MONTESSORI TEACHER ACADEMY

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CATALOG

Montessori Early Childhood Teacher Education Ages 2½ through 6

January 2025 - December 2025

Date of this edition: January 2025

AMERICAN MONTESSORI SOCIETY
education that transforms lives
Affiliated Teacher Education Program

MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION

MISSION STATEMENT

Montessori Teacher Academy is dedicated to preparing adult students to meet the needs of the child 2½ through 6 years old through Montessori Education.

NON-DISCRIMINATION STATEMENT

Montessori Teacher Academy does not discriminate on the basis of political affiliation, religion, age, ancestry, color, ethnicity, marital status, disability, native origin, race, gender, gender identity or expression, or sexual orientation

CALIFORNIA STATE CATALOG FOR TEACHER EDUCATION

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SCHOOL CATALOG

MONTESSORI TEACHER ACADEMY

32920 Pacific Coast Highway 🕊 Dana Point 🕊 CA 🕊 92629
949.240.3344

APPROVAL DISCLOSURE STATEMENT

Montessori Teacher Academy (#3100511), 32920 Pacific Coast Highway, Dana Point, California, is a private institution with approval to operate pursuant to the California Bureau for Private Postsecondary Education Act of 2009 (CEC) and Title 5 of the California Code of Regulations (5CCR). The BPPE's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every five years and is subject to continuing review.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate certificate verifying the fact.

MISSION / STATEMENT OF PURPOSE

Montessori Teacher Academy is dedicated to preparing adult students to meet the child's needs from 2½ through 6 years old through Montessori Education.

MONTESSORI TEACHER TRAINING

Montessori Teacher Academy offers Teacher Education Programs for adults and provides lectures on Montessori Education.

The Montessori Teacher Academy program prepares adults to guide children between two and six years in their educational, social, and emotional development. Leading to a Certificate in the Montessori Method of Education, this intensive course of study utilizes the didactic materials developed by Maria Montessori. It follows the philosophical approach to education and life outlined in her writings.

PHILOSOPHY

Montessori Teacher Academy has developed a program dedicated to individuals wishing to become Montessori teachers that entice a passion for the Montessori Method and a love and respect for children.

- We respect every individual freedom of choice as well as their unique process of development.
- We strongly request the adult learner's active participation through practice with the

apparatus, completion of written assignments, material making, the illustration of the manuals, and practical final examination.

- We wish to provide an atmosphere of inspiration, helpfulness, sincerity, respect, and positive cooperation among all the individuals enrolled in the program.

OBJECTIVES OF THE TRAINING COURSE

- The adult learner will demonstrate knowledge of the Montessori Philosophy, Theory, and Methodology.
- The adult learner will display an understanding of Child Development and Early Childhood Education.
- The adult learner will exhibit practical ability in implementing the Montessori Philosophy and Methods.
- The adult learner will have the awareness and skills needed to work with children's individual needs.
- The adult learner will become part of a team in a school and learn how to work well with co-workers and the school's administration.
- The adult learner will manifest love for children and the Montessori Method.
- The adult learner will lead a Montessori Early Childhood Classroom for children 2½ through 6 years of age.

FACULTY

Paloma Johnston holds a Bachelor of Arts in Education with a major in Psychology from the *Universidad Autonoma de Madrid* in Spain. She received her Montessori Early Childhood Certificate from Montessori of Orange Teacher Training Center (NCME) and her Montessori Elementary Certificate from the Montessori Teacher College of San Diego (AMS), both in California. She has taught pre-school and elementary children for over twenty-five years and instructing Montessori Philosophy and Methodology to adults. Ms. Johnston has served as a member of the Board of Directors for the National Center for Montessori Education (NCME), as a commissioner for the Montessori School Accreditation Commission (MSAC) and the American Montessori Society's School Accreditation Commission (AMS). She is currently a commissioner of AMS's Teacher Education Action Commission (TEAC).

Lanie Carlos holds a Bachelor of Science in Administration. Ms. Carlos is Montessori Credentialed at Early Childhood (NCME) and Elementary I-II (AMS) levels. She is currently leading the elementary classroom at Monarch Bay Montessori Academy in Dana Point, California. She is an instructor of core and foundational subjects.

Emma Johnston holds a Bachelor of Arts in Political Science and a Masters in Leadership Development. She is Montessori Credentialed at the Early Childhood Level (AMS). She has taught children at the early childhood level and has been an administrator at Monarch Bay Montessori Academy in Dana Point, California. Ms. Johnston presents Leadership Workshops and instructs in core and foundational subjects.

Margaret Riley holds an Early Childhood Montessori Credential and has taught for over 25 years. Currently, she is the Head Teacher of an Early Childhood classroom at Montessori on the Lake in Lake Forest, California. Ms. Riley is an instructor of core subjects.

Sarah Harrison has earned a Bachelor of Music and a Bachelor of Education from the University of Western Ontario. She holds an AMS Montessori Credential at the Early Childhood level. She has taught at the early childhood level for ten years and is presently leading an early childhood classroom at Monarch Bay Montessori Academy in Dana Point, California. She is a Montessori instructor in the Art and Movement courses.

FACILITY

Montessori Teacher Academy uses Monarch Bay Montessori Academy facilities located at 32920 Pacific Coast Highway in the city of Dana Point, California. The facility is a fully equipped and staffed school for children 2½ through 12 years of age. A regular classroom is set up as a training laboratory during the summer session where adult learners meet for lessons, lectures, and supervised practice. A complete set of Montessori and additional materials is in the space and available for the use of the adult learners.

Prospective enrollees are encouraged to visit the school's facilities to discuss their personal educational and occupational plans with the program's director before enrolling or signing the enrollment agreement.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire, safety, building, and health.

ADMISSION REQUIREMENTS

Montessori Teacher Academy is open to all persons who are at least 18 years of age and can benefit from the instruction offered. Some previous experience with young children is preferred. The student enrolls in one of the three types of credentials depending on the current level of education:

AMS Early Childhood Credential

- Bachelor's Degree from an accredited four-year College/University, verified by official transcripts.

AMS Early Childhood Associate Credential

- High school graduation or its equivalent verified by an official transcript.

AMS International Early Childhood Credential

- Bachelor's degree from an international institution verified by official transcripts.

Additional requirements for all Credentials:

- Completed application.
- Three letters of recommendation (2 professional and 1 personal).

- 350-word essay which states how and when the individual learned about Montessori, shows current basic knowledge of the Montessori Method of Education, explains the reasons for the applicant's desire to enroll in the program, as well as future goals.
- Copies of other credentials (if applicable)
- $ 250 registration fee (non-refundable).

CREDITS OFFERED

Montessori Teacher Academy graduates receive E.C.E. units of credit (non-transferable) from this institution in the form of an official transcript. These units meet the requirement specified in Title XXII of the California Code of Regulations and accepted by the State of California, Department of Social Services.

ACCEPTANCE OF CREDITS

Montessori Teacher Academy does not award credit for prior experiential learning at other institutions.

Montessori Teacher Academy has not entered into an articulation or transfer agreement with a college or university.

TRANSFERABILITY OF CREDITS

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at Montessori Teacher Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Montessori Teacher Education is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Montessori Teacher Academy to determine if your credits will transfer."

STUDENT RECORDS

Adult learner records will remain on site for five years. Transcripts and AMS Certificate will be kept permanently.

ACCREDITATION AND AFFILIATION

Montessori Teacher Academy is affiliated by the American Montessori Society, AMS (www.amshq.org) and accredited by the Montessori Accreditation Council for Teacher Education, MACTE (www.macte.org). MACTE is the international standard setting and accrediting body for Montessori educator preparation. MACTE has been recognized by the U.S. Secretary of Education since 1995, it is dedicated to improving academic degree and certificate programs for Montessori professional educators who teach in schools at the Infant and Toddler through Secondary II and Administrator levels and to assure the public of their quality.

COURSE OVERVIEW

The Montessori Teacher Academy publishes this Catalog to familiarize the adult learner with various aspects and requirements of the program.

The Montessori Teacher Academy Teacher Education Program is a twelve or twenty-four-month program divided into the following courses:

ORIENTATION: Before enrollment, the adult learner begin with an initial orientation.

COURSE COMPONENT I: *INDEPENDENT STUDY*

- Specific reading assignments from required Montessori texts in Principles and Philosophy.
- Observations in a Montessori classroom.

COURSE COMPONENT II: *ACADEMIC WORKSHOP*

Lectures on:

- Montessori Principles and Philosophy..... 32 hours
- Child Development, Child, Family and Community ..... 30 hours
- Early Childhood Observation ..... 28 hours

Presentation on Montessori Materials in:

- Practical Life Curriculum..... 32 hours
- Sensorial Curriculum..... 32 hours
- Math Curriculum ..... 32 hours
- Language Curriculum..... 32 hours
- Science/Social Studies/Art, Music. Movement..... 48 hours
- Classroom Leadership..... 28 hours
- Parent Education ..... 6 hours

TOTAL ..... 300 hours

COURSE COMPONENT III: *PRACTICUM IN A MONTESSORI SCHOOL*

The practicum period allows the adult learner to fully experience what is involved in being a Montessori Teacher in a classroom from a practical viewpoint. The practicum period will go for nine consecutive months, ideally to coincide with the academic year.

During the practicum, the adult learner will:

- Work a minimum of 540 hours as a Montessori teacher assistant under the supervision of a Master teacher. These hours will be scheduled a minimum of 4 hours a day, 5 days a week, for 9 months.
- Attend scheduled Theory meetings.
- Attend scheduled Cultural Subject Workshops.
- Make 9 observations in Montessori classrooms.
- Prepare and personalize the Albums.
- Be evaluated by the supervising teacher.
- Be observed and assessed by the trainers.

COURSE COMPONENT IV*: EVALUATION*

The adult learners are evaluated to determine competency in understanding the Montessori philosophy and principles and use of the Montessori materials.

Requirements for evaluation process:

- Successful completion of all written assignments.
- Completion of all reading assignments.
- Completion of all observations and written reports.
- Passing grades on all quizzes and mock exams.

Evaluation will begin when the adult learner has completed all of the above requirements. The evaluation consists of:

- Oral examination on use of Montessori materials.
- Written examination on Montessori principles, philosophy, and materials.
- Presentation of Albums.

Upon completing all requirements, the student is awarded the Montessori Teacher Academy (AMS) Montessori Early Childhood Credential.

STUDENT ACHIEVEMENT/GRADING SYSTEM

The program will assess the adult learner's performance and achievement based on attendance to classes and workshops, class participation in discussions and activities, quality completion of written assignments, performance on written and practical examinations, portfolio assessment, and practicum evaluations by instructors and supervising teachers.

The Grading System is as follows:

Letter Grades:

A 90–100	Excellent
B 80–89	Above Average
C 70–79	Average
D 60–69	Below Average
F 50–59	Unsatisfactory
I < 50	Incomplete

Grades by points:

E 120-150 points	Excellent
S 90-119 points	Satisfactory
U 89 or below	Unsatisfactory

COURSE DESCRIPTIONS

The Teacher Education Program begins on a rotational basis, twice a year. The summer component happens during the four weeks in June, Monday to Friday, from 12:00 to 7:00 pm. The fall/winter component meets on Tuesdays from 6:00 to 9:00 pm and on Saturdays from 9:00 am to 1:00 pm. The Montessori Teacher Academy offers the following courses:

MONTESSORI PRINCIPLES AND PHILOSOPHY

Component Hours: 32 contact hours, 100 hours Independent Study, 3-unit equivalent

This course looks into Maria Montessori's life and the birth of her Method in the early 1900s. It reflects on the growth of the Montessori Movement over the years and the influence that world events had on the system. This course explores the key elements of the Montessori philosophy, absorbent mind, sensitive periods, mathematical mind, spiritual and moral development of the child, etc., through readings, lectures, discussions, assignments, and evaluations. It examines how the Montessori principles, materials, teacher, and environment relate to and respect the developing child from birth through 6 years.

CHILD DEVELOPMENT, CHILD, FAMILY, AND COMMUNITY

30 contact hours, 100 hours Independent Study, 3-unit equivalent

This course focuses on the development patterns of children. It looks at philosophies and pedagogies of past and current theorists, emphasizing children's intellectual and emotional development during the first six years of life. It covers current trends in family dynamics and local community resources.

This course looks at the interactions among children, family, school, peers, media, and community, emphasizing ethnic diversity, social class, gender roles, and their impact on behavior, values, morals, and attitudes. It covers current trends in family dynamics and local community resources.

EARLY CHILDHOOD OBSERVATION

28 contact hours, 50 hours Independent Study, 3-unit equivalent

This course component provides a framework for observation and reflection that promotes connections between theory and practice. The Observation component will help develop skills using direct observation as a primary tool for studying children and as an aid in developing teaching strategies tailored to individual needs and classroom dynamics. This course component requires an independent study of a minimum of three 3-hour observations before the Internship begins. Six (6) additional 3-hour observations are completed during the Internship program. Additional hours are spent on observation of individual children. Observation techniques will be studied during the contact hours. Observation reports provide students with the preparation and practice for accurate, objective observation of children.

PRACTICAL LIFE

32 contact hours, 20 hours Independent Study, 3-unit equivalent

Young children entering a Montessori classroom first experience the familiar materials of the Practical Life area. The exercises have objects typically encountered in everyday living experiences such as cleaning, pouring, dressing, and polishing. Children need to master these fundamental exercises to live comfortably in the real adult world. This course presents the philosophy and rationale of the Practical Life area. It provides guidelines on the lessons presented and grouped in five major categories: care of the self, care of the environment, grace and courtesy, control of movement, and food preparation. These activities help the child develop coordination, concentration, personal independence, and a sense of order.

SENSORIAL

32 contact hours, 20 hours Independent Study, 3-unit equivalent

The Sensorial area consists of materials that educate and refine the children's senses. The child learns to recognize similarities and differences, discriminate between similar objects, grade similar objects. This is essential for later mastery of tasks involving math and language. The primary purpose of the Sensorial exercises is not to master their correct usage, but rather that "the child train himself to observe; that he be led to make comparisons between objects, to form judgments, to reason and to decide." (Dr. Maria Montessori - Dr. Montessori's Own Handbook).

The Sensorial materials are designed to simplify learning and awareness of the environment by isolating the difficulty or quality to be discriminated, isolating the senses, encouraging mastery

through repetition, possessing self-correction, and presenting an attractive appearance to the child. Children develop the organization and patterning skills that are inherent in math and language concepts. This course includes the philosophy and rationale of the Sensorial area and the presentation of the Sensorial materials aiding the development and refinement of the senses.

EARLY CHILDHOOD MATHEMATICS

32 contact hours, 20 hours Independent Study, 3-unit equivalent

Montessori believed that a child's mind was mathematical and based on the order and perceptual awareness found in the development of the senses. The acquisition of mathematical principles develops logically from concrete to abstract and simple to complex. The child who has mastered the basic concepts involved with the Practical Life and Sensorial materials progresses naturally to Math activities. This course covers the philosophy and rationale of the Montessori math curriculum and the presentation of the Montessori math materials that aid in the development of mathematical concepts and skills: the introduction to numbers, counting, the decimal system, the four basic operations of the decimal system, memorization of facts, and fractions.

EARLY CHILDHOOD LANGUAGE

32 contact hours, 20 hours Independent Study, 3-unit equivalent

Language development is of prime importance in the early childhood years. The Language course covers the philosophy and rationale of the Language area and its materials. Major topics covered are the materials and exercises that foster receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment, reading and writing development, grammar, poetry, creative writing.

LIFE AND PHYSICAL SCIENCE

14 contact hours, 20 hours Independent Study, 1-unit equivalent

Montessori's theory of the interrelated curriculum joins biology, history, science, and geography as holistic Cosmic Education. This course explores activities that focus on the characteristics, parts, and classification of plants and animals and demonstrates simple science experiments that children can do independently. Students will become familiar with the Montessori presentations in these subject areas related to contemporary educational thought.

SOCIAL STUDIES

22 contact hours, 20 hours Independent Study, 1-unit equivalent

This course explores history through Montessori presentations of the concept of time, seasons, and timelines. Adult learners explore geography by studying globes, landforms, puzzle maps, flags, and earth formation.

ART, MUSIC, MOVEMENT

12 contact hours, 20 hours Independent Study, 1-unit equivalent

This course explores history through Montessori presentations of the concept of time, seasons, and timelines. Adult learners explore geography by studying globes, landforms, puzzle maps, flags, and earth formation.

CLASSROOM LEADERSHIP

28 contact hours, 20 hours Independent Study, 3-unit equivalent

This course starts by looking at the characteristics of the prepared environment, how they affect classroom dynamics, and the role the environment plays in the children's behavior. Classroom Leadership is a vital component of the smooth workings of a classroom. It covers strategies and techniques in communication with children and adults, leading to a climate of cooperation, attention, and trust that help develop respect in the community. Additional lessons cover theories of discipline and individual techniques, lesson planning, record-keeping, parent involvement, and administration of schools.

EARLY CHILDHOOD PRACTICUM

A minimum of 540 contact hours, 60 hours Independent Study, 6-unit equivalent

The purpose of the practicum phase is to provide the adult learner with an opportunity for personal and practical experiences in a Montessori environment with children ages 2½ through 6 years. It provides a period of observation, internalization, and further study to bring together the theory and practice of Montessori education. This course gives the adult learner time to practice the curriculum lessons, develop new materials, and learn to manage the daily routines that respond to the developmental needs and interests of the children. It is the adult learner's responsibility to secure a practicum placement. The site must be a Montessori school that the Montessori Teacher Academy approves and that agrees to support the program's practicum standards.

BASIC TEXTBOOKS FOR THE COURSE

Standing, E.M. - *Maria Montessori: Her Life and Work.*
Montessori, Maria - *The Montessori Method.*
Lillard, Paula Polk - *Montessori, A Modern Approach*.
Montessori, Maria - *The Absorbent Mind*.
Montessori, Maria - *Dr. Montessori's Own Handbook.*
Montessori, Maria - *The Secret of Childhood.*
Montessori, Maria - *The Discovery of the Child.*

- *INTRODUCTORY MEETING*: Philosophy and Core areas of study.
  Individually scheduled, call the Academy to make an appointment.
- *FALL and WINTER ACADEMIC WORKSHOPS*
  Tuesdays during the nine interim months, from 6:00 to 9:00 PM.
  Saturdays as scheduled.
- *SUMMER ACADEMIC WORKSHOP*: Four Core Areas of Study.
  June 2 - 27, 2025, from 12:00 to 7:00 PM.
- *PRACTICUM:* Nine months during the Academic Year.
- *REVIEW AND TESTING*:
  Scheduled Saturdays during the nine interim months.

PRE-ADMISSION EVALUATION

Admission is open to individuals 18 years of age and older.

A minimum of a High School Diploma or equivalent is required. The adult learner will have a personal interview with the Director of the program before enrollment. The applicant will complete a written paragraph on their interest in Montessori Education. To the Program Director's discretion, an Adult Basic Skills Assessment (TABE, McGraw-Hill) might be administered. The test will be hand-scored by the Director of the Program.

If the adult learner does not meet the admission criteria, the Montessori Teacher Academy agrees to counsel the applicant on the advantages and disadvantages of proceeding with the course.

This institution does not provide instruction in any language other than English.

ADMISSION AND CREDENTIAL REQUIREMENTS

The candidate for the **AMS Early Childhood credential** holds a minimum of:

1. A bachelor's degree from a regionally accredited U.S. college/university or its equivalent.
2. For adult learners whose post-secondary studies are outside of the U.S.: An AMS Early Childhood credential may be awarded to adult learners who hold a minimum of a bachelor's degree or higher from a non-U.S. college/university that is determined ***not to be equivalent*** to a bachelor's degree from a regionally accredited U.S. college/university by a recognized credential evaluation service or a regionally accredited college/university, while still meeting the nationally recognized post-secondary educational standard in the state, province, or country of issuance. *The degree and country in which the degree was awarded are indicated on the credential.* To qualify, the degree's regular program length must include a minimum of three years of study – degree programs of less than three years qualify the credential candidate for an Associate Early Childhood credential.

The Associate Early Childhood Credential

1. An AMS Associate Early Childhood credential is awarded to an adult learner with a minimum of a secondary level state approved/recognized (high school) diploma, GED, or the international equivalent, but who has not earned a bachelor's degree from a regionally accredited U.S. college/university or its equivalent as determined by a recognized credential evaluation service. Candidates for an AMS Associate Early Childhood credential must complete all requirements for the course in which they are enrolled. Upon completion, they should represent themselves only as holding an AMS Associate Early Childhood credential.
2. Applicants for the AMS Early Childhood course who do not have a U.S. bachelor's degree or its equivalent are required to sign a statement verifying that they understand that some locations or schools may not accept an Associate credential as the qualification for full teaching responsibility.
3. Holders of the AMS Associate Early Childhood credential are strongly encouraged to obtain their bachelor's degree within seven years of credentialing.
4. Teachers with an Associate Early Childhood credential are eligible for upgrade to an AMS Early Childhood credential upon completing the bachelor's degree requirement. An official transcript documenting this completion and appropriate form and upgrade fee must be sent to the AMS office of teacher education by the individual receiving the degree. To upgrade a credential, the individual must be a current AMS member.

ATTENDANCE

State Law requires that we keep attendance. Due to the intensive nature of the course, regular attendance is essential. Absences must be justified. The Academy strongly advises that the adult learner makes every effort to have a perfect attendance record. Students are allowed one excused absence during Course II. Attendance at all workshops is mandatory. Please be advised that each seminar happens once a year; a missed workshop will have to be completed before the certification process starts. A maximum of two absences in theory lectures is allowed.

The class will start promptly. Repeated tardiness will be counted as absences. Absences exceeding the above guidelines are cause for dismissal from the course.

MAKE-UP WORK

Adult learners are responsible for attending and completing all the course hours. The Academy keeps records of the absences. It is the responsibility of the adult learner to make arrangements with the instructor to complete missed work.

If an adult learner misses more than 10% of a course component due to absences or tardiness, she will meet with the Director to design an academic plan to make up missed content and hours.

DISMISSAL/PROBATION/GRIEVANCE POLICY/STUDENT RIGHTS

It is the policy of the training program to assist adult learners having difficulties whenever possible. However, there may be times when an individual elects not to follow the principles of the program. If an adult learner has ongoing unresolved problems, the Academy Director

communicates with the individual, notifying them of the problem and a time limit for remediation. Failure to satisfactorily comply by the adult learner may be grounds for dismissal.

If an adult learner does not comply with the agreed directions during the time allotted, they will withdraw from the program.

Grounds for **dismissal** include:

- Excess of 10% of unexcused absences.
- Failure to complete assigned projects and assignments when due.
- Continuous unsatisfactory progress towards the objectives of the training program as evaluated by the Academy.

Adult learners who were dismissed may be readmitted based upon the discretion of the Director of the Academy.
The Academy supports a commitment to integrity and ethical practices on the part of all participants. In case of **conflict**, the procedure is as follows:

The adult learner contacts in sequence:

1. The Instructor
2. The TEP's Administrator
3. The TEP's Director
4. AMS
5. MACTE

An adult learner has the right to complain by communicating verbally to any instructor or administrator. A complaint that is not resolved after an initial verbal contact should then be stated in writing. Once a complaint is submitted to the Director of the Academy, an arbitration committee is appointed. The committee consists of the Director, a staff member, an adult learner representative, and a practicum site administrator.

When an adult learner complains in writing, the Academy will provide the student with a written response within ten days of receiving the complaint.

An 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.

If the adult learner feels the committee has not resolved the complaint, the adult learner may submit a written complaint within thirty days after the committee decision to:

AMS Office of Teacher Education
211 East 43rd, Street, Fl. 7, #262
New York, NY 10017
p. 212.358.1250 f. 212.358.1256

MACTE Office
420 Park Street,
Charlottesville, Virginia 22902
p. 434.202.7793 f. 888.525.883

DROP-OUT POLICY

The adult learner has the right to withdraw or drop out of the course at any time. If the adult learner withdraws from the course after the period allowed for cancellation of the Enrollment Agreement, a refund will be remitted as stated in such Enrollment Agreement.

LEAVE OF ABSENCE

An adult learner may take a leave of absence by submitting a written notification to the program director. The adult learner may re-join the course and resume paying tuition at the discretion of the Director. The student may have to audit all or parts of the course before new instruction may begin.

CODE OF CONDUCT

Adult learners must conduct themselves with dignity and respect towards the faculty and staff of the program, supervising teachers, administrators, and other employees and their practicum sites. They must understand that it is a privilege to be working with children. The adult learner must treat children and adults with great respect.

GRADUATION

Requirements for graduation involve successful completion of all assigned work and examinations as determined by the Director of the Academy. A Montessori Teacher Certificate from the American Montessori Society is awarded to adult learners upon completing all course requirements.

HOMEWORK

The adult learner should plan a minimum of two hours of homework per day during the Academic Workshop. This time will be divided between hands-on practice with the Montessori materials and the reviewing of lecture notes.

LICENSE

Upon graduation, the adult learners will receive the AMS Early Childhood Montessori Credential. The candidate for an **AMS Early Childhood Credential** holds a minimum of a bachelor's degree from an accredited U.S. institution. An **AMS Associate Early Childhood Credential** is awarded to an adult learner with a minimum of a High School Diploma or its equivalent but does not have a bachelor's degree from an accredited U.S. institution.

Candidates for an AMS Associate Early Childhood Credential must complete all requirements for the program in which they are enrolled and may not represent themselves as holding an Early Childhood Credential. An **International Early Childhood Credential** may be awarded to international students who do not hold a bachelor's degree from an accredited U.S. institution but hold a bachelor's degree from an international institution.

PLACEMENT SERVICES AND ASSISTANCE

Many schools contact the Academy looking for prospective teachers. The director will provide all known information regarding job openings in the area. Such information is posted on the training bulletin board, and the *Placement Opportunities Binder* kept in the TEP's main office. No guarantee of employment is made, as the Academy does not offer placement assistance.

The Academy has available upon request the latest *AMS Compensation and Benefits Survey* and information regarding the average salary earned by graduates upon placement.

GAINFUL EMPLOYMENT

Graduates of the Montessori Teacher Academy are well-sought out. You can find the Occupational Employment and wage statistics in the US Department of Labor's Standard Occupational Classification, code 25-2101 – Preschool Teachers. (www.bls.gov).

STUDENT SERVICES

Montessori Teacher Academy Directors, Instructors, Practicum Coordinators and Field Consultants provide academic advising and counseling to students as needed.

Montessori Teacher Academy does not offer any health care services but does maintain a listing of emergency numbers and local hospitals.

STUDENT HOUSING

Montessori Teacher Academy is a 'non-residential' program; this institution provides no dormitory facilities under its control. This institution is not responsible to find or assist a student in finding housing.

For informational purposes only, this institution has compiled a list of nearby hotels showing location (within a five-mile radius) and cost (ranging from $100-$500 per night); this information is available to students upon request. Rental properties in surrounding areas range from $1,900 to $2,500 (1 to 2 bedrooms).

LENDING LIBRARY

To supplement educational reading available at local libraries, the Montessori Teacher Academy has an extensive collection of books and journals for the use of the adult learners. The library is open during class hours; adult learners may sign out books and journals on-site during the academic workshop of the program. They may also borrow a book or journal for at-home review. A ***Request to Borrow a Book*** form is available from the director instructors.

If adult learners need to check out a book, they would:

- Complete the form and submit it to the director.
- The director will bring the book to the next scheduled class unless otherwise requested.
- To allow access to all students, books can be borrowed for a maximum of two weeks.

DISTANCE EDUCATION

Montessori Teacher Academy offers a blended program that combines with in-person and online remote learning through synchronous and asynchronous classes. The program is not available in a fully online distance education format.

The Montessori Teacher Academy uses the Learning Management System, Canvas, for course information, management, and assessment. Adult learners receive an invitation to access each Canvas course before it begins. Each course includes features such as 'Ask the Instructor' and 'Discussion Boards', for questions and discussions as well as Modules with academic content, tasks, resources, and required assignments with upload capabilities. Instructors closely monitor

courses and aim to respond to inquiries within 48 hours and provide feedback on assignments within one week if submitted on time. Communication with instructors can be done through Canvas, email, and phone.

FOREIGN STUDENTS

Montessori Teacher Academy does not offer instruction in any language other than English. This institution does not provide English language services. Potential students should have enough English proficiency to benefit from the program; it is to the program's discretion to require the student to take the Test of English as Foreign Language (TOEFL).

This institution does not provide visa services.

TIME LIMIT

The Montessori Teacher Academy expects that adult learners complete all course requirements, including academic, practicum, and financial obligations, **within three years** following the program's official end of the academic phase in which the adult learner was initially enrolled. This period can be extended with the approval of the program director for adult learners in good standing.

To extend the time limit, adult learner must:

1. Inform the program director, in writing, stating the desire and circumstances for the need for an extension.
2. Submit the $500 extension fee.
3. Be responsible for the difference in tuition between their initial enrollment and the current fees.
4. The practicum must begin within two years of the end of the academic phase.
5. Maintain membership in AMS. All adult learners must be current AMS members to be recommended for an AMS credential

TUITION FEES AND CHARGES

Registration Fee	$ 250.00	Non-refundable
Tuition	$ 6,500.00	
Equipment	$ 300.00	
Association & Credential Fee	$ 470.00	Non-refundable
Student Tuition Recovery Fund	$ 0.00	(0.00 per each $1,000 of tuition) Non-refundable
Credential Fee	$ 300.00	
TOTAL Amount to be paid	**$ 7,820.00**	

PAYMENT OF TUITION

Prospective adult learners should have an informational meeting with the program director.

REGISTRATION FEE: After a personal interview with the director, the adult learner will complete and return the application together with a registration fee of $250. Payment is due on or before June 1, 2024.

ASSOCIATION & ACCREDITATION FEE: A $470.00 fee is due on January 1, 2025.

BPPE STUDENT TUITION RECOVERY FUND: $0.00 due on January 1, 2025.

WINTER TUITION FEE: A payment of $1,400 is due on January 1, 2025.

SUMMER TUITION FEE: A Payment of $4,000 is due on or before June 1, 2025.

FALL TUITION FEE: A payment of $1,400 is due on September 1, 2025.

CREDENTIAL FEE: A payment of $500 is due on December 31, 2025.

CERTIFICATION: Upon completing all course requirements, the institution will apply for an AMS Credential in the Adult Learner's behalf. All payments are made before the Academy can issue the Montessori Certificate.

FEDERAL AND STATE FINANCIAL AID PROGRAMS

The Montessori Teacher Academy does not participate in Federal and or State Financial Aid programs. This institution currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition's fees.

LOANS

If a student obtains a loan to pay for this 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 receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

BANKRUPTCY

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition, or has ever had a petition in bankruptcy filed against it. This institution has never filed a Bankruptcy petition or had a petition filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

LATE FEES

All payments are due on the first day of the scheduled due month. A 10% late fee will be charged to the student's account if payment does not reach the Academy by the tenth day of the due month. Students with delinquent accounts will not be allowed to attend classes until the balance is paid in full.

A $50.00 processing fee will be charged to the student's account for each check returned by the bank. After 2 returned checks, that account will be placed on a cash-only basis.

OTHER EXPENSES

Adult learners should plan to spend around $250.00 on books and supplies. Notes and notebooks for the four areas of study will be provided at no additional charge.

REFUND POLICY

Once the student is accepted into the program, the registration fee of $250.00 is non-refundable. The cost of textbooks - $250.00 - is refundable if manuals are returned timely and in their original condition.

RIGHT TO WITHHOLD TRANSCRIPTS

The Academy reserves the right to withhold an adult learner's transcript or grades if the adult learner is in default of the tuition contract.

TRUTH IN ADVERTISEMENT POLICY

Montessori Teacher Academy adheres to a policy of truth in advertisements by using accurate information in publications and making this information available to staff, students, and the professional community. At no time does it knowingly disseminate false information. Montessori Teacher Academy attempts to educate both its adult learners and the public about its purposes and procedures and the nature and potential of Montessori education.

CONFIDENTIALITY

Montessori Teacher Academy holds adult learners' education records. These records are private and confidential; access to the records can be requested through the director at any time. Upon written request/consent of the adult learner, and for a reasonable fee, this institution will transfer or provide official copies of the records to a person or entity designated by the adult learner.

CANCELLATION OF AGREEMENT

You have 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.

Cancellation shall occur when you give a 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 telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail property addressed with postage prepaid.

The written notice of cancellation need not to take a particular form and, however expressed, it 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 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 45 days after your notice of cancellation is received.

WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, the School will remit a refund less a registration fee, if applicable, not to exceed $250 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreasoned equipment. The refund shall be the amount you paid for instruction multiplied by a 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 within 10 days following the date of your withdrawal, the School shall refund the charge of the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 10-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. For a list of this charges, see the list at the front of this page. 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 45 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.

REFUND TABLE

This course consists of 300 instructional hours. The student pays $5,100 for tuition, $250 for registration, and $300 documented cost to the school, for equipment as specified in the enrollment agreement. If the student withdraws after completing 100 hours without returning the equipment they obtained, the pro rata refund to the student would be $3,400 based on the calculation stated below:

$$\underset{\text{Amount paid for tuition}}{\$5{,}100} \times \frac{200 \text{ hours of instruction paid but not received}}{300 \text{ clock hours of instruction for which student has paid}} = \$3{,}400 \text{ refund}$$

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be $3,650 (3,350 + 300).
The refund a student would be entitled if the student withdrew from the course after completing a period of days or weeks equivalent to the following percentages is:

Percentage of hours completed	10 %	25 %	50 %	60 %	75 %

Refund	$4,590	$3,825	$2,550	$ 2,040	$1,275

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

a. You notify the school of your withdrawal or the actual date of withdrawal.
b. The school terminates your enrollment.
c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
d. You fail to submit three consecutive lessons within 60 days of its due date.

NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract with school, without any penalty or obligations as described in the Notice of Cancellation form that will be given to you at the first class you go to."
   'You have 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.'
   Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample.

2. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy."

3. If you have any complains, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589, direct line (916) 574-8900, or by fax (916) 263-1897.

NOTICE OF CANCELLATION

Date (Enter date of first class)

You may cancel this contract for school, without any penalty or obligation by the date stated below:"

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 10 days following the school's receipt of your cancellation notice.

But if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

"To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to Montessori Teacher Academy, at 32920

Pacific Coast Hwy, Dana Point, CA 92629

NOT LATER THAN _____

I cancel the contract for school. _____

(Date) (Student's Signature)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

STUDENT TUITION RECOVERY FUND

"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, 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 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.

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.

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 (4) year period, unless the period has been extended by another act of law.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Montessori Teacher Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Montessori Teacher Academy is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Montessori Teacher Academy to determine if your credits will transfer.

QUESTIONS

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, P.(916) 574-8900 F.(916) 263-1897, www.bppe.ca.gov,

TO PROSPECTIVE STUDENTS

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.