Student Handbook

August 31 2025-
August 22 2027

Fountainhead Montessori Adult Education

A Montessori Early Childhood Education Program
Ages 2½ through 6

In cooperation with California State University
East Bay Continuing Education
(Undergraduate)

Fountainhead Montessori
6690 Amador Plaza Rd #225
Dublin CA 94568

Phone: 408.877.6655 **Fax: 925.820.9193**
info@fmae.org **www.fmae.org**

Revised: 01/17/2025

MISSION STATEMENT

The mission of Fountainhead Montessori Adult Education (FMAE) is to provide a training course to educators interested in pursuing an American Montessori Society (AMS) Early Childhood Credential, as well as those seeking a greater understanding of the Montessori philosophy, the method, and general Early Childhood Education.

Welcome!

Welcome to Fountainhead Montessori Adult Education, and congratulations on making this commitment to your career! We look forward to your Montessori education journey.

Our goal is your success, and we have designed for this purpose. You should be able to complete your assignments within the schedule allotted for your program of study, and with great success! With a preschool on-site, you will be provided many opportunities for hands-on experiences.

This Student Handbook is your guide to policies and procedures in support of our students. Refer to it when you have questions. The Acknowledgment of Receipt of the Student Handbook (also online) needs to be dated, signed and returned before the start of classes. This handbook is subject to revision at any time, with or without notice. Please insert revisions into your copy as you receive them and begin following the new policy or procedure immediately. Our student portal, www.fmae.org, will have the most current handbook. If you have any suggestions, comments or ideas, please email us at info@fmae.org.

We know you will enjoy your learning experience with FMAE, and we encourage to start right away. We are here to support and motivate you throughout your studies.

Again, we welcome you to a highly motivated team of Montessori professionals and look forward to your Montessori journey.

Warm regards,

Muthumathy Jagathesan
Program Director
info@fmae.org
408-877-6655

ABOUT OUR PROGRAM

History

The Fountainhead Montessori Adult Education (FMAE) and its **Montessori Early Childhood Education Program** was conceived by Sarah Zimmerman in the 1986. The teacher education course has been in continuous operation since that time. Sarah Zimmerman, founder of the nonprofit Fountainhead Montessori Schools in Northern California wanted to be able to reach out to those interested in Montessori education and/or an AMS (American Montessori Society) teaching credential, but may not have the required time to partake in a full-time course. The classes in Montessori Philosophy, Curriculum, and the student teaching experience provide the essential elements for teaching in a Montessori Environment. Students of FMAE receive college credit through California State University-East Bay Extension (CSU-EB) for certain courses. This course allows students flexibility to take classes as desired.

Ability to Benefit

Based upon the documents submitted from the Admission Requirements and the discussions with the applicant, the FMAE determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion. FMAE classes could benefit people working in daycare centers, assisting in Montessori schools, and parents to help understand the Montessori philosophy and apply it in their classrooms or homes.

Campus Location

Fountainhead Montessori Adult Education
6690 Amador Plaza Road, Suite 225
Dublin, CA 94568
408-877-6655

From Walnut Creek
680 S
Exit at Dublin Blvd
Left at Amador Plaza Road

From Tracy
580 W
Take San Ramon Road/Foothill Road
Exit to Dublin
Turn right at San Ramon Road
Turn right at Dublin Blvd.
Turn right at Amador Plaza Road

From Hayward

580 E towards Stockton
Exit at San Ramon Road
Turn right at Dublin Blvd.
Turn right at Amador Plaza Road

Facilities, Materials and Library

Facilities for instructional, administrative, and supportive activities are adequate and available as required by the program. Instructional space for on-site academic and practice sessions: One (1) or more rooms of adequate size are provided for scheduled use during academic sessions, practice with materials, and for seminars or other classes. An actual classroom or model thereof which exemplifies the Montessori environment of the child age range(s) of the certification courses offered are available for adult learner practice at specified times. Other factors which affect the amount of classroom space necessary are number of adult learners, number of concurrent sessions, and format of classes (e.g., seminar, lecture, practice with materials, etc.). Bathroom and space for adult learner personal items, equipment, and teaching aids are available in or near the instructional areas.

Office Space: Space for faculty is adequate for storing records and materials, preparing instructional materials, consulting with adult learners, and enabling staff members to function effectively and efficiently.
Maintenance: All spaces are maintained in good repair, are clean, attractive, and have adequate lighting, ventilation, power and water supplies, waste disposal, and adult furnishing.

The classroom is rectangular with adult sized tables and chairs. There are beautiful natural wood shelves for the materials that are on wheels so they may be moved around the room as needed. There is an oval group rug where floor demonstrations are done.
There is also a state of the art audio/visual projector and screen to show videos, presentations and webinars. A sink and general tidying materials are also available in the room.
There are live plants and art work displayed, as well as a 'glass classroom' model made by our founder Sarah Zimmerman, which has been showed cased at many different Montessori venues including the AMS conference in San Francisco in 2012. There is also an attached storage room where all FMAE materials are stored.

Resource Material
1. Montessori apparatus, supplies, and equipment are available in good condition and adequate quantity to enable accomplishment of the curriculum plan relative to the number of enrolled adult learners.
2. The materials exemplify those used in Montessori practice.
3. Supplies and equipment for supportive activities are adequate in quantity and qualify for effective development and production of instructional and administrative materials, and for special projects.

Library resources room includes a range of materials pertinent to child development and teacher preparation, as well as those specific to the Montessori approach. Library resources are available within reasonable proximity of the instructional space, in an environment conducive for their use, and at time periods allowing adequate accessibility for adult learners

and staff. Students will register their borrowing and record in students' online portal for borrowing any bo5, oks. A list of available materials specified in the syllabus for each curriculum area, stating quantity and quality of each material listed.

Approved by BPPE

FMAE, a private institute, is approved by is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. FMAE is not endorse by Bureau programs, and Bureau approval does not mean FMAE exceeds minimum state standards. (CEC 94909(a)(2) and 94897(l)(1)(2)). Any questions a student may have regarding this handbook that have not been satisfactorily answered by FMAE may be directed to BPPE.

Bureau of Private Postsecondary Education (BPPE)
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone: (888) 370-7589 Fax: (916) 263-1897
(916) 574-8900

Authorized by SEVIS to issue I-20 for International students' F-1 VISA

Accredited by Montessori Accreditation Council for Teacher Education

FMAE holds accreditation by the Montessori Accreditation Council for Teacher Education (MACTE).

Montessori Accreditation Council for Teacher Education (MACTE)
420 Park Street, Charlottesville, VA 22902
434-202-7793

Affiliation to American Montessori Society

FMAE is teacher education program that is affiliated by the American Montessori Society – Teacher Education Program.

American Montessori Society (AMS)
116 East 16th Street, 6th Floor | New York, New York, 10003-2163
212-358-1250

FMAE Code of Ethics

All FMAE educators strive to create environment that nurtures to fulfillment the potential of all students and to act with conscientious effort to exemplify the highest ethical standards. Educators promise to conduct themselves professionally and personally in a manner reflective of their respect for one another and their students. They make every effort to assist students in developing to their fullest potential. As adapted from American Montessori Society, below are our commitments.

Commitment to Students

FMAE staff members are committed to serve students in the following ways:

1. Encouraging independence in the pursuit of learning.
2. Protecting the opportunity to provide for participation in educational programs without regard to race, sex, color, creed or national origin.
3. Protecting, to the best of their ability, the health and safety of the students.
4. Honoring professional commitments and maintaining obligations and contracts without soliciting or involving students in schemes for commercial gain.
5. Keeping all information gained during the course of their professional service confidential, unless disclosure serves professional purposes or is required by law.
6. Modeling the Montessori principles (movement, choice, peer teaching, etc.) and abide by the AMS Code of Ethics at the adult level so adults observe Montessori in action.
7. Having an atmosphere where respect for oneself, others, and the environment is fostered in all interactions.
8. Developing of a community of learners where there is trust, diversity, and peaceful ways of working together and addressing conflict.
9. Giving feedback. Assessments are part of the teaching/learning cycle and come in various forms such as observation, allowing mistakes, giving specific feedback, permitting self-discovery, giving processing time, meeting learners where they are, and guiding them forward to meet the competencies of an effective Montessori teacher.
10. Recognizing of the vital importance of observation in the teaching/learning process and the necessity to develop ever increasing skills in observation, practice in observing other classrooms/environments, and one's own classroom.
11. Recognizing that teaching/learning takes place through interaction with environment and, as a result, particular attention must be given to both the child/adolescent environment at the level of the course given and the environment conducive to the adult's learning.

Commitment to Community

FMAE staff members are committed to clearly and accurately representing the educational programs and the nature of Montessori Education to the general public. This is achieve by:

1. Supporting AMS and not misrepresenting AMS policies and positions in public discussion.
2. Respecting the views of the various Montessori societies, accurately representing them in public discussion and clearly distinguishing any private views from those of FMAE.

3. Respecting the rights and responsibilities of colleagues within the teaching profession.
4. Providing quality Montessori teacher training to interested individuals.
5. Providing opportunities for adults of different ages and talents gathered together in residence replicates the experience of the Montessori classroom in action so that adult learners are immersed in the Montessori culture. Enriching interchanges occur with each other and the physical environment.
6. Understanding the underpinnings of cosmic education by constantly representing the unitary vision of the universe, through the connectedness of all things, indirect and direct aims, whole to parts to whole, integrated, spiral curriculum and the attitudes that the universe is an evolving, self-organizing force that offers many possibilities.

Commitment to Profession

FMAE staff members are committed to upholding professional standards and conditions to draw interest of individuals to seek careers in Montessori education by:

1. Extending just and equitable treatment to all members of the Montessori educational profession.
2. Clearly and honestly representing own professional qualifications.
3. Applying, accepting, offering, recommending and assigning professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. Using honest and effective methods of administering duties, use of time and conducting business.
5. Recognizing that the teacher education course is the continuation of a life-long journey of learning, growing, observing, reflecting, and researching.
6. Understanding that developmental continuum is honored across time, place and cultures through 1) equal appreciation across all levels infancy through adults; 2) the child/adolescent and the teachers learning from each other; 3) Montessori pioneers, current teachers, and aspiring teachers.
7. Focusing on the outcome of the transformation of the adult with the spiritual preparation that solidifies the philosophy and the attitudes and dispositions inherent in the method such as love, flexibility, restraint, etc. when the teacher education program is completed.
8. Ensuring of the Practicum Phase is to provide for the adult learner a supervised teaching/learning experience and a period of observation, internalization, and further study to bring together the theory and practice of Montessori education under the guidance of mentors.

NONDISCRIMINATION

FMAE does not discriminate in any program, or activity on the basis of sex, age, race, color, ethnic or national origin, disability or handicap, religion, marital status, sexual orientation, or status as a Vietnam era veteran.

CREDENTIALS & CERTIFICATES

American Montessori Society Montessori Early Childhood Credential

An AMS Montessori Early Childhood Credential is awarded to students with a bachelor's degree from a regionally accredited U.S college/university or its equivalent that completes the academic and practicum phases.

An AMS Montessori Early Childhood credential may be awarded to students who hold a minimum of a bachelor's degree of 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 education 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 programs 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.

American Montessori Society *Associate* Montessori Early Childhood Credential

An AMS ***Associate*** Early Childhood credential is awarded to students 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.

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.

Holders of the AMS Associate Early Childhood credential are strongly encouraged to obtain their bachelor's degree within seven years of credentialing.

Teachers with an Associate Early Childhood credential upon 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.

Continuing Professional Development for Credential Holders

AMS requires that holders of AMS credentials issued on or after July 1, 2013 complete 50 hours of professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. If professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met.

Classes for AMS Credential

Required

1. FMAE 202: Child Development*
2. FMAE 101: Philosophy
3. FMAE 102: Practical Life
4. FMAE 103: Sensorial
5. FMAE 104: Language
6. FMAE 105: Mathematics
7. FMAE 106: Natural Sciences
8. FMAE 107: Art, Music & Movement
9. FMAE 108: Classroom Leadership
10. FMAE 109: Practicum I
11. FMAE 110: Practicum II
12. FMAE 204: Early Childhood Education Administration*

Recommended (for professional development)

1. FMAE 203: Child, Family, and Community*
2. FMAE 301: Montessori Early Childhood Overview
3. FMAE 302: Montessori Teacher Assistant

Adult learners may take the recommended courses at another time other than when they are pursuing their EC AMS credential, FMAE 203,301,302 are not mandatory for AMS credential.

*may be taken at other accredited colleges. Official transcripts required.

Early Childhood Associate Certificate

If a student completes FMAE202,203 and two other FMAE10x courses, FMAE will issue an Early Childhood Education Child Development Associate Teacher Certificate to students that satisfy all of the requirements listed below (12 units total). This is for California state Child Development Associate Teacher Permit:
https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-(cl-797)
This certificate does not indicate completion of a MACTE accredited course

Requirements:

1. FMAE 202: Child Development (3 units)
2. FMAE 203: Child, Family, and Community (3 units)
3. Any 2 Montessori classes (FMAE10X, 3 units each)
4. Complete at least 50 days of experience in an instructional capacity in a preschool/child care program, working at least three hours per day within the last two years. This experience must be verified by submitting an original letter from the employer on official letterhead to FMAE.

FMAE Certificates

Completion of Academic Phase Certificate

FMAE will issue a ***Completion of Academic Phase Certificate*** for students that complete the Academic Phase and would like to not continue with the Practicum Phase. All courses must be completed with a B or higher.
Students will receive individual certificate for each course they successfully completed. This is Called: ***Completion of Academic Phase Certificate***
For example, if a student only completed Language course, then he/she will receive a certificate stated Language course has been successfully completed.
This certificate does not indicate completion of a MACTE accredited course

Montessori Early Childhood Certificate

FMAE will issue a ***Montessori Early Childhood Certificate*** for students that complete the Academic and Practicum Phase at the Internship graduation. All courses must be completed with a B or higher.

REGISTRATION

Registration Process

1. All students have to complete Online Application first to register through our website at www.fmae.org. Pre-registration is required. For further information, call us at (925) 820-1343 or email us at info@fmae.org .
2. After submitting online applications, FMAE will create an account for each student. School will send / provide students all the documents (Enroll Agreement, Student's Handbook, BPPE required documents) in person or through portal. The school is required to provide all the necessary documents to the student prior to the student signing the enrollment agreements, paying fees and attending class. Students need to: sign and submit all required documents before the start of the first class; pay tuition and fees after receiving and signing all enrollment documents and before the first class starts; register classes after consulting program director; complete surveys; check grade and attendance; submit class assignment; and submit complaint. All these activities can be done through portal or in person as long as the student is admitted to the school and before the first class starts.

When you register, please provide the following documents through portal within 2 weeks before the first class starts:

1. B.A. or B.S. degree. Or a high school or GED diploma is required.
    a. If B.A or B.S was completed outside of USA, please complete Appendix A (also on portal).
2. Must provide a copy of original diploma and 2 transcripts from your previous schools.
3. Must complete your personal statement of your objective, previous training, and experience with children.
4. Copy of driver's license or passport (legal form of identification).
5. **Language Competency:** All instruction and communication are conducted in English and all materials are written in English. Students must demonstrate a competency in written English at a 12th grade level, evidenced by a high school diploma or transcripts in order to study in Fountainhead Montessori Adult Education. ***English as the Second Language Students*** must provide ESL testing score or pass FMAE Written English Competency test. ESL Student must send English test score before they studying at FMAE, or take FMAE English test.

College Credit through California State University, East Bay

Students can choose to transfer certain FMAE courses credit to California State University-East Bay Extension (CSU-EB). (College Credit Registration can be done only before the first class). CSU-EB Admission is through FMAE. This program admits students with a minimum of a high school diploma or a GED as candidates for certification. Upon registration for each class the student must complete an enrollment agreement. Extra fees will apply for college credit.

Change in Status

Any student inactive for 6 months will be declared Inactive. Returning students after 6 months will require new re-enrollment fee.
Inactive Student means a student pauses the studying at FMAE for 6 months, and did not request withdraw, the withdraw and refund policy will be applied if the student send in A written form/letter to request a withdraw.

Transfer Policy

FMAE does not award credit for prior experiential learning experiential learning. Fountainhead Montessori School employee can audit FMAE classes during working for FMS without pay, an auditing only student is called experiential learning student.

Transfer between AMS-affiliated programs

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

The student must:

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

FMAE will:

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

Transfer from other teacher education programs recognized by AMS

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

The student must:

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

FMAE will:

1. Review and evaluate the credential and portfolio of the candidate, and utilize proficiency pretesting to plan a program of study, if applicable.
2. Determine the minimum requirements of the academic phase that the candidate must take to fulfill AMS qualifications.

3. Require all candidates take Montessori philosophy and theory from the program that will issue the credential recommendation.
4. Determine that practicum requirements of the candidate meet the requirements of an
5. AMS-affiliated teacher education course practicum.
6. Assess and evaluate proficiency as required by the AMS-affiliated teacher education program.
7. Ensure that all the requirements of the AMS-affiliated teacher education program recommending the adult learner for an AMS credential are met.
8. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

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

Transfer of credits and credential earned at FMAE
The transferability of credits you earn at FMAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in FMAE is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending FMAE to determine if your certificate will transfer.

COURSES OFFERED

FMAE course numbers are FMAE class codes. TED course numbers are California State University, East Bay class codes. These courses offered for a BA degree at CSUEB carry 2 units of credit each.

FMAE 101 / TED 809C-01HA : Montessori Philosophy
3 units, 32 hours
This class will provide an in-depth look at Dr. Maria Montessori's life and work including an overview of the Montessori Movement. Philosophy methods including the absorbent mind, sensitive periods, logical-mathematical mind, spiritual and moral development of the child, cosmic wonder and explorations. Other topics will include preparation of the teacher, setting up an environment, observation, discipline vs. discipleship, and parent education.

FMAE 102 / TED 815C-01HA: Practical Life
3 units, 32.5 hours
This class will give detailed examples and activities for the Montessori philosophy and rationale of Practical Life. Topic and activities include ground rules; grace and courtesy; control of movement; developing the hand; care of self; care of environment; food preparation and nutrition as related to the goals of order, concentration, co-ordination and independence.

FMAE 103 / TED 811C-01HA: Sensorial
3 units, 32.5 hours
This class will provide the Montessori philosophy and rationale for the Sensorial materials, giving a comprehensive view of the materials aiding the development and refinement of the senses. These will include (1) Sense of sight, discriminating dimension and form, color, or shape. (2) Auditory sense, including the silence game (3) Olfactory sense, (4) Baric sense, (5) Tactile sense, (6) Stereo gnostic sense.

FMAE 104 / TED 810C-01HA: Language
3 units, 32.5 hours
This class will give the Montessori philosophy and rationale of the language curriculum. Included will be an overview of receptive and expressive language experiences, visual and auditory perceptual experiences and vocabulary development and enrichment. The basic language materials, such as Sandpaper letters, Movable alphabet and Metal insets, as well as penmanship, writing, reading, grammar and children's literature, drama will be covered.

FMAE 105 / TED 813C-01HA: Mathematics
3 units, 32.5 hours
This class will provide the Montessori philosophy and rationale for arithmetic in the early childhood curriculum. Materials covered will include those aiding the development of these concepts and skills: (1) Introduction to numeration; (2) The decimal system, and the functions of the decimal system; (3) Linear and skip counting; (4) Operations and memorization of facts; (5) Fractions and Math applications.

FMAE 106 / TED 812C-01HA: Natural Sciences and Social Study
3 units, 35.75 hours
This class will cover Montessori rational and philosophy for Physical and Life Science Social Studies in the early childhood. The Physical and Life Science include: Botany, Zoology, Earth Science and Physical Science. Social Studies includes Geography and History.

FMAE 107 / TED 814C-01HA: Art, Music & Movement
3 units, 28 hours
Art will introduce the student to art history, art appreciation and the art media. Exploration and creation of art activities will be included. The Music Workshop will include singing, rhythmic & instrumental skills, movement and body awareness. The Movement Workshop will cover Movement, body awareness, non-competitive games, as well as, loco-motor, stationary & game skills.

FMAE 108: Classroom Leadership
3 units, 3.5 hours
This course covers preparation of the environment, scheduling for the staff as well as the schedule for the child's day, evaluation of children, techniques for discipline, communication, and problem-solving, human needs and requirements specific to a full day or extended day program, also includes multi-culture and diversity in all forms and understanding issues relating to school administration, professional relationships and best practices as code of ethics.

FMAE 109 / TED 817C-01HA LEC: Practicum I
3 units, 54 hours
Prerequisites: Philosophy, Practical Life, Sensorial, Art, Music & Movement*, Language, Mathematics, Natural Science, Classroom Leadership*. Must be taken in conjunction with Practicum I. This class consists of the following classes: Montessori Observation (28 hours) and Parent Involvement (3.5 hours). Montessori Observation includes lecture 8 hours and documented observation of 20 hours. Practicum Seminars 19 hours. This seminar focuses on methods of observation, forming questions, biases, awareness of cultural differences, connecting with children, recording and reflecting, determining needs and the critical importance of the habit of observation in the Montessori classroom.
The Parent Involvement seminar focuses on the art of working with parents, refining communication and conferencing is presented. The focus of this class will be working to build a positive team with parents and teachers involved for the benefit of the child. The modes of instruction are discussion, lecture and activities.
Classroom Leadership,* Art, Music & Movement *may be taken before or during Practicum Phase.

FMAE 110 / TED 818C-01HA LEC: Practicum II
3 units, 540 hours
Prerequisites: Philosophy, Practical Life, Sensorial, Art, Music & Movement, Language, Mathematics, Natural Science, Classroom Leadership*. Must be taken in conjunction with Practicum I. The class include yearlong work study (full school year, 540 hours minimum), synthesis project (yearlong project), child study and other focus topics. Students will show their learning and understanding of all the Montessori classes through the development of a synthesis project, child study and daily reflective journal entries.
****Classroom Leadership may be taken before or during Practicum Phase.***

FMAE 202: Child Development
3 units, 28 hours
This course is designed for students to study the growth and development of children from the prenatal stage through adolescence. For each stage of development with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. The material on this course is designed as a foundation for teaching, nursing, early childhood education, and parenting.

FMAE 203: Child, Family, and Community
3 units, 28 hours
Patterns of family living in modern society, including varying roles and interaction of family members; factors affecting family, including urban-suburban living, socio-cultural, racial and economic; relationship of the family to the preschool and to such community resources as represented by health, welfare, educational, recreational, religious, and counseling organizations. Students are required to observe children in a group setting.

FMAE 204: Early Childhood Education Administration
3 units, 28 hours
Students are introduced to the administration of preschool programs. The course covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. The course examines administrative tools, philosophies, and techniques needed to organize, open and operate an early care and education program. Students are required to observe licensed program and interview an administrators.

PROGRAM DURATION

Academic Phase
Courses

1. FMAE 202: Child Development
2. FMAE 101: Philosophy
3. FMAE 102: Practical Life
4. FMAE 103: Sensorial
5. FMAE 104: Language
6. FMAE 105: Mathematics
7. FMAE 106: Natural Sciences
8. FMAE 107: Art, Music & Movement
9. FMAE 108: Classroom Leadership ***(may be taken during Practicum Phase)***
10. FMAE 204: EC Administration ***(may be taken during Practicum Phase)***

Prerequisites and duration
The academic phase is comprised of the Child Development class and eight required Montessori courses. The academic phase is composed of lecture, presentations of materials, group process and discussion, and supervised practice with materials, with a minimum of 335.75 hours of on-site, direct contact between instructor and student. It is possible to get transferable college credit for our course through the California State University, East Bay Extension. Each class is 3.0 units for a total of 37 credit units. The courses can be taken over a school year.

Online Learning
Students will use fmae.org portal as part of the studying utility. All books, assignments, homework, write-ups, quiz could be done, stored and graded online. Students need to complete the online works in time follow the instruction, instructors will complete the grading in one week after the due day.

Practicum Phase
Courses

1. FMAE 109: Practicum I
2. FMAE 110: Practicum II

Prerequisites and duration
This phase is offered after demonstration of written English competency and completion of the Academic Phase (all classes must have final grade of B or higher). Exceptions may be made to students that have not completed the academic phase, but is near the end. The practicum (student teaching) allows students to practice and implement Montessori teaching methods under supervision by experienced head teacher and Field Consultant. It is a period of observation, internalization, and further study of classroom leadership and parent involvements, in order to bring together the theory and the practice of Montessori education.

The practicum has the minimum of 540 hours and begins in September and ends in June. The student teaching is defined as 5 days a week, and minimum of 4 hours per day. These include class preparation, teaching, parent conferences and other duties of a lead teachers. The length of the practicum may be extended per student or the field consultant's requests to ensure all standards and competencies for the practicum are met. Prior work in a Montessori classroom is not counted toward the practicum requirement. The student teaching must be done consecutively. The total school hours will be at least 875.75 hours. Internationals Students: please refer to Appendix for schedule for international students..

It is the student's responsibility to contact schools and choose a practicum site. FMAE does not recommend any Montessori schools or place students in schools. If you are having difficulty, contact FMAE Program and/or Practicum coordinator.

Supervised and Self-Directed Interns

Many students will work in the classroom as interns under the supervision of an AMS or AMI (Association Montessori Internationale) credentialed Head Teacher with three supervisory visits from a field consultant.

Highly qualified individuals (typically interns already in a lead role) will be allowed to do a self-directed internship. This will require three additional 3 visits from a field consultant. Field consultant visits beyond the minimum three will require additional fees billed to the student. The Practicum Director will determine eligibility for a self-directed internship.

Field Consultant Visits

The visits are intended to provide support and feedback to the student. These visits are opportunities to improve and grow into Montessori professional. Although they are rare, some contacts from the field supervisor and/or program staff maybe "drop-in" visits and telephone calls.

Practicum Site Requirements

- Full age range: 2 ½ - 6 years old
- Equipped with full complement of Montessori materials.
- School site has a written non-discrimination policy for children and adults.
- School site meets all local and state regulations.
- School site communicates its administrative policies and guidelines in writing.
- School site should provide job description and a contract agreement acceptable by all parties. Contract includes considerations of monetary compensation, hours and leave time.
- Student not asked to assume total responsibility for a class.
- It is recommended that the Practicum site be an AMS member school, but not required.
- The site must agree to cooperate with the teacher education program. The school and head teacher must be willing to take on the extra responsibilities of serving as a practicum site
- The school administrator must understand the responsibilities of the school and the head teacher. For example, interns are required to assist their head teachers in

classroom maintenance, clean-up, preparation (such as filling paint jars, etc.), but are not expected to perform all the janitorial work for the school.
- School site must permit students to take time off from their classrooms to complete required program responsibilities, such as seminars and observations.

Supervising Teacher Requirements

- Hold an AMS or AMI credential for correct age group 2 ½ - 6 years old
- 2+ years of head teaching experience
- In the student's room at same time
- May have up to 3 interns in a single session
- Supervising teacher provides following experiences:
    1. Preparation of environment: making materials, arrange classroom
    2. Observing, reflecting, assessment, and Recordkeeping
    3. Individual and small and large group presentations
    4. Monthly theme planning, curriculum and lesson planning
    5. Classroom management,
- Involvement with parents in:
    1. Conferences
    2. Open houses
    3. Interviews
- Involvement with staff in:
    1. Meetings
    2. Schedule regular review sessions
    3. Complete all forms: Monthly report, quarter evaluation
- Communicate with program director or practicum director of difficulties

TUITION & FEES

All fees are paid directly to Fountainhead Montessori Adult Education (FMAE) Montessori Early Childhood Education Program. It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school. Payments should be paid by credit card, e-check through student's portal or by check. Transaction fee may apply.

Tuition for each class (3 units) is $495. There is a $25 late fee charge of you pay on the first day of class. Payment plans may be requested.

Course Costs *(refundable during the cancelation period)*

Course	Materials	Total*
1. FMAE 202: Child Development	$0	$495
2. FMAE 101/TED 7665-HA: Philosophy	$0	$495
3. FMAE 102/TED 7677-HA: Practical Life	$0	$495
4. FMAE 103/TED 7667-HA: Sensorial	$0	$495
5. FMAE 104/TED 7666-HA: Language	$0	$495
6. FMAE 105/TED 7669-HA: Mathematics	$0	$495
7. FMAE 106/TED 7675-HA: Natural Sciences	$0	$495
8. FMAE 107/TED 7670-HA: Art, Music & Movement	$0	$495
9. FMAE 108: Classroom Leadership	$0	$495
10. FMAE 109/TED 7693-HA: Practicum I	$300	$795
11. FMAE 110/TED 7618-HA: Practicum II	$300	$795
12.**FMAE 203: Child, Family, and Community	$0	$495
13. FMAE 204: Early Childhood Education Administration	$0	$495
14.**FMAE 301: Montessori Early Childhood Overview	$0	$495
15.**FMAE 302: Montessori Teacher Assistant	$0	$690

*Total is based on regular tuition ($495). For college credit, add $430 for each available class.

** Elective professional development courses. Not required for AMS credential.

Fees *(refundable during the cancelation period)*

	Amount Due
1. Initial Registration Application ***	$100
2. Re-enrollment (if student has been inactive for 6 months)	$100
3. Late Assignment Submittal	$25/each
4. AMS Credential Fee (During Practicum Phase)	$270
5. MACTE Fee (During Practicum Phase)	$218
6. Self-Directed Practicum Material Fee (During Practicum Phase)	$600*****
7. Transportation Fee (During Practicum Phase)	$0.58/mile
8. Student Tuition Recovery Fund (STRF)***	$2.50/Qtr.****
9. Returned Check	$35/check

10. Late Registration Fee $25/class
11. Installment Payments Plan Fee (if approved) $25/installment
12. Transcript Fee (first one is free) $5/each
13. Electronic Tuition Transaction Fees
    2.6% of amount for ,23 card transaction fee

******* Registration application fee is Non-refundable even during the cancelation period, The STRF Assessment Fee is only refundable when an institution provides a full refund pursuant to CEC section 94919 or CEC section 94920.
********Two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges. This fee will change to $0.00 on April 1, 2024.
*****If a practicum student is self-directed, she/he needs to have 6 times field visitations Instead of 3, each extra visitation will cost $200, so totally $600 more will be charged as Self-Directed Practicum Material Fee.

Class Supplies
Students are responsible for purchasing their own: Pictures, Books, Album, Binders, Sheet-Protector or other supplies as needed.

Estimated Total Cost

1. The estimated cost of the entire for an AMS Montessori Credential is $7,150.
   Break down:

Tuition	$5,940 (All required courses)
Materials and Application fees	$700
AMS/MACTE fees	$510

2. The estimated cost of elective courses**: $1,680

Total Cost Period of Attendance and Estimated Total Cost for Entire Program: $8,830

3， Internationals Students: please refer to Appendix for tuition and fees.

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:

Bureau of Private Postsecondary Education (BPPE)
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone: (888) 370-7589 Fax: (916) 263-1897
(916) 574-8900

To be eligible for STRF, you must be a California resident or 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.
1. 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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

WITHDRAWAL & DISMISSAL

Right to Cancel

The student has a 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 comes later. You may cancel this enrollment agreement and receive a refund by providing a written notice via email to info@fmae.org. FMAE must receive a cancellation notice via email within the required time frame. Refunds will be processed within 45 days of written notice.

Dismissal and Withdrawal

If FMAE does not accept an application for admission or cancels your enrollment agreement prior to the first-class session, all funds paid, including the registration fee, will be fully refunded.
Students should write an email to info@fmae.org to withdraw. In the email student must state the last date of the attendance. School will calculate the refund, if available, accordingly. And refund to student in 45 day.

Students will be failed if found to be using manipulated/falsified materials. Conduct which is unprofessional, unethical, constitutes poor judgment, jeopardizes student's welfare, poor interactions with other staff, peers, or environment, will also jeopardize continuation. FMAE reserves the right to discontinue enrollment for any reason should the behavior jeopardize the program in anyway.

Dismissal Procedures

A. If a Director, in conjunction with the instructors, determines that an Adult Learner is violating one or more of the above, a consultation with the Adult Learner will be set up and the Adult Learner informed of the violation and counseled regarding necessary corrective action. The Adult Learner may be granted probationary status.
B. The Adult Learner will be given a specific time period to make corrective action.
C. After the specified time, FMAE's Directors together with the faculty will review the Adult Learner's progress or lack of progress to determine the next course of action. If progress has been made, the Probationary Status may be lifted. If the Adult Learner's performance is still unsatisfactory, the Adult Learner will be dismissed from the program. Refund to the Adult Learner will be within 45 days and will follow the refund policy listed below.

Refund Policy

"FMAE shall be considered in default of the enrollment agreement when it is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to students. (Added by Stats. 2009, Ch. 310, §6. (AB 48))"
The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received

but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student had paid. All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment as set forth in the agreement for the course of instruction. The last date of the student's attendance is used for all refund calculations. If the program is discontinued or canceled or the institution closes prior to completion of the educational program, student is entitled a refund of fees paid, less the registration fee not exceed $250, during the cancelation period.

The refund policy must compliance with CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 94920 (b).

Full Refund

A student who cancels enrollment agreement after the attendance of the first-class session or the seventh day after enrollment, whichever is later, shall be entitled to receive a full refund. Cancellation shall occur when the student gives a notice to the FMAE via email,

info@fmae.org. If sent by mail, the notice of cancellation is effective when postmarked, and properly addressed with postage paid.
Registration application fee is Non-refundable even during the cancelation period, The STRF Assessment Fee is only refundable when an institution provides a full refund pursuant to CEC section 94919 or CEC section 94920.

Pro-Rated Refund
A student may withdraw from a course of instruction at any time. All students who attend 60% or less of a program are entitled to pro-rata refund. If the student withdraws from a course once the course is started, based on the last day of attendance, for the unused portion of the tuition, in accordance with the following pro- rated refund policy. The pro-rated refund shall be the total amount paid for the course multiplied by the number of hours remaining in the course, divided by the total number of course hours. The following fees are non-refundable: application fee, registration fee or applicable STRF (see page 21) fee.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 720 clock-hour training program, pays $6,000 tuition. The student then withdraws after completing 600 clock-hours. The statutory pro-rata refund to the student would be as follows:

Determine the Cost/Clock Hour

Tuition **/** Clock Hours **=** cost **/** clock hour

$6,000 **/** 720 **=** $8.33 **/** clock hours

Tuition Due is the Cost/Clock Hour multiplied by Completed Clock Hours

Clock Hours **X** $8.33 **= Tuition Due**

Prorated Refund is the Tuition minus the Tuition Due

Tuition (paid)	-	Tuition Due	= Tuition Refund
$6,000	-	$4,998	**= $1,002**

***MACTE* / AMS Registration Fee Transfer & Refund Policy**

Should compile with MACTE Guide to Accreditation, see page 72
https:/www.macte.org/wp-content/uploads/2018/09/2018-MACTE-Guide-to-Accreditation.pdf

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. Tit. 5, § 71750

Revision of Programs and Tuition

The institute reserves the right to change or modify, without notification, the program content, equipment, staff, or materials as necessary, with approval of the council for BPPE and MACTE. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

Withdrawal and Drop Procedure

The student has a right to withdraw from the education program and receive a refund of charges paid. A withdrawal, as pursuant to CEC § 94920(a), may be effective by "the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance." To withdraw, this request must be made in writing on the following form provided by FMAE: a) Declaration of Cancelation Form (if cancellation of enrollment occurs prior to or on the first day of the student's instruction) or b) on a Request to Drop Class Form (if Cancellation of enrollment is after the first day of the student's instruction and before the 7th day of the student's instruction).

Cancellation requests will be deemed as received by FMAE on the day they are postmarked if mailed, or on the date FMAE receives the request if by other means. Refunds will be made or credited within 45 days upon the date that the student's withdrawal is processed.

Extended Enrollment

The length of the practicum may be extended per student or the field consultant’s requests to ensure all standards and competencies for the practicum are met. The length of the Practicum may be extended through two school years to provide additional learning experience and achievement of competencies.

GENERAL ENROLLMENT POLICIES

Confidentiality

All student records are kept secure. Access is granted to student, Program Director and appropriate FMAE staff as needed. Students also grant authorization for the release of records to the American Montessori Society for the purpose of teacher credential.

Attendance Policy

The nature of every course has lecture, materials presentations, practice, and group activities to be covered in a short period of time. The courses are both, intense and fast paced. Missed class times of presentation of materials, discussions, practices experience, and etc. will not “get it” from notes of other students; therefore, absences are discouraged. Instructor will not repeat the lesson just for a student who is late or misses a class. If students can not commit to the course schedule, the student should not enroll in the course.
Punctuality is assumed for the same reasons that absences are not permitted. In general, students must arrive at least 5 minutes before the scheduled class time prepared. Late arrivals will cause disruption to the work of the instructor and classmates. A pattern of late arrivals or more than 3 hours of accumulative absence, the student has to make up missed hours of each session at the following year’s course with $20/hour to FMAE or private tutoring at the cost of $35 per hour missed to be arranged with the instructor. It is up to the instructor to grant the tutoring session.

Leave of Absence Policy

Punctuality is assumed for the same reasons above that absences are not permitted. In general, students must arrive at least 5 minutes before the scheduled class time prepared. Late arrivals will cause disruption to the work of the instructor and classmates. A pattern of late arrivals or more than 3 hours of accumulative absence, student has to make up missed hours of each session at the following year’s course with $20/hour to FMAE, or private tutoring at a cost of $35 per hours missed to be arranged with the instructor. It is up to the instructor to grant the tutoring session.
Students may be granted a leave of absence (LOA) for a period of one term up to one year. A "Leave of Absence Request" must be emailed to info@fmae.org. If a student does not return from a LOA within the specified timeframe and no prior arrangements have been made to extend, then the individual will be withdrawn from the program. The withdrawal date for an approved LOA is the date on which the student fails to return, as determined by the institution's records.
If a student begins a leave of absence after the Add/Drop deadline or before completion of the course, the student will be considered withdrawn from the course for satisfactory academic progress purposes. The course from which the student took leave will be regarded as attempted and not completed.
Taking a leave of absence may affect a student's ability to progress in their program. Reentering after a leave of absence is based on availability of space and will follow the University Reentry Policy.

Plagiarism and Probation Policy

Plagiarism will not be tolerated in any form in the FMAE program. Plagiarism is defined as "deliberately using someone else's language, ideas or other original (not common-knowledge) material without acknowledging its source." (Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices") One type of example would be copying the definition of control of error directly from page 63 of MONTESSORI—A MODERN APPROACH and not using quotation marks and including in your writing a citation of where the definition came from. Anything copied and pasted from the internet must also be acknowledged. (See the above example of the definition of plagiarism.) The first incident of plagiarism will result in a failing grade for that assignment and being placed on academic probation. The second incident will result in dismissal from the FMAE program.

Online Course Policy

FMAE offers online education course components: The adult learner who registers in an online education course is the same adult learner who participates in and completes the course and receives the academic credit. FMAE will verify the identity of an adult learner who participates in a class or coursework by using secured registration methods such as secure logins and pass codes, proctored examinations, and other technologies and practices that are effective in verifying an adult learner's identity. FMAE use processes that protect adult learner privacy and will notify adult learners of any projected additional changes associated with verification of adult learner identity at the time of registration or enrollment.

Written English Competency Policy

All instruction and communication is conducted in English and all materials are written in English.

Students must demonstrate a competency in written English in order to enter the Practicum Phase. There will be an on-going evaluation of this skill during each class through written assignments, i.e. class examinations, rationales, and papers. Each of these assignments will receive a content score and a grammar/English Usage score. The grammar/English Usage score will not affect the outcome of the final grade. The student must receive a passing grade in content/grammar and English Usage by the end of the curriculum phase in order to enter the Practicum Phase.

For students that do not demonstrate passing English, a written exam will be administered. Students must have a Level 3—Intermediate English proficiency. To be classified as having Intermediate English Language Proficiency, ESL Adult Learners must meet the following criteria:

- A score of 57 or higher on the Internet-based Test (iBT) or 490 on the Paper-based Test (PBT) is required.
- International English Language Testing System (IELTS) scores of 5.0 or higher can be accepted in lieu of the TOEFL or pass school's pre-test.

General Grading Policies

Grades are based on attendance, participation, albums, exams, assignments and observations. Each component will be assigned a point value. The number of points for each course may vary. Letter grades for classes will be based on percentage of points earned.

A+	97 –100%
A	93 –96%
A-	90 –92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82% (please note, not acceptable for credential)

Students must attain a grade of "B" or higher in all classes with at least 90% attendance in order to qualify for the Practicum Phase.

STUDENT SERVICES

Office Hours

Office Hours are from 7:00am to 5:00pm, Monday through Friday. FMAE is closed on weekends and federal holidays.

Fountainhead Montessori Adult Education
6690 Amador Plaza Road, Suite 225
Dublin, CA 94568
925-820-1343 | info@fmae.org

It is highly recommended that appointments are made ahead of time to ensure assistance from a FMAE staff. Appointments can be made ahead of time by emailing a request to info@fmae.org.

Academic Advising

Advising services are available from the Program Director. Please email info@fmae.org to schedule an appointment.

Records

FMAE is responsible for the maintenance and retention of education records for students in process and graduates. FMAE will keep students' transcripts permanently in accordance with CEC § 94900 (b)(1)(2)(3) and 5 CCR § 71930 (b)(1) which requires an institution to permanently retain a transcript.

It is the director's responsibility to include any additional documents required in their area. There are two categories: 1) graduates and 2) students in process.

Educational records for Graduates (retain according to local requirements):

1. Application
2. Documentation of educational background (e.g. high school, college, equivalency evaluation if post-secondary experience is outside of U.S. and graduate attended a TEP in the U.S.)
3. Record of contact hours for each curricular area of course (AMS needs this information to produce verification letters for state agencies and for transcripts)
4. Checklist verifying completion of AMS and program requirements for graduation (e.g. attendance, assignments, performance evaluations, documentation from the practicum phase etc.)
5. Financial record
6. AMS Credential Recommendation Form

7. Copy of credential issued

Education records for Students in process:

1. All of the above (relative to what has been completed)
2. All program documentation to date (e.g. attendance, assignment outcomes and their completion, practicum reports, etc.)

Note also:

- All local, state, and federal record retention rules are followed properly.
- Student records are maintained for a minimum of five years after the student graduates.
- For confidentiality, access is limited to appropriate staff and the individual student.

Transcripts

FMAE will provide an official transcripts of classes taken and grades upon request. The first transcript is free, subsequent transcripts are $5 per transcript. Requests must be made in via email (info@fmae.org).

California State University, East Bay
Students may obtain a copy of their transcripts through CSU-EB:
http://www.csueastbay.edu/students/student-services/student-records/transcripts.html

Resources

Resources for housing, medical care, counseling, recreation, and job opportunities best obtained via careful research on the Internet. FMAE does not maintain dormitories nor is it involved in any housing placement services.

We have no agreements with any of the housing options mentioned nor have we any knowledge of the conditions for rental with any of the following housing options. Based on Zillow.com, the average monthly renting cost will be $1300 for a room near FMAE.

Students coming from out of town will want to use the Internet to research nearby hotels. Sometimes students share a room in these facilities to decrease costs. Other students secure housing via VRBO.com or AirBnB.com. Occasionally students place “summer housing wanted” ads in neighborhood newspapers. FMAE assumes no responsibility for housing arrangements made by third parties and highly recommends students engage in agreements utilizing best business practices such as background checks, signed written agreements, etc.

Career in Montessori

Successful completion of the Montessori Early Childhood Teacher Credential Course meets the requirements for a career with children of that age in a Montessori educational setting. The Program's website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state. However, the FMAE does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage. The State of California has requirements that must be met for employment with early childhood age children. State of California Teacher Requirements Early Childhood: Qualifications and Duties.

RESPONSIBILITIES

FMAE Responsibilities

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

In the area of academics, the FMAE will:

1. Emphasize quality in every aspect of course delivery.
2. Award credit when and where it is due, in accordance with published standards.
3. Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
4. Disclose accurate information about the recognition and acceptance of credit for this course by other institutions.
5. Ensure fair and reasonable academic evaluation with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance. FMAE will maintain transcripts or records of grades in accordance with state/local requirements, and guarantee confidentiality and student access to records.
6. Award certifications when merited, and inform adult learners regularly of academic progress. FMAE will recommend a candidate for credentialing by AMS after all stated requirements are satisfied.
7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, are up to date in their fields, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
8. Describe course requirements in clear, specific, and accurate terms in written form, and ensure that requirements are educationally meaningful.
9. Notify students of unusual features of the course that cannot be readily anticipated.
10. Offer coursework that follows the published catalog description.
11. Embrace the principle of academic honesty.
12. Publish causes for dismissal in clear and specific form, and dismiss a student only for appropriate cause and after due process.

In the area of advertising, the FMAE will:
Publish advertising that is accurate, reliable, up to date, clear, and concise.

In the area of finances, the FMAE will:

1. Assess reasonable tuition and provide timely notice of annual increases.
2. Inform potential students of sources of financial aid.
3. Employ fair and accurate published refund policies.
4. Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
5. Keep accurate records of fees paid by each student.

6. Inform students about financial instability in the event such a condition exists.

In the area of admissions, the FMAE will:

1. Provide published policies on the admission process.
2. Give prospective student an accurate overview of the course, encouraging them to visit the facility in order to meet with staff and current adult learners to provide additional detail.
3. Maintain clear and specific policies on the availability of job placement services.

Student Responsibilities

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

It is the responsibility of the Student to:

1. Enroll only out of a need and desire to learn rather than a wish to manipulate the course for other ends.
2. Be informed—by reading the information disseminated by the course.
3. Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
4. Continually self-monitor academic progress.
5. Attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. Embrace the principle of academic honesty.
7. Respect the freedom of the program's staff to inquire, publish, and teach.
8. Use student's online portal (www.fmae.org) to: submit applications; submit required documents; sign all documents; pay tuition and fees on time; register classes after consulting program director; complete surveys; check grade and attendance; submit class assignment; and submit complaint.
9. Reach out to Program Director when there are concerns.

In the area of finances, the Student accepts the responsibility to:

1. Be informed—about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
2. Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
3. Understand tuition costs completely and accurately.
4. Satisfy financial obligations to the program in a timely fashion.

In the area of admissions, the Student accepts the responsibility to:

1. Be knowledgeable about other available courses/programs to ensure that enrollment is based on an informed decision.
2. Represent oneself honestly in applying to the program.
3. Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

In the area of attending classes, the Student accepts the responsibility to:

1. It is your responsibility to account for your attendance to class by signing the role sheet at the beginning and the end of class. If there is any question of attendance, the sign in sheet are the only way of truly knowing attendance.
2. Please turn off electronics before class begins.
3. Be participate by taking notes during class, ask questions, and seek help.
4. Important concepts from the readings will be covered through lecture, discussion, small group work, and interactive activities. It is your responsibility and is expected that you come to class each day prepared (have read materials, objective questions completed, and prepared for discussion.)
5. Please do not leave class early unless for extreme illness and/or emergency.
6. Attendance and participation are important and essential. Absences on due dates for assignments do not excuse you from turning those assignments in during the class time that they are due. Illness or computer & printer problems do not exempt you from getting the assignments in on time. If you are ill, have someone bring your assignment to class before class begins to receive full credit.
7. It is your responsibility to make sure that instructors receive your assignments.
8. All papers must be properly submitted in according to the assignment sheet given out for that particular assignment in order to be graded.
9. Choose a classmate and exchange phone numbers just in case of an absence.
10. Ask instructor questions when something is unclear.

FACULTY

Muthumathy Jagathesan
Program Director
Instructor – Practicum, Math, Administration, Practical Life
Field Supervisor

Degrees

- American Montessori Society—Montessori Early Childhood Credential
- Bachelors degree in Computer Science Engineering

More than 20 years of experience working with children.

Amy Griffis
Instructor – Practicum & Natural Science
Field Supervisor

Degrees

- American Montessori Society—**Montessori Early Childhood Credential**
- Indiana University—**Bachelors of Science**

Amy Griffis received her Bachelors of Science with a focus on Computer Science from Indiana University. She received her AMS Early Childhood Credential from FMAE and went on to become a head teacher in a Primary classroom. She currently is the Science Specialist for the Elementary and Primary classrooms. Her passion is with science and she enjoys passing on that sense of wonder to the children and the adult students. Her goal is to help future Montessori teachers learn about the scientific process while also learning about the many science subjects included in the primary classroom. In addition of having the ultimate goal for the child of: providing a foundation for the love of learning; guiding the scientific process; and embracing the child's natural scientific curiosity.

Carolyn Lucento
Instructor – Music Art and Movement

Degrees

- St. Nicholas Montessori College, London—**Primary Montessori Certificate**
- American Montessori Society—**Montessori Early Childhood Credential**
- Siena College — **Bachelors of Arts in Secondary Education/Social Studies**
- Mills College — **Pre-School & Level 1 Certification Orff-Schulwerk Music Education for Children**
- California Dept. of Education — **Program for Infant/Toddler Caregivers Trainer Certification Levels 1-4**

Carolyn Lucento is a long time Montessorian, a grandmother, and admirer of wild flowers, music and art of all kinds. She created Magical Movement Company in 1992 as a way to enrich the learning experiences of the people around me through Music, Dance, Drama, The

Arts and Nature. She has certification in Orff-Schulwerk Music Education for children Preschool through Lower Elementary. She was a Site Director at Fountainhead Montessori and before that she was an ECE Instructor at the American College of California. In 1980, she received my first Montessori Training from St. Nicholas Montessori College in London, and I became re-certified with AMS in 2006 through the Fountainhead Montessori Adult Education Program where she currently teach their Music Training Workshops to Montessori Interns each Spring.

Zhuojing Zhang
Instructor – Sensorial
Field Supervisor

Degrees

- American Montessori Society—**Montessori Early Childhood Credential**
- American Montessori Society—**Montessori Elementary Credential 6-9**
- Liberty University--**Doctor of Education in Curriculum & Instruction**
- University of Missouri - Saint Louis (UMSL)--**Master of Business Administration**

BASIS Independent Fremont Kindergarten Head Teacher
Fountainhead Montessori School Lower Elementary Teacher
FMS Early Childhood Teacher

Usha Gupta
Instructor – Philosophy, Language, Child Development
Field Supervisor

Degrees

- American Montessori International—**Montessori Early Childhood Credential**
- American Montessori School—**Montessori Early Childhood Teacher Trainer**
- New Delhi, India—**Masters of Arts in Literature**

Usha Gupta always has passion of teaching and love for young children. She grew up with Montessori style of teaching and knew the value of self-learning concepts. 30 years ago with her Master in Literature background she decided to enter in Montessori field and did her Association Montessori International degree in Atlanta. Since then she has been teaching in primary classes. Also for last 6 years since she moved to California she has been working as a Montessori teacher trainer, and a consultant for intern teachers and schools. She agrees with Dr. Montessori that “An adult works to perfect the environment but a child works to perfect himself.”

INSTRUCTOR TO ADULT LEARNER RATIO

All classes will have a faculty member present at the ratio of one instructor to 20 adult learners.

ARBITRATION PROCEDURE

A student may lodge a complaint by communicating orally or in writing to any teacher, or administrator. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.

If the student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.
If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint of relief requested by the student is rejected, the reasons for the rejection.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

Program Director, Muthumathy Jagathesan is the complaint designee. She is available by appointment Monday through Friday 9:30 a.m. to 4:00 p.m. at 6690 Amador Plaza Road, Dublin, CA 94568. Phone: (925) 820-1343.

Program Director will:

- Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
- Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
- Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of the student complaints.
- If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, notify the Council, the accrediting association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege, the institution shall appoint another person who may not lawfully claim that privilege, to provide the omitted information.
- If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
- Implement reasonable policies or procedures to avoid similar complaints in the future.
- Communicate directly to any person in control regarding complaints, their investigation, and the resolution or lack of resolution.

If there are further concerns, students may contact:

Fountainhead Montessori Adult Education (FMAE)
C/O Board of Directors
6690 Amador Plaza Road, Suite 225
Dublin, CA 94568
Phone: 925-820-1343 | Email: info@fmae.org

Bureau of Private Postsecondary Education (BPPE)
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone: (888) 370-7589 Fax: (916) 263-1897
(916) 574-8900

Montessori Accreditation Council for Teacher Education (MACTE)
420 Park Street, Charlottesville, VA 22902
434-202-7793
www.macte.org

American Montessori Society (AMS)
116 East 16th Street, 6th Floor | New York, New York, 10003-2163
212-358-1250
www.amshq.org

Appendix A
AMS *Associate* Credential Disclosure Form

_____I have a Bachelor's or Master's Degree from outside the U.S.
Country Awarded: _____

_____Transcripts of college degrees have been evaluated by an accredited agency for equivalency to a United States degree. I will proved FMAE with a copy of this evaluation.
Agency completed evaluation _____
Date evaluated _____

_____Transcripts have not been evaluated by an accredited agency for equivalency.

_____I ***DO NOT*** have a Bachelor's or Master's Degree

Admission for AMS Associate Early Childhood Credential
AMS grants the AMS Associate Early Childhood Credential when a student has a high school diploma or GED or a Bachelor's from outside the U.S. that is not equivalent to the U.S. Bachelor's degree.

Please note that employment requirements for Montessori teachers vary widely and change periodically. In some locations or schools, an *Associate Credential* may not qualify for full teaching responsibility. Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. Students are responsible for checking specific jurisdictions and schools for particular employment requirements.

AMS strongly encourages holders of the *Associate Credential* to obtain a Bachelor's degree within 7 years of credentialing and upgrade their credential.

I have read and understand my responsibility as a student for the *Associate Credential* level of this teacher education program.

Student Name _____

Signature _____Date _____

Fountainhead Montessori Adult Education Program Director: _____

Signature _____Date _____

APPENDIX B

Bureau for Private Postsecondary Education Required Information

The following information is required to be given to students enrolling in Fountainhead Montessori Adult Education by the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone: (888) 370-7589 Fax: (916) 263-1897
(916) 574-8900

CEC 94909 (a) (2), CEC 94802, (CEC 94909(a)(2) and CEC 94897(l)(1)(2))
FMAE, a private institute, is approved by is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. FMAE is not endorse by Bureau programs, and Bureau approval does not mean FMAE exceeds minimum state standards.

CEC 94909 (a) (3)A: Any questions a student may have regarding this catalog that have not been satisfactorily answered by FMAE may be directed to the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: www.bppe.ca.gov Telephone: (888) 370-7589 (916) 574-8900 Fax: (916) 263-1897

CEC 94909 (a) (3)B: As a prospective student, 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

CEC 94909: As a prospective student, 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.

CEC 94909: 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 Web site (www.bppe.ca.gov) (CEC §94909(a)(3)(C))

FMAE does not participate in federal and state financial aid programs.

CEC 94909: If a student obtains 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 moneys not paid from federal student financial aid program funds.

FMAE has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor 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.)

CEC 94909(a)(15) **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Fountainhead Montessori Adult Education (FMAE) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in FMAE is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending FMAE to determine if your certificate will transfer. See Transfer Policy Page 4 of this Student Handbook.

The United States Department of Labor's Standard Occupational Classification codes

Below is the list of the employment positions determined to be within the filed for which a student received education and training at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))

25-2010, 25-2011, 25-2012, 25-3099

Code of Ethics for Educators

This Code of Ethics for Educators was developed by the distinguished AAE Advisory Board and
by the Executive Committee of AAE.It contains four basic principles relating to the rights of students and educators.
The professional educator strives to create a learning environment that nurtures to fulfillment the potential of all students. The professional educator acts with conscientious effort to exemplify the highest ethical standards. The professional educator responsibly accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics. FMAE Educators will follow the 4 principles:
PRINCIPLE I: Ethical Conduct toward Students
PRINCIPLE II: Ethical Conduct toward Practices and Performance
PRINCIPLE III: Ethical Conduct toward Professional Colleagues
PRINCIPLE IV: Ethical Conduct toward Parents and Community

School counselors recognize and distinguish individual and group differences and strive to value all students and groups equally. School counselors promote the equitable treatment of all students in school and the community.

MACTE COMPETENCIES FOR MONTESSORI TEACHER CANDIDATES

Categories of Competency	As relates to each level the candidate for certification understands:	Suggested Evidence
I. Knowledge		Written and Oral assignments and examination results
	1a. Montessori Philosophy	
	1b. Human growth and development	
	1c. Subject matter for each course level not to exclude: cosmic education Peace education Practical life The arts Fine and gross motor skills	
	1d. Community resources for learning	
II. Pedagogy	Understands:	Written and oral assignments, examinations and demonstrations
	2a. Correct use of Montessori Materials	
	2b. Scope and sequence of curriculum (spiral curriculum)	
	2c. The prepared environment	
	2d. Parent/teacher/family/community partnership	

	2e. The purpose and methods of observation	
	2f. Planning for instruction	
	2g. Assessment and documentation	
	2h. Reflective practice	
	2i. Support and intervention for learning differences	
	2j culturally responsive methods	
Categories of Competency	As relates to each level the candidate for certification understands:	Suggested Evidence
III. Teaching with Grace and Courtesy	As relates to each level the candidate for certification demonstrates and implements with children	1. Employer, Field Consultant, Supervising Teacher observation and evaluation 2. Children's learning and progress 3. post-graduate professional performance
	3a. Classroom leadership	
	3b. Authentic assessment	
	3c. The Montessori philosophy and methods (materials)	
	3d. Parent/teacher/family partnership	
	3e. Professional responsibilities	
	3f. Innovation and flexibility	

FUNDAMENTAL TENETS OF AN AMS-AFFILIATED TEACHER EDUCATION PROGRAM

1. Teacher educators model the Montessori principles (movement, choice, peer teaching, etc.) and abide by the AMS Code of Ethics at the adult level so adults observe Montessori in action. (*Modeling*)
2. An atmosphere where respect for oneself, others, and the environment is fostered in all interactions. (*Respect*)
3. The development of a community of learners where there is trust, diversity, and peaceful ways of working together and addressing conflict. (*Peaceful Community*)
4. The recognition of the vital importance of observation in the teaching/learning process and the necessity to develop ever increasing skills in observation, practice in observing other classrooms/environments, and one's own classroom. (*Observation)*
5. A recognition that teaching/learning takes place through interaction with environment and, as a result, particular attention must be given to both the child/adolescent environment at the level of the course given and the environment conducive to the adult's learning. (*Environment*)
6. Assessments are part of the teaching/learning cycle and come in various forms such as observation, allowing mistakes, giving specific feedback, permitting self-discovery, giving processing time, meeting learners where they are, and guiding them forward to meet the competencies of an effective Montessori teacher. (*Assessment*)
7. Recognition that the teacher education course is the continuation of a life-long journey of learning, growing, observing, reflecting, and researching. (*Life-long learner*)
8. As children /adolescents learn together in an active, engaged environment, so do adults. Adults of different ages and talents gathered together in residence replicates the experience of the Montessori classroom in action so that adult learners are immersed in the Montessori culture. Enriching interchanges occur with each other and the physical environment. (*Constructivist Theory*)
9. The developmental continuum is honored across time, place and cultures through 1) equal appreciation across all levels infancy through adults; 2) the child/adolescent and the teachers learning from each other; 3) Montessori pioneers, current teachers, and aspiring teachers. (*Continuum*)
10. Understanding the underpinnings of cosmic education by constantly representing the unitary vision of the universe, through the connectedness of all things, indirect and direct aims, whole to parts to whole, integrated, spiral curriculum and the attitudes that the universe is an evolving, self-organizing force that offers many possibilities. (*Cosmic Education*)
11. The outcome of the teacher education course should be the transformation of the adult with the spiritual preparation that solidifies the philosophy and the attitudes and dispositions inherent in the method such as love, flexibility, restraint, etc. (*Spirituality and Transformation of the Adult*)
12. The function of the Practicum Phase is to provide for the adult learner a supervised teaching/learning experience and a period of observation, internalization, and further study to bring together the theory and practice of Montessori education under the guidance of mentors. (*Practicum*)

AMS requires all AMS-affiliated teacher education programs agree to adhere to and embrace the Fundamental Tenet of an AMS-affiliated Teacher Education Program.

AMS Teacher Education Action Commission (TEAC), Adopted October, 2014

APPENDIX C

COURSE OF STUDY AND COURSE CYCLE DURATION

Early Childhood (2 1/2 through 6 Years)

The academic phase is composed of lecture, presentation with materials, group process/discussion, and supervised practice with materials, with a minimum of 300 hours on-site, direct contact between instructor and student. There is a total of ten academic classes. The student may choose to complete the academic course work in 2—3 years depending on the rate at which classes are taken. If the student is pursuing a credential, he/she must complete the course cycle, which includes the academic classes as well as the practicum, within three years. See page 25 Withdrawal Policy, Leave of Absence Policy, extended enrollment and for Dropout procedure.

Upon satisfactorily completing all the core academic classes with a grade of "B" or better, students may enroll for the student teaching practicum. No part of the student teaching practicum may precede the beginning of the academic phase of the course and student teaching must be preceded by sufficient and appropriate coursework which means core academic courses, to prepare the student for a successful experience. core academic courses include Philosophy, Math, Practical Life, Sensorial, Nature Science, Language, and EC Child Development. The practicum is comprised of a minimum of 540 hours, providing the student with a supervised teaching/learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education.

APPENDIX D

International students

Requirements for Admission:

B.A. or B.S. degree. High school or GED diploma is required.
A score of 57 or higher on the Internet-based Test (iBT) or 490 on the Paper-based Test (PBT) is required. Or the International English Language Testing System (IELTS) scores of 5.0 or higher can be accepted in lieu of the TOEFL. Or pass school's pre-test.
FMAE will not offer a full-time, semester-long intensive English program. No I-20 may be issued for this program,

International students Course Costs

All fees are paid directly to Fountainhead Montessori Adult Education (FMAE). It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school. Payments should be paid by credit card, e-check through student's portal or by check. Transaction fee may apply.

Tuition for the whole program is $13,050. There is a $25 late fee charge of you pay on the first day of class.

College credit is for California State University East Bay Teacher Education Department with $430 an extra fee for each course.

	Other Fees	Amount Due
14.	Initial Registration Application	$100
15.	Re-enrollment (if student has been inactive for 6 months)	$100
16.	Late Assignment Submittal	$25/each
17.	AMS Credential Fee (During Practicum Phase)	$270
18.	MACTE Fee (During Practicum Phase)	$230
19.	Self-Directed Practicum Material Fee	$600
20.	Transportation Fee (During Practicum Phase)	$0.58/mile
21.	Student Tuition Recovery Fund	$0/Qtr.
22.	Returned Check	$35/check
23.	Late Registration Fee	$25/class
24.	Installment Payments Plan Fee (if approved)	$25/installment
25.	Transcript Fee (first one is free)	$5/each
26.	Electronic Tuition Transaction Fees	

2.6% of amount for credit card transaction fee
If a practicum student is self-directed, she/he needs to have 6 times field visitations Instead of 3, each extra visitation will cost $200, so totally $600 more will be charged as Self-Directed Practicum Material Fee.

Class Supplies

Students are responsible for purchasing and print their own: Pictures, Books, Album, Binders, Sheet-Protector or other supplies as needed.

International Student Fees may apply:

I-20 Fee: $200.00
Dependent F-2 initial fee: $800.00
Curricular Practical Training (CPT) I-20 Processing Fee: $200.00
Change of Practicum Site Fees for new CPT fee: $200.00
Change of visa status to an F1 student visa legal fee: $800
Request for Evidence (RFE) preparing fee: $200
California State University East Bay credit fee for BA degree: $3,870
International student Health Insurance: $1,000

Estimated FMAE Total Cost for international student

The estimated tuition cost of the entire for an AMS Montessori Credential is $14,850 Break down:

Tuition	$14,050 (All required courses)
Application & I20 fees:	$300
AMS/MACTE fees:	$500
Health Insurance:	$1,000 (student's choice)

Course Of Study And Course Cycle Duration For International Students

Total time to complete for F-1 Students

Clock Hours / 22 months / 85 weeks. 23.47hr/week.

Academic Year (First Year): (on site) 12 Months (48 weeks) Total hour: 945 hours (19.68 hours /week.)

plus Extra Lab Hour: 40 hours.

Practicum Year (Second Year): 10 months (37 weeks) Total Hour: 1005 hours (135 in class hours, 870 Supervised Year-Long Project Curriculum Practice Hours). 27.16 hours/week;

MACTE Example Academic Schedule

Course Level: Early Childhood				
Specific Course Dates	**Course Components**	**Instructor(s)**	**Academic Contact Hours (IP/OL)**	**Class Times**
Aug 30,2025- Oct 11, 2025	Montessori Philosophy	Usha Gupta	8 IP 24 OL	8 AM - 5 PM
Oct 18th,2025 - Nov 25, 2025	Practical Life	Muthumathy Jagathesan	8 IP 24.5 OL	8 am - 5 pm
Jan 3th,2026 - Feb 7th,2026	Language	Usha Gupta	8 IP 24.5 OL	8 AM - 5 PM
Feb 14, 2026 - March 21,2026	Sensorial	Zhuojing Zhang	8 IP 24.5 OL	8 AM - 5 PM
March 28,2026 - May 2,2026	Math	Muthumathy Jagathesan	8 IP 24.5 OL	8 AM - 5 PM
May 9,2026 - June 13, 2026	Natural Science & Social Study	Amy Griffis	8 IP 27.75 OL	8 AM - 5 PM
June 20.2026 - July 25.2026	Art/Music/Movement	Carolyn Lucento	28 OL	8 AM - 5 PM
9/14/26, 10/5/26, 10/26/26, 11/17/26, 12/15/26 1/11/27, 2/8/27, 3/7/27, 4/11/27, 5/9/27	Practicum I seminars Classroom Leadership Parent Involvement Observations	Muthumathy Jagathesan	54 IP	Saturdays, 8:30am-4pm
Internship – 540 hours	Practicum II	Muthumathy Jagathesan	540 IP	8 AM - 5 PM
06/7/2025	Child Study Oral Presentation, Synthesis Presentation & Graduation	Muthumathy Jagathesan	7 IP	8 AM - 4 PM

2025-2027 Practicum Phase (9/2/2026-6/7/2027)

Mandatory '26-'27 Interns Orientation
6/15/2026: 11am-12:30pm

Practicum I
Seminars
9/14/26, 10/5/26, 10/26/26, 11/17/26, 12/15/26

Practicum II
Internship – 540 hours
Daily 9/2026 to 6/2027

Classroom Leadership
Saturdays, 8:30-4pm
1/11/27, 2/8/27, 3/7/27, 4/11/27, 5/9/27

Child Study Oral Presentation, Synthesis Presentation & Graduation
8:00-4:00pm
6/5/2027

Acknowledgment of Receipt of the Student Handbook

I acknowledge that I have received a copy of the Fountainhead Montessori Adult Education (FMAE) Student Handbook dated: June 12, 2024. I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my enrollment with FMAE.

I understand that if I have questions or concerns at any time about the handbook, I will consult the program director or the administration.

Finally, I understand that the contents of this student handbook are simply policies and guidelines. The contents of the employee handbook may change at any time, with or without notice.

Please read this Student Handbook carefully to understand these conditions of enrollment before you sign this document.

_____
Student Signature

_____
Date

_____
Student Name (Please Print)