



PREPARED
MONTESSORIAN
INSTITUTE

# Prepared Montessorian Institute Academic Catalog

January 1—December 31, 2024

*As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.*

# Our Approach

## ● Mission

The Montessori movement as a whole—from the works of Maria Montessori herself to the century of institutionalized knowledge of its practitioners and experts—contains educational wisdom that is unmatched in history.

The premise driving Prepared Montessorian is to take this wisdom and use it to engineer impactful trainings for educators and leaders. It is to use the Montessori method itself, extended and applied to adult learners, to create impact in the educational world.

## ● Method

*"You must see this for yourselves. It is very necessary for you to observe children and notice these facts which are usually passed over." (Montessori, 1946 Lectures, L7/p.46)*

Prepared Montessorian approaches training from the perspective that an effective Montessori educator needs knowledge—deep, rich knowledge of development, knowledge that can be applied in a nuanced way to Montessori educators.

That application isn't incidental. Part of what Montessori understood is that knowledge wants to and needs to be applied in order to be knowledge at all. Knowledge is a living thing, given life by the inner activity of the learner in her efforts to use it to make contact with reality. Those efforts are performed integral to the knowledge.

Adult learners are not, no more than children are, empty vessels to be filled with knowledge that then sits, waiting to be deployed someday. Purported "knowledge" delivered this way is at best loose concepts that don't have the time or space to be deployed before they start rotting.

Prepared Montessorian delivers training on the premise that adult educators are organisms engaged in a process of constant growth and achievement, of shaping their lives and their worlds. Adult educators need materialized abstractions (real students in real learning environments). Adult educators need their own prepared environment in which to honestly grapple with deep theoretical ideas (seminars with experts and like-minded peers). Adult educators need to learn theory in a way that is synchronized with their needs as new teachers (blended learning, sequenced according to the cadence of a new classroom). Adult educators



need content that is applicable and digestible (course content that offers timely essentialization of timeless principles).

Prepared Montessorian is premised on the idea that, done right, on-the-job training is the best way to learn high Montessori theory. It's Montessori training reconceived from the perspective of the needs of the minds of the aspiring adult educator.

## Programs Available

Prepared Montessorian Institute (PMI) provides certification at every level that MACTE accredits. PMI may open opportunities to join partway through the academic year in a program that extends into the following academic year.

**ACCREDITATION:** The Prepared Montessorian Institute is accredited by the Montessori Accreditation Council for Teacher (MACTE). MACTE is the international standard setting and accrediting body for Montessori educator preparation.

MACTE has been recognized by the U.S. Department of Education since 1995.

### Quality Principles and Criteria

The term “Quality Principles” refers to the three principles by which Montessori teacher education programs are evaluated for purposes of accreditation. The MACTE Quality Principles indicate mandatory conditions or actions, and each applicant must achieve substantial compliance with each of them in order to be granted an accredited status.

The three MACTE Quality Principles are:

- Quality Principle I: Evidence of Candidate Learning: Understanding and Teaching Montessori Principles
- Quality Principle II: Faculty Learning and Inquiry
- Quality Principle III: Program Capacity

These quality principles are general statements. They are widely applicable to a variety of Montessori programs, and yet they avoid provisions that may be seen as arbitrary. They are qualitative and quantitative. They are designed to promote quality and stability while accommodating reasonable variations and special



characteristics. MACTE Quality Principles are intended to acknowledge, respect, and complement the rights of programs and organizations to be self-defining and self-determining.

Criteria accompanying each MACTE Quality Principle define the ways in which programs seeking accreditation are required to provide evidence that satisfies each principle. Substantial compliance with each of the criteria is required for accreditation. All courses and components are evaluated using the same quality principles, criteria, policies, and procedures.

**LICENSING:** Prepared Montessorian Institute is a private institution that it is approved to operate by the CA Bureau of Private Post-Secondary Education (BPPE) and that approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and 5, CCR.

CEC requires us to mention Prepared Montessorian Institute's involvement in any current bankruptcy process or any that has occurred in the past 5 years. Prepared Montessorian Institute is not and never has had a pending petition in bankruptcy, operated as a debtor in possession, filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## ● IND Montessori Teacher Certification Infant & Toddler (Infant and Toddler)

The infant program focuses on the first plane of development. Over the course of a year, adult learners receive over 200 academic clock hours and 400 practicum hours that include lectures, presentations with materials, and group discussions. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi that will be provided during the admissions process. This program prepares graduates to become Preschool Teachers, Except Special Education (SOCODE 25-2011).

### **Course Objective**

The Infant and Toddler program is designed to prepare you to teach in Montessori classrooms that serve children from birth to age 3. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for children ages 0-3 years



- demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for children ages 0-3 years:
  - Sensory and Motor Experiences (Psychosensory)
  - Practical Life including self-care and care of the environment
  - Language experiences including art and music
  - Positive Social Experiences (Grace and Courtesy)
- Master the scope and sequence of the Montessori curriculum appropriate for the age- group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

*\*Check the Path At A Glance in Appendix I for requirements to complete the training*

## ● IND Montessori Teach Education Certificate Program-Early Childhood (Early Childhood)

The early childhood program continues to focus on the first plane of development. Over the course of a year, adult learners receive over 200 academic clock hours and 400 practicum hours that include lectures, presentations with materials, group discussions, and student teaching. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi. This program prepares graduates to become Kindergarten Teachers, Except Special Education (SOCODE 25-2012).

### **Course Objective**

The Early Childhood program is designed to prepare you to teach in Montessori classrooms that serve children between the ages of 2.5 to 6 years. This program covers the following objectives:

- Understand and apply Montessori philosophy



- Understand human growth and development for children ages 2.5 to 6 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for children ages 2.5-6 years:
  - Practical life
  - Sensorial
  - Language experiences including speaking, listening, reading, writing, art, cultural studies, geography, science, and music
  - Mathematics including counting, arithmetic, and geometry
  - Positive Social Experiences
  - Physical development
- Master the scope and sequence of the Montessori curriculum appropriate for the age- group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

*\*Check the Path At A Glance in Appendix I for requirements to complete the training*

## ● IND Montessori Teach Education Certificate Program-Elementary I/II (Elementary)

The elementary program focuses on the second plane of development. Over the course of a year, adult learners receive over 1,200 clock hours, 400 academic clock hours, and 800 practicum hours that include lecture, presentation with materials, group discussion, and student teaching. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi. This program prepares graduates to become Elementary School Teachers, Except Special Education (SOCODE 25-2021).



## Course Objective

The Elementary program is designed to prepare you to teach in Montessori classrooms that serve children between the ages of 6 to 12 years. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for children ages 6 to 12 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for children ages 6 to 12 years:
  - Language Arts
  - Mathematics including geometry
  - Physical and biological sciences
  - Geography, history, and cultural studies
  - Art and music
  - Positive social experiences
  - Health and physical development
- Master the scope and sequence of the Montessori curriculum appropriate for the age- group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

*\*Check the Path At A Glance in Appendix I for requirements to complete the training.*

- **IND Montessori Teach Education Certificate Program-Secondary I/II (Adolescent)**



The adolescent program focuses on the third plane of development. Over the course of a year, adult learners receive over 1,500 clock hours, 500 academic clock hours and 1,000 practicum hours that include lecture, presentation with materials, and group discussion, and student teaching. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi. This program prepares graduates to become Middle School Teachers, Except Special and Career/Technical Education (SOCODE 25-2022).

### **Course Objective**

The Secondary program is designed to prepare you to teach in Montessori classrooms that serve adolescents between the ages of 12 to 18 years. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for adolescents ages 12 to 18 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for adolescents ages 12 to 18 years:
  - Language Arts
  - Mathematics including geometry
  - Sciences
  - Economic experiences
  - Geography, history, and cultural studies
  - Art and music
  - Positive social experiences
  - Health and physical development
  - Education beyond the classroom: outdoor, service, and college/career readiness.



- Master the scope and sequence of the Montessori curriculum appropriate for the age- group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

*\*Check the Path At A Glance in Appendix I for requirements to complete the training.*

## In-Residency Studies

MACTE requires all of its accredited programs to include the following in-person training components. All learners enrolled in PMI's teacher certification programs at all age levels need to meet the requirements in order to graduate.

### **In-Person In-Residency Hours Required**

- Infant & Toddler & Early Childhood: 80 hours
- Elementary: 120 hours
- Adolescent: 120 hours

### **In-Person In-Residency Format**

- Infant & Toddler & Early Childhood: 2-week full-time in-person training at Prepared Montessorian Institute's MACTE-accredited training site
- Elementary: 3-week full-time in-person training over 2 summers at Prepared Montessorian Institute's MACTE-accredited training site
- Adolescent: 3-week full-time in-person training over 2 summers at Prepared Montessorian Institute's MACTE-accredited training site

### **Training Sites:**

- 26592 Towne Centre Drive, Foothill Ranch, CA 92610 (Elementary I-II)
- 226 E Illinois St, Chicago, IL 60611 (NT, CH)

## Getting In



## ● Admission Procedure and Criteria

1. To apply to attend any of the PMI training courses, the prospective adult learner provides PMI with the following:
  - A completed application form explaining why the applicant is interested in pursuing Montessori teaching training. The application will include questions about the applicant's relevant personal and professional background information, experiences, motivation, and personal commitment to child development.
  - A recommendation from the applicant's Head of School or other relevant professional reference.
    - Note: this letter may be collected in the form of an online form or survey rather than a formal letter of recommendation.
  - Professional resume.
  - Copies of transcript(s) or diploma(s) of the highest completed degree. Please note that Elementary program requires an undergraduate degree as a prerequisite to admissions.

\*All learners must have the appropriate immigration status in order to attend the in-residency portions of our training in the United States. Prepared Montessorian Institute does not provide visa services in relation to this.

### **English Proficiency**

Our instruction is in English though many of our learners are native speakers of other languages. English proficiency levels in reading, writing, speaking, and listening equivalent to a high-school graduate are required, but we do offer support in Mandarin Chinese and Spanish to understand the requirements and expectations throughout the program. At this time, we do not offer English as a Second Language courses. For those who did not graduate high school from an English-speaking institution, PMI will first assess the English proficiency level in the writing submitted in your application to the programs to see if it meets our standards. If we determine you need to prove English level proficiency further, we will administer an online test to determine you have at least a high-school graduate level proficiency.

2. Once received, depending on the individual's qualifications and experience, PMI may contact the prospective adult learner to schedule an interview.
3. The Prepared Montessorian Institute admissions team will evaluate all application materials.



4. The Prepared Montessorian Institute admissions team will contact the prospective adult learner regarding the admissions decision and tuition information.
5. To finalize the offer of admission, the prospective adult learner will need to complete and sign the acceptance letter, pay the registration fee, and return it to PMI along with the tuition payment.

Please note that admission does not guarantee successful completion of the course.

## Enrollment Deadlines

The deadline to enroll is one week prior to the first class meeting of any class unless otherwise noted. All paperwork and payments must be received by this date.

## Practicum

Prepared Montessorian Institute is affiliated with a large network of high-quality Montessori schools that provides access to a wide variety of potential practicum sites nationwide. Adult learners who are unable to take advantage of these opportunities or wish to complete their practicum elsewhere may submit the location for director approval. Each practicum site will be evaluated on basis of quality and quantity of authentic Montessori materials, proper age-span of children in environments, and qualifications of that site's faculty.

### Entry

- The adult learner will execute a practicum site agreement with the practicum site and provide PMI with the electronic copy.

### Practicum Hours

- The Adult learner will log practicum hours on a spreadsheet on a weekly basis.
- Supervising teacher or site director will monitor and initial the entries on a monthly basis and provide his/her signature at the end of practicum phase.

## Paying for your Education

- Fees



- Infant and Toddler Teacher Certification Course:
  - \$150 registration fee, \$5,000 tuition
- Early Childhood Teacher Certification Course:
  - \$150 registration fee, \$5,000 tuition
- Elementary I & II (6-12) Teacher Certification Course:
  - \$150 registration fee, \$6,500 tuition
- Adolescent I & II (12-18) Teacher Certification Course:
  - \$150 registration fee, \$7,500 tuition

Adult learners should budget approximately \$500 for course-related expenses such as books and other related expenses. Tuition does not include associated travel or lodging expenses possibly needed to attend in-residence portion of training. All learners need to arrange the travel and lodging, etc. to attend the in-residence portion of training on their own.

\*While we do not have any dormitories or housing options, we can recommend housing locations near the training location.

*Please check Appendix II for our housing recommendation.*

Adult learners are responsible for covering the cost for a field consultant to travel for in-person site visit including transportation and lodging, at a fixed cost of \$2,000. However, we have several mechanisms in place to reduce this cost: 1. The adult learner can seek a qualified field consultant locally to reduce their cost. 2. If there are more than one adult learner who are doing their practice teaching within 25 miles of each other, they may split the cost evenly. 3. Prepared Montessorian Institute has many field consultants who may be local or may be in a local area temporarily. If one happens to visit the adult learners' city, the site visit can be arranged without any additional cost. Please discuss with our team to find a solution that will work best for you.

In addition, CA residents must pay a fee of \$2.50 for each \$1000 of tuition and other charges into the Student Tuition Recovery Fund. This is non-refundable. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.



Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

*Please check Appendix III for detailed information*

## Financial Aid

Prepared Montessorian Institute does not accept federal financial aid at this time. We do, however, offer need-based financial aid. This aid is provided internally by the Prepared Montessorian Institute. All aid is awarded on an as-needed basis to adult learners based on a review of each individual learner's financial situation. All personal information will be kept confidential to protect the privacy of the individual. If you wish to apply, please contact the admission team at [hello@preparedmontessorian.com](mailto:hello@preparedmontessorian.com). Prepared Montessorian Institute does not discriminate based on any protected class in the awarding of financial aid.

## Cancellation and Refund Policy

The student 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. If a student withdraws from the course, refunds will be provided within 45 calendar days of withdrawal.

We refund tuition that has been paid to Prepared Montessorian Institute for any portion of the training not yet attended or scheduled to attend. We calculate the amount to be refunded by applying a tuition rate per clock hour of the course. Each hour attended in seminars, completed during practicum components, or completed asynchronous video and assignments is tracked through Altitude completion cards and trackers. You will be refunded the amount owed to you for the portions of the program you have not finished. For example, the Elementary program is 1200 hours in length. If prior to your withdrawal you attend 100 hours of classes, and complete another 300 hours of asynchronous assignments, and 300 hours of practicum, you would have completed 700 total hours and be due a refund for the remaining 500 hours of the program you had not completed or attended.

When calculating refunds, the official date of a student's withdrawal is determined in one of the following ways:



1. The last date of recorded attendance.
2. When PMI receives notice of the student's intention to discontinue the training.
3. When the student is expelled for violation of a published school policy which provides for termination.
4. When a student fails to attend classes for 30 calendar days without notice the status change to PMI.

If a student starts to take a phase of the training but doesn't finish it, tuition will be charged for the entire phase. Even though PMI does not participate in federal student loan programs, some learners in our program may seek a private loan on their own. If a student does obtain a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## Completing the Course

### ● Course Requirements and Schedule

A detailed academic schedule, educational goals and objectives, competencies, and completion standards will be provided to each cohort of adult learners at the beginning of their training in the format of a course requirement checklist, syllabus, and agenda.

### ● Attendance

A minimum attendance of 90% is required for each course component of the training. Attendance implies both presence and active participation in classes. A student who expects to be late, who is ill, or who cannot attend a class is required to email the staff prior to the start of that day's class. In all programs, an absence of more than 15 minutes to any session is tracked as an absence.

### ● Class Make-up Policy

For Early Childhood programs, if a student misses more than 15 minutes of a session, the student will be invited to make up the missed live session in a future cohort and complete all assignments as scheduled to the satisfaction of the instructor.



For Elementary program, if a student misses more than 15 minutes of a session, the student will be marked absent for that session and required to complete a) A make-up assignment consisting of a summary of the missed session, and b) All regularly assigned homework associated with that session.

## ● Leaves of Absence and Extensions

Adult learners requiring a leave of absence must consult with the director and submit a written request for a leave. To be placed on leave, the student's tuition must be paid in full for the portion of the course which they did attend. All leaves of absence and reinstatements are granted at the discretion of the director.

Extensions to finish incomplete work up to three years beyond the program's standard timeline are at the discretion of the director. All requirements must be completed for a diploma to be granted. If the adult learner does not complete the graduation requirements within the three years, they will be dismissed from the program in the process described in the dismissal and withdrawal section of this handbook.

## ● Assignment and Assessment Procedure

Each program level has an assignment and assessment schedule for all courses within the program, which includes evaluation methods and due dates for assessments.

### **Assignment and Assessment Management**

Altitude is a Learning Management System (LMS) that Prepared Montessorian Institute uses for all its trainings. Altitude houses the following components of the overall training experience:

- **Administration:** overview of learning journey, course syllabus, schedules, training structure, log-in information for Zoom, progress records
- **Resources:** readings, assignments, instructions and supporting resources for practicum components
- **Video library:** library of all training videos and material presentation videos
- **Assessment:** attendance, completion status, homework and assignments, and other types of assessment
- **Progress tracking:** tracking of training progress and completion status towards graduation
- **Announcements:** communications from Prepared Montessorian Institute and training team



**Note:** Altitude is not the platform for live virtual sessions. Zoom is the platform for live virtual sessions. Information on course schedule and Zoom links can be located on Altitude.

## ● Grading

Course requirements must be met in the timeline specified by the trainer. Any work which does not meet acceptable standards will require resubmission on the agreed date by the adult learners and trainer.

The PMI training courses are given on a Pass/Fail basis. No letter grades are assigned to any component of the course; however, rubrics and other authentic assessment tools are used to provide feedback to the adult learner. Deadlines will be given for assignments. Adult learners have a grace period of 24 hours. Four weeks that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

You will be assessed based on the following:

- Attendance and active participation in class settings. You must attend at a minimum 90% of the sessions.
- Formative assessments such as quizzes, written assignments, videos demonstrating practicing providing lessons, submitting samples of lesson plans, projects, and being observed during practicum phase while practice teaching.
- Summative assessments including exams for each area of the Montessori curriculum, performance assessments during your practice teaching, and providing video examples of your aptitude delivering Montessori lessons.
- All coursework, assessments, and attendance trackers will be submitted via the Altitude learning platform and instructors will approve completion and comment on quality in this system.

## Transfer of Credit

In general, PMI does not accept portions of training from other courses, but adult learners may submit prior Montessori coursework for consideration. Regardless of prior coursework, or prior experiential learning, it is strongly recommended that the entire sequence of PMI curriculum components is taken.

The transferability of credits you earn at Prepared Montessori Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Montessori Certification you earn in our



Diploma Courses is also at the complete discretion of the institution to which you may seek to transfer. If the Montessori Certification that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Prepared Montessori Institute to determine if your Montessori certification will transfer.

At this time, Prepared Montessorian Institute has not entered into an articulation or transfer agreement with any other college or university.

## Student Verification in Distance Education

Prepared Montessorian Institute takes multiple measures to ensure that the adult learner who registers in a distance education course is the same adult learner who participates in and completes the course and receives academic credit. By using online video conferencing software such as Zoom, instructors can see the course attendees and ensure that they are the adult learners who registered for the course. We require that all attendees have their cameras on during live sessions to facilitate the discussion and build comradery, so all attendees will be seen by default. For now, the instructors will verify attendance and record it on the attendance tracker while we work to integrate the attendance tracker electronically. Many assignments require video, so submissions will provide proof that the registered attendee completed the assigned work. For video sessions, adult learners will certify their participation electronically on a weekly basis.

Each training location offers a seminar room equipped with furniture and technology for lectures, class discussions, and collaborative projects and an appropriate mock-Montessori classroom with the learning materials and layout designed for working with children in the age-range of the program set up to practice utilizing the learning materials and giving practice presentations that will prepare learners for use in their classrooms with children.

## Practicum Prerequisites

Adult learners must complete the intensive portion of the course prior to starting practicum. Please check the course syllabus for specific hour requirements as they may vary by course level.



## Practicum Evaluations

Adult learners will be evaluated during the practicum phase. Three visits are required if the adult learners are guided by a supervising teacher and four visits are required if practicum is self-guided. Visits are conducted in a combination of virtual and in-person formats.

## Graduation Requirements

To be eligible for graduation, the adult learner must achieve the following:

1. Completion of all courses, hours, sessions, assignments, and assessments as outlined in the course syllabus.
2. Passing grades for all components of each course.
3. Good standing account

## Adult Learner Support Services

As we operate much of our program through distance education, you will have frequent access to our instructors for feedback from your submitted work. In general, we provide feedback between 1 and 30 days from submittal depending on the size and scale of the assignment or assessment. In addition to providing academic advising that the Prepared Montessorian Institute provides as part of its programming, PMI maintains a list of recommended providers of non-academic advising and health care options.

## Career information and Placement Assistance

Prepared Montessorian Institute is affiliated with a large network of high-quality Montessori schools that provides employment opportunities nationwide. At the same time, Prepared Montessorian Institute does not and cannot make any guarantees or promises regarding future employment, future salary, or future opportunities for occupational advancement.

## Staff to Student Ratio



Currently, a team of staff members and guest lecturers assist the director in conducting the courses and support adult learners with an average of 1:10 staff to student ratio.

With its extensive library of resources to empower the individual learner, Prepared Montessorian Institute is currently capable of providing instruction to its quality standards at 1:30 staff to student ratio.

## Grievances and Complaint

Prepared Montessorian Institute is committed to providing instruction that meets the needs of its adult learners, so we encourage open dialogue with instructors about any questions or concerns. If concerns are unable to be resolved, formal grievances should be submitted to the PMI director:

Joel Mendes  
1321 Upland Dr. PMB 9105, Houston, TX 77043  
(949) 339-1957

Formal grievances will remain on file for five years. If you are not satisfied with the resolution of your grievance, you can submit to the following accrediting and licensing bodies for review:

### **Montessori Accreditation Council for Teacher Education**

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

[info@MACTE.org](mailto:info@MACTE.org)

### **California Bureau for Private Postsecondary Education (BPPE)**

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s:  
(888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

### **Illinois Board of Higher Education's (IBHE)**

*Student complaints must be submitted in writing to the Board (Section 85(i)(1) of the Act).*



Information about the complaint may be submitted online through the IBHE website ([www.ibhe.org](http://www.ibhe.org)). Additional information regarding the complaint process can be obtained by contacting the Board at:

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Suite 333  
Springfield IL 62701  
Phone Number: (217) 782-2551  
Fax Number: (217) 782-8548

## Important Policies

### ● Non-Discrimination Policy

The Prepared Montessorian Institute does not discriminate on the basis of age, race, sex, gender, religion, ethnic origin, disability, or any other protected class.

### ● Code of Ethics

The Prepared Montessorian Institute is committed to fostering integrity and ethical practices in its faculty and adult learners. Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited. Similarly, inequitable treatment and all other forms of unethical practices by adult learners are grounds for dismissal.

### ● Dismissal and Withdrawal

Prepared Montessorian Institute may dismiss any student engaging in unprofessional behavior, poor attendance, inability to perform academic work successfully, non-payment of tuition or fees, as well as violation of our policies. Before dismissal is enforced, adult learners may be placed on probation for one or more of the above reasons. Reinstatement of a student is at the discretion and judgment of the director. Tuition refunds for dismissal and withdrawal can be found in the Cancellation and Refund Policy of this handbook.

### ● Retaining Student Information



In order to ensure compliance, we maintain transcripts which can be made available to students at any time and maintain student records are for a period of at least 5 years from the student's date of completion or withdrawal.

## Student Success Data

### ● Enrollment and Graduation

July 1, 2022 – June 30, 2023

*FOR LEARNERS ENROLLED IN CALIFORNIA IN-RESIDENCY WHO STARTED TRAINING BETWEEN JULY 2019 TO JUNE 2020:*

<b>Program</b>	<b>Enrollment</b>	<b>Graduate*</b>	<b>Withdrawal</b>
Infant & Toddler	49	18	30
Early Childhood	37	17	12
Elementary	21	15	6
Adolescent	6	4	2

\*Note: On average, it takes between 18 months to 3 years for a learner to complete the diploma program. This table only report cohorts who started 3 years ago from the reporting period who were scheduled to graduate in the reporting period. Most enrolled learners are still on their path to graduation.



In order to remain in compliance with the California Education Codes (CEC), we retain student records and personal information about each person who attends our courses in the manner in which the CEC requires. For more information about these requirements see CEC §94900, 5, CCR §71810 (b)(15) and §71920.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818),

([www.bppe.ca.gov](http://www.bppe.ca.gov)), (888) 370-7589 or by fax (916) 263-1897, 916) 574-8900 or by fax (916) 263-1897.

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

I, the undersigned, hereby confirm that I have reviewed the Academic Catalog and School Performance Fact Sheet.

I, the undersigned, hereby grant to Prepared Montessorian Institute permission to use, adapt, modify, reproduce, distribute, publicly perform or display, in any form now known or later developed, my video presentation assignments throughout the world, by incorporating them into publications, catalogues, brochures, photo exhibits, motion picture films, videotapes, and/or other media or commercial, informational, educational, advertising, or promotional materials relating thereto.

I, the undersigned, hereby confirm my acceptance of the Montessori MACTE-Accredited Diploma Training provided by the Prepared Montessorian Institute.

Signature:

Print Name:

Date:



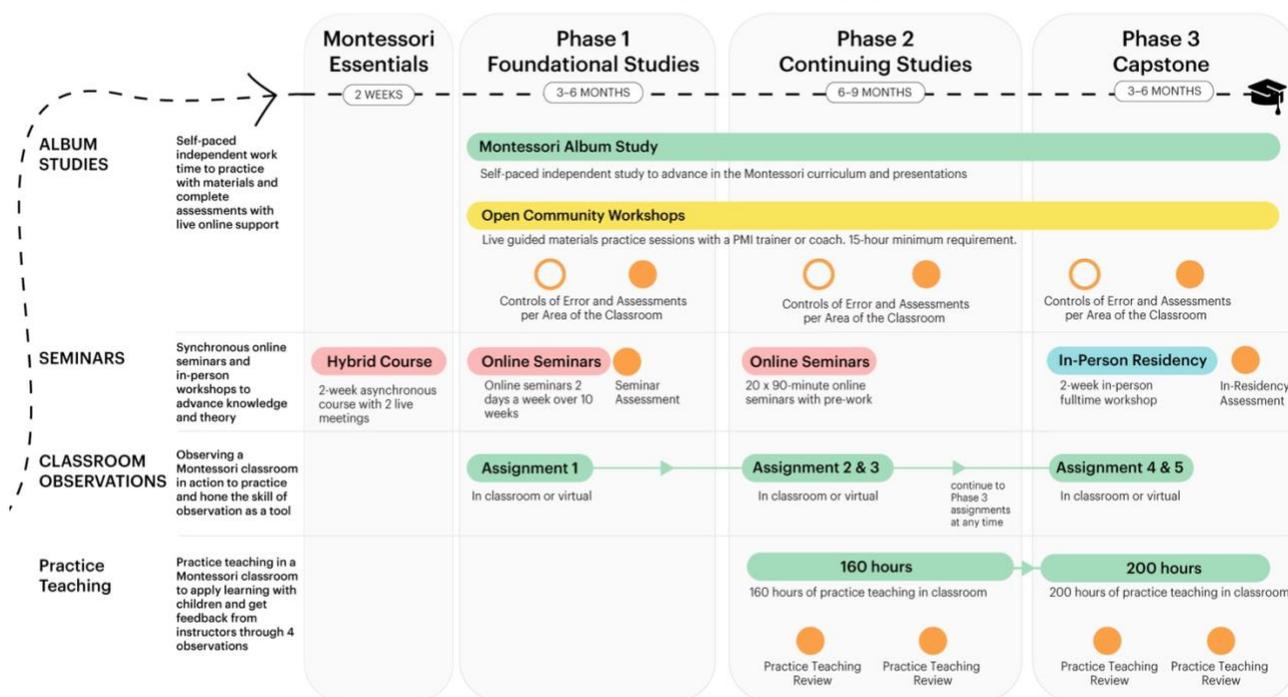
# Appendix I. PATH AT A GLANCE

## ● Infant & Toddler and Early Childhood

### PATH TO COMPLETION

0-3 NIDO AND TODDLER  
3-6 CHILDREN'S HOUSE

- Independent work that can be completed at learner's own schedule
- Live online support through your Independent Work
- Series of online seminars and lectures by PMI instructors to advance knowledge and theory
- 2-week in-person workshops at one of PMI's accredited training sites
- Self-paced "Control of Error" quizzes to check your knowledge of the curriculum
- Major assessments of curriculum knowledge, seminars, and 4 observations conducted by a PMI Instructor or Coach where you will receive feedback on your application of Montessori practices



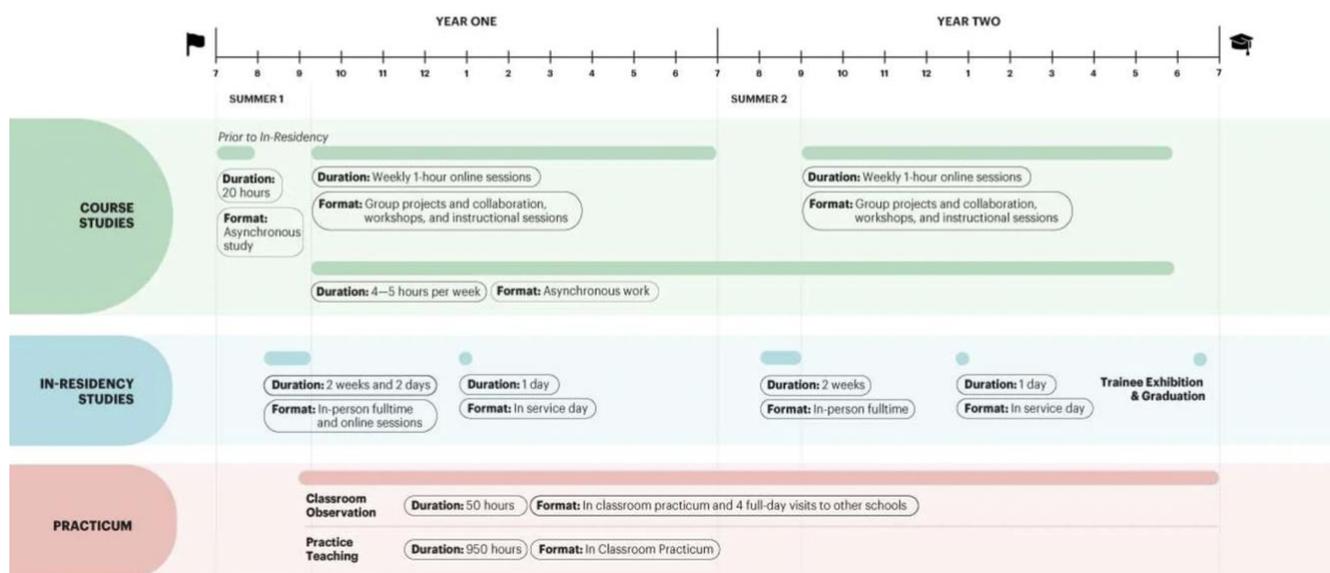




● Adolescent

# PATH AT A GLANCE

## 12-18 ADOLESCENT





## Appendix II. HOUSING RECOMMENDATIONS

### Lake Forest, California

Lake Forest is a quiet and very safe suburb in Orange County, California. Like much of California, unless your hotel is located within walking distance of a plaza with amenities, you'll likely need to use a car to get to grocery store, restaurants, convenience store, etc. There are about a handful of hotels within walking distance (within 30 minutes) from PMI's training center.

In our search, we have found that hotel rooms and AirBnB on average range between

\$130 to \$200 per night depending on the time of booking and/or type of rooms. In speaking with the hotel management in the area, they note that summer is a busy time of year in the area. Making your hotel booking as earliest as possible is recommended to protect yourself from rate hikes. The tax rates are currently quoted at 10.0% but are subject to change at any time without prior notice.

### Hotels within walking distance from the PMI training center

\*ordered by distance from training center

Hotel	Address	Distance from training	Walking Time	Hotel Number
<a href="#"><u>Staybridge Suites Irvine East/Lake Forest</u></a>	2 Orchard, Lake Forest, CA 92630	0.1 miles	5 mins	(949) 462-9500
<a href="#"><u>Hampton Inn East Irvine/Lake Forest</u></a>	27102 Towne Centre Drive, Foothill Ranch, CA 92610	1.2 miles	25 mins	(949) 859-4000
<a href="#"><u>Hilton Garden Inn East Irvine/Lake Forest</u></a>	27802 Towne Centre Drive, Foothill Ranch, CA 92610	1.2 miles	25 mins	(949) 859-4000
<a href="#"><u>Holiday Inn Express &amp; Suites Lake Forest - Irvine East, an IHG Hotel</u></a>	20768 Lake Forest Dr, Lake Forest, CA 92630	1.3 miles	30 mins	(949) 900-1288
<a href="#"><u>Courtyard Foothill Ranch Irvine East/Lake Forest</u></a>	27492 Portola Parkway, Foothill Ranch, California, 92610	1.6 miles	30 mins	(949) 951-5700



## Hotels with Group Discount Secured under PMI

\*ordered in alphabetical order

We have secured the following discounts for you to consider when booking your lodging. When booking, please review the notes to ensure that you request your discount accordingly. Rates for July 2023 in-residencies are available below.

Hotel	Distance from training	King Bed Room Rates / night (excluding tax)	Double Queen Beds Room Rates / night (excluding tax)	Deadline to book:
<a href="#">Courtyard Foothill Ranch Irvine East/Lake Forest</a> 27492 Portola Parkway, Foothill Ranch, California, 92610	1.6 miles Free Parking	July 2023: \$129	July 2023: \$129	June 9, 2023
<a href="#">Laguna Hills Lodge</a> 23932 Paseo De Valencia, Laguna Hills, CA 92653	5.6 miles Free Parking	July 2023: \$130	July 2023: \$130	April 1 or April 31, 2023 (see below for further details)
<a href="#">Staybridge Suites Irvine East/Lake Forest</a> 2 Orchard, Lake Forest, CA 92630	0.1 mile Free Parking	July 2023: \$189 * One King Bed and One sofa sleeper	July 2023: \$159 * One Queen Bed and One sofa sleeper	May 19, 2023
<a href="#">SpringHill Suites by Marriott Irvine Lake Forest</a> 23632 Rockfield Blvd, Lake Forest, CA 92630	4.7 miles \$13 Parking / night	July 2023: \$189	July 2023: \$189	June 6, 2023
<a href="#">TownePlace Suites by Marriott Irvine Lake Forest</a> 23150 Lake Center Dr, Lake Forest, CA 92630	4.8 mile \$13 Parking / night	July 2023: \$189	July 2023: \$189	June 6, 2023



Information for future in-residencies rates will be posted at a later time. Please see each hotel's information for other details such as parking rates, deposits, free breakfast, etc.

## Appendix III.

### *FOR CALIFORNIA RESIDENTS:*

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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 Blvd., Suite 225, Sacramento, California, 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 student 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 student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
8. 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 student eligible for recovery from STRF.
9. A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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 student eligible, the student must have filed a written application for recovery within the original four.
10. (4) year period, unless the period has been extended by another act of law.
11. However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## Appendix IV. STUDENT DISCLOSURE INFORMATION

FOR ILLINOIS RESIDENTS OR LEARNERS ENROLLED IN ILLINOIS IN-RESIDENCY:

### STUDENT INFORMATION DISCLOSURE

Reporting Period: July 1, 2023 to June 30, 2024

*Definition of students: students enrolled in Prepared Montessorian Institute's IND Montessori Teacher Education Certification - Infant & Toddler program who will attend the in-person In-Residency Studies in Illinois.*

		IND Montessori Teacher Certification - Infant & Toddler –	IND Montessori Teacher Certification - Early Childhood –
		Program Name NPS07858	Program Name NPS07859
Disclosure Reporting Category		CIP* 13.1207	CIP* 13.1207
		SOC* 25-2011	SOC* 25-2012
A) For each program of study, report:			
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:			
a) New starts		5	9
b) Re-enrollments		0	0
c) Transfers into the program from other programs at the school		25	24
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		30	33
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:			
a) Transferred out of the program or course and into another program or course at the school		0	0
b) Completed or graduated from a program or course of instruction		0	0
c) Withdrew from the school		0	0
d) Are still enrolled		30	33
5) The number of students enrolled in the program or course of instruction who were:			
a) Placed in their field of study		30	33
b) Placed in a related field		0	0
c) Placed out of the field		0	0
d) Not available for placement due to personal reasons		0	0
e) Not employed		0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		N/A	N/A
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		N/A	N/A
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		N/A	N/A



## In-Residency FAQs

We have collected some frequently asked questions and provided guidance to help you prepare for the upcoming In-Residency programs. Please review the information below and reach out to us if you have any additional questions.

### ● Bethesda, Maryland

The training site is at the Guidepost Montessori at Bradley Hills campus, which is located closest to the Dulles International airport. There is a train stop in Dulles airport that can take you into Washington D.C. if you wish to travel there on your own in the weekends.

#### **Where should I stay in the area?**

Downtown Bethesda is Metro Accessible, however other areas of Bethesda are only accessible via Bus or Car. There is no hotel within walking distance, so local transportation is required by car or ride sharing. We have a lot of learners who will drive into the training center daily. We'll help coordinate ride sharing whenever possible. Please see below a list of places for consideration as you look for accommodations.

#### **Airbnb in the areas**

- Tysons Corner Mall Area (18-minute drive before traffic)
- Bradley Hills Neighborhood (2-minute drive)
- Wyngate Neighborhood (5-minute drive)
- Downtown Bethesda (10-minute drive)
- Woodhaven Neighborhood (5-minute drive)
- Westfield Montgomery Mall Neighborhood (5-minute drive)
- The Oaks Bed and Breakfast (2-minute drive)

#### **Hotels**

- Hilton Garden Inn Bethesda (10-minute drive)
- Courtyard by Marriot Tysons Corner (18-minute drive before traffic)
- Residence Inn by Marriot Tysons Corner (18-minute drive before traffic)
- Staybridge Suites McClean (17-minute drive before traffic)



## ● Chicago, Illinois

The training site is at the Guidepost Montessori at Magnificent Mile campus, which is located closest in downtown Chicago, closest to the O'Hare International Airport. There is a train from the airport that can take you into downtown Chicago.

The training site is located at 226 E Illinois St Chicago, IL 60611 US. Guidepost Montessori at Magnificent Mile is an operating school with 150+ students spanning across Nido, Toddler, Children's House, and Elementary programs. We will be occupying 2-3 training rooms. It is important to always be mindful of our presence and try to minimize our influence on the daily operation of the school.

### **Where should I stay in the area?**

Downtown Chicago is Metro Accessible. There are many hotels within walking distance, and if you wish to stay further from downtown, local transportation is very convenient in Chicago.

Chicago is a very big city with a variety of housing options and price points. We encourage you to explore AirBnB or collaborate with other participants through the Team Chat to look for shared housing/apartment options. It is important to consider both the convenience in terms of public transit and safety of the neighbourhoods that you want to live in. You can do research online or ask local learners in the Team Chat to help validate any location/neighbourhood.

We have secured one group discount at a hotel that's very close to the training site. The Hotel is called Level by **ONNI at 369 Grand**. Here is a link to the hotel [Luxury Extended Stay Hotel | Level Chicago River North](https://www.stayinglevel.com) (stayinglevel.com). Here is the discount code for booking 20% off - **Prefer1 (1bed) or Prefer2(2bed)**.

### **Airbnb in the areas closest to the training site**

- Magnificent Mile Neighborhood
- River North Neighborhood
- Lincoln Park Neighborhood

### **Getting to the Site**

The building is located in a vibrant downtown neighbourhood with easy access to restaurants, shops, and local transportation. There is no dedicated parking for the school and downtown parking can be very expensive. We highly encourage you to find accommodations near public transit or park somewhere affordable and take public transit to the training site.



- **Georgetown, Texas**

The training site in Georgetown Texas is located north of Austin at Guidepost Montessori (address: 3010 FM1460, Georgetown, TX 78626).

Guidepost at Georgetown is a new Montessori school that opened in July. We will use 3 large training classrooms on campus for the Residency program. There are a lot of hotel and restaurant options to explore both south of and north of the training site.

Local transportation in Austin is heavily dependent on cars. There is no restaurant and hotel options within walking distance from the training site. Therefore, when you look for accommodation, we highly recommend that you explore pairing up with other colleagues to share a room and do carpool. There are also many options for whole-house rental on Airbnb that is quite affordable and can host 4-5 people.

Once your registration is approved, we will add you to a Microsoft Team group chat to help you connect with other colleagues who are also looking for housing.

- **Can I share a room with another learner to reduce the accommodation cost?**

Yes, we encourage you to connect with your peers to coordinate room sharing whenever possible to help reduce the accommodation cost. Please feel free to share your needs directly in the Microsoft Teams Chat. You can then connect with your peers to self-organize room sharing and other accommodation needs.

- **How do I get from where I stay to the training site every day?**

Local transportation is also the responsibility of each learner. We encourage you to factor in local transportation cost (e.g., car rental, Uber/Lyft, walking) when you choose where to stay. You can also coordinate ridesharing with other learners.

- **Does PMI cover any meals during the training days?**

We will provide light morning snacks, water, tea and coffee in during the training days. Learners are responsible for arranging their breakfast, lunch, and dinner



- **What shall I bring to the training?**

- **Laptop:** Please plan to bring your laptop, which is required during the training.
- **Writing Supplies:** You may also want to bring a notebook and pen/pencil for notetaking or inspiration jotting.

- **Is anything happening on the weekends?**

We will not host any official program on the weekends but feel free to connect with other learners and organize any social or entertainment events. If you live within driving distance from the training center, you are most welcome to go home on the weekends. Elementary Summer residency ends at noon on Saturday each week.

- **Is there any childcare support if I must bring my child(ren) with me?**

PMI partners with Guidepost Montessori schools for childcare. Childcare support will be provided first come first serve depending on the enrollment in the schools around our training center.

If you already have a child enrolled at a different Guidepost campus, there is no additional tuition for transferring the enrollment for the 3 weeks. If this is your first time enrolling a child to a Guidepost Campus, a weekly tuition fee applies.

*\*All expenses (e.g., flight, accommodation, etc) of dependents or family members are not covered by any sponsors (Guidepost or PMI).*