 AM – 5:00 PM
Nov 23, 2024	Practical Review	Ahamed/Crisman	8	8:00 AM – 5:00 PM
TBD	Final Exam – Day 1			
TBD	Final Exam – Day 2			

* 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, SMML 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, (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.

(Date)

(Printed Name)

(Signature)

