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INTRODUCTION

MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area (MTEC-SFBA) is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I and Elementary Levels I - II.

MTEC-SFBA was established in 1980 with the Elementary Level I - II course. MTEC subsequently establish the Early Childhood Level and the Infant & Toddler Level. The original location of instruction for all course levels was at Foothill Boulevard in San Leandro. Presently San Leandro only conducts class at the Early Childhood Level during the year round schedule.

Due to continuing demand in the Bay Area, the Sunnyvale campus was established with all course levels for both the year round and the summer intensive schedule. All Practicum Seminars are conducted at the Sunnyvale campus. The San Mateo campus was recently added at the Early Childhood level with the year round schedule only. The administrative office is at 99 Callan Avenue, San Leandro, and no classes are conducted at the administrative office.

The **age range** of this Student Handbook is for the Early Childhood Teacher Credential Course, which prepares the Adult Learner for working with children two and one-half (2 ½) to six (6) years old. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

The **mission** of the MTEC-SFBA is to provide infant and toddler courses, early childhood courses, and elementary courses for Adult Learners that lead to employment as a teacher in a Montessori educational setting at the appropriate level.

The **purpose** of the MTEC-SFBA is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori teachers. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Early Childhood Teacher Credential Course that prepares Adult Learners to work with children two and one half to six years old (2 ½ - 6). However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns.

As a faculty, we look forward to a rewarding experience of personal and professional growth.

STUDENT TUITION RECOVERY FUND – FORM 4

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818

Toll Free Number: (888) 370-7589
Telephone: (916) 431-6959
Fax: (916) 263-1897

<http://www.bppe.ca.gov>

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by Students in educational programs operated in California, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you took classes in California, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a Student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed Student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

An inability, after diligent efforts, to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a Student in an educational program in California, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have to separate agreement to repay the third party.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):

The Montessori Teacher Education Center San Francisco Bay Area is approved #22400, which expires March 22, 2019.

Montessori Early Childhood Teacher Credential Course:

320 academic hours and 540 Practicum minimum hours

Instruction is in San Leandro, San Mateo and Sunnyvale, CA during the Year Round schedule with class size limited to 30 Adult Learners per instructor. **Instruction is only at the Sunnyvale, CA campus during the Summer Schedule.** The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum portfolio planning journal and handbook, year-long project and observations must be completed. There are occupational requirements for licensing at this time in California.

Methods of paying tuition are available.

Prospective enrollees are encouraged to visit the physical facilities of the MTEC-SFBA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request. Adult Learners who are seriously considering the program will receive the Practicum Binder, which includes the program specific catalog prior to enrolling or signing the enrollment agreement. The class syllabus is provided for Adult Learners on the first day of each course instruction.

Any questions an Adult Learner may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818
Toll Free Number: (888) 370-7589
Telephone: (916) 431-6959
Fax: (916) 263-1897

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Early Childhood Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is so certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation – MACTE

Montessori Teacher Education Center, San Francisco Bay Area holds accredited for its Early Childhood Course through March 2, 2021 by the Montessori Accreditation Council for Teacher Education (MACTE), 108 Second Street S.W. Suite 7, Charlottesville, VA 22902 (434) 202-7793.

Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS-Affiliated TEP) through March 2, 2021.

American Montessori Society
116 East 16th Street, 6th Floor
New York, New York, 10003-2163
Telephone: (212) 358-1250
Fax: (212) 358-1256
www.amshq.org

Approved - BPPE:

Montessori Teacher Education Center, San Francisco Bay Area is a private institution, and is approved by the Bureau of Private Postsecondary Education, State of California through March 2, 2021. Approval to operate means compliance with state standards as set forth in this chapter.

Student Brochure and Course Specific Brochure:

Prior to executing the *Enrollment Agreement* the Adult Learner must have reviewed and signed the acknowledgement of receipt of the Student and Practicum Handbooks.

Corporate Structure:

Montessori Teacher Education Center, San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Rudd	Secretary
Dr. Richard Rigg	Treasurer

Officials:

Admission Officer	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Officer	Dr. Pamela Zell Rigg
Custodian of Records-Financial	Evelyn Mckenzie
Custodian of Academics	Dr. Pamela Zell Rigg
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Dr. Pamela Zell Rigg
Practicum Coordinator	Maryam Haghbin
Program Coordinator	Dr. Pamela Zell Rigg

MTEC-SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established three courses of study:

Montessori Infant and Toddler Course	Birth - 3
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Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level I - II Course	6 - 12

Basic Time Frame for Completion:

The Early Childhood Academic Course is offered in two schedules:

1. **Summer Intensive Academic Schedule: six full-time weeks**
 - Monday through Friday from 8:00 AM – 5:00 PM
 - **June – July**

Practicum following the Summer Intensive Schedule:

- **August – June**

Basic time frame for completion of Summer Intensive Schedule:

- **13 months**

2. **Year Round Academic:**

- **Weekends: September through July**

Practicum following Year-Round Schedule:

- **August – June**

Basic time frame for completion of the Year-Round Schedule:

- **22 months**

Cancellation of Enrollment:

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

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

Upon cancellation, the school will refund any money paid, less any deduction for equipment not timely returned in good condition, within 30 days after notice of cancellation is received.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the teacher credential.

Credits/Units – California State University, East Bay:

Units of academic credit are available through Extended and Continuing Education, Cal State University, East Bay. Fee for the credit portion is \$89.00 (or current rate) per quarter unit. This fee may be paid by check (made payable to CSU-EB). CSU-EB Extended and Continuing Education is responsible for the credit portion of this class only.

Forms for receiving academic credit are available at the Center, and at the Center website. Thirty-five and one-half (34.5) quarter units of credit are available for the Early Childhood Teacher Credential course, plus nine (9) quarter units for the practicum. These units are useful for Early Childhood permit issued by the California Commission on Teacher Credentialing requirements.

Listing of course titles, and quarter units follows:

<u>Title</u>	<u>Quarter Units</u>
E/C Child Growth and Development	3.0
E/C Montessori Philosophy	3.0
E/C Observation in Child Development	1.5
E/C Practical Life Curriculum	4.5
E/C Sensorial Curriculum	4.5
E/C Mathematics Curriculum	4.5
E/C Language Arts Curriculum	4.5
E/C Arts, Music, Movement Curriculum	2.5
E/C Physical and Life Science Curriculum (Botany and Zoology)	2.5
E/C Social Studies Curriculum (History and Geography)	2.5
E/C Classroom Leadership	1.5
E/C Child, Family and Community	4.5
E/C Supervised Field Experience I	9.0
E/C Supervised Field Experience II	9.0

Credits/Units – MTEC, San Francisco Bay Area:

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details each course's components and the semester units of credit earned. The Early Childhood Teacher Course offers 25.5 semester units for the coursework, and six (6) units per semester for the practicum upon successful completion.

6.2.5.1. Practical Life Curriculum	(3 semester units)
6.2.5.2. Sensorial Curriculum	(3 semester units)
6.2.5.3 Language Art Curriculum	(3 semester units)
6.2.5.4 Mathematics Curriculum	(3 semester units)

6.2.5.5	Physical and Life Sciences- Botany, Zoology & Science	(1.5 semester unit)
6.2.5.6	Social Studies- History & Geography	(1.5 semester unit)
6.2.5.7	Classroom Leadership	(1 semester unit)
6.2.5.8	Montessori Philosophy/Theory	(2 semester units)
6.2.5.9	Observation in Child Development	(1 semester units)
6.2.5.10	Child Growth & Development/Psychology	(2 semester units)
6.2.5.11	Art, Music, Movement Curriculum	(1.5 semester units)
6.2.5.12	Parent Involvement/Education: Child, Family and Community	(3 semester units)
6.2.5.13a	Externship/Field Experience- Practicum I	(6 semester units)
6.2.5.13b	Externship/Field Experience- Practicum II	(6 semester units)
6.2.5.14	Practicum Seminars	N/A
6.2.5.15	Year-Long Project	N/A

Master's Degree Available

Master's degree from Saint Catherine University, Saint Paul, MN is available with an additional fifteen (15) units of **on-line coursework**, and college tuition fee of about \$10,000, upon successful completion of the Early Childhood Coursework and AMS teacher credential for those Adult Learners who have a bachelor's degree.

Credential:

Upon successful completion of all course components of the Early Childhood Teacher Credential Course, a Certificate of Attendance is issued. For Adult Learners with a bachelor's degree, the American Montessori Society issues the Montessori Early Childhood Teacher Credential. For those Adult Learners who do not have a bachelor's degree, the American Montessori Society issues the Montessori **Associate** Early Childhood Teacher Credential.

See *Admission/Credential Requirements* for more details.

Certificate of Attendance:

Upon successful completion of all course components of the Early Childhood Teacher Course, a Certificate of Attendance is issued by MTEC-SFBA.

English as a Second Language:

English language services are not provided. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

1. The Adult Learner understands and speaks conversational and academic English with little to no hesitance and difficulty
2. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English
3. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove his or her Intermediate Level English language proficiency through dialogue and written letter of intent.

Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 320 academic hours in-residence, and a minimum of 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Early Childhood Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Early Childhood teacher. The core curriculum includes Practical Life, Sensorial, Language Arts, Mathematics, the Cultural curriculum: Physical and Life Science, (Botany & Zoology), and Social Studies (History & Geography), and Classroom Leadership.

Foundation course components provide the Adult Learner with the rationale for why and how we implement the core curriculum. The foundation components are Montessori Philosophy/Theory and Observation.

Other course components provide the Adult Learner with additional information that deepen the understanding of the child and enrich the classroom experience. The other courses components are Child Development, Child, Family & Community, Art, Music and Movement.

The knowledge gained in the core curriculum, the foundation and other course components are is applied and deepened through the experience of the nine-month practicum at the early childhood level. The Adult Learner exemplifies a support of the child's learning in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a "learning how to learn" attitude, and continual professional development in the future.

Description of Classes, Clock Hours, and Credits Montessori Early Childhood Teacher Credential Course:

6.2.5.1 Practical Life Curriculum (Core) 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of practical life, ground rules, grace and courtesy, development and refinement of movement, care of the person, care of the environment, food preparation, and nutrition.

6.2.5.2 Sensorial Curriculum (Core) 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of sensorial, materials aiding in the development and refinement of the senses.

6.2.5.3 Language Curriculum (Core) 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of language arts, materials aiding in the development of language arts skills and concepts: receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment, penmanship from the metal insets, to the sandpaper letters to the chalkboards and lined paper, reading from the sandpaper letters, moveable alphabet and the classic pink, blue and 16-letter green series, grammar (function of words), children's literature and drama.

6.2.5.4 Mathematics Curriculum (Core) 43 Hours (3 semester units)

Philosophy and rationale of the curriculum area of mathematics, materials aiding in the development of mathematical concepts/skills: introduction to numeration, linear counting, the decimal system and their functions, memorization of the facts, fractions, money, and time.

6.2.5.5 Physical and Life Sciences - Botany, Zoology & Science Curriculum (Core) 14 Hours (1.5 semester units)

Philosophy and rationale of the curriculum area of the physical and life sciences, and including botany and zoology, earth elements, and physical science.

6.2.5.6 Social Studies - History & Geography Curriculum (Core) 14 Hours (1.5 semester units)

Philosophy and rationale of the curriculum area of social studies which includes geography; land and water forms, globes, maps, flags, multicultural awareness, and history to include time (see mathematics), calendar, seasons, personal family history.

***6.2.5.7 Classroom Leadership 32 Hours (1 semester units)**

Philosophy and rationale of classroom leadership including the study of the role of the teacher in the preparation of the environment, scheduling and curriculum planning, lesson strategies, evaluation of children, and techniques for discipline, communication,

and problem-solving, and a sensitivity to multiculturalism.

6.2.5.8 Montessori Philosophy/Theory 32 Hours (2 semester units)

Montessori, from a historical perspective, is examined. Philosophy specific to the method, such as auto-education, absorbent mind, sensitive periods, normalization, development of the will, spontaneous repetition, logical-mathematical mind, spiritual and moral development of the child, etc. are examined. How the philosophy relates to the child, materials, teacher, and environment is discussed. Peace education is the natural result of the Montessori philosophy.

6.2.5.9 Observation in Child Development 36 Hours (1 semester unit)
16 Hours Lecture
20 Hours Practicum

Lecture and documented observation, some of which is done during the externship/practicum phase, is designed to bridge the academic coursework and the externship/practicum phase.

6.2.5.10 Child Growth and Development/Psychology 30 Hours (2 semester units)

Theories of development and stages of development are examined in the Physical, Cognitive, Emotional, and Social areas. Current theories and research are examined.

***6.2.5.11 Art, Music, Movement Curriculum 14 Hours (1.5 semester units)**

Philosophy and rationale of the curriculum area of art, materials that aid development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation, and art history.

Philosophy and rationale of the curriculum area of music, materials aiding in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and history.

Philosophy and rationale of the curriculum area of movement, materials aiding in the development of movement concepts and skills: body awareness, basic skills (locomotors, stationary games), and line activities.

6.1.5.12 Parent Involvement - Child, Family and Community
16 Hour (3 semester units)
30 Practicum Hours

Philosophy and rationale for parent involvement and education, raising the level of awareness, developing a knowledge base, providing options for collaboration, creating strategies for collaboration, and application and implementation of strategies.

The child within the context of the family and the community is the emphasis with a sensitivity to multiculturalism as related to child-rearing practices, and familial and community expectations.

6.2.5.13 Externship/ Field Experience- 540 Hours (12 semester units)

Practicum I & II

The practicum provides the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, in order to bring together the theory and practice of Montessori education. The Adult Learner participates in all facets of Early Childhood curriculum and development, as well as family partnership, and administrative procedures.

6.2.5.14 Practicum Seminars

6.2.5.4	Mathematics/Fractions/Money/Time	8 hours
6.2.5.7*	Classroom Leadership	32 hours
6.2.5.8	Montessori Philosophy/Peace	8 hours
6.2.5.11*	Art, Music, Movement Curriculum	16 hours
6.1.5.12*	Parent Involvement	
	Child, Family & Community	16 hours
6.2.5.15*	Yearlong Project	8 hours

*Additional coursework

Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Early Childhood Teacher Credential.

1. Knowledge

- a. The Adult Learner is introduced to the Montessori philosophy through Montessori writings and various other books and articles. The Adult Learner demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with children from six to nine (6 – 9) years old.
- b. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from six to nine (6 – 9) years old.
- c. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.
- d. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

2. Pedagogy

- a. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.
- b. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- c. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- d. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.
- e. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- f. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the School. The Planning Journal and Reflective Portfolio is maintained by the Adult Learner during the practicum.
- g. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the year-long project in the study of a child.
- h. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Portfolio is maintained by the Adult Learner during the practicum.
- i. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- j. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

3. Teaching with Grace and Courtesy

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations in order to anticipate future needs of the child.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the

- children in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.
- d. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
 - e. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
 - f. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

Competencies:

Successful completion of the Early Childhood Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Knowledge

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on the early childhood years;
- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for 2 ½ - 6 years of age;
- 1c. Subject matter for each Course Level* **including:**
 - 1c-1. Demonstrates knowledge of cosmic education;
 - 1c-2. Demonstrates knowledge of peace education;
 - 1c-3. Demonstrates knowledge of practical life curriculum;
 - 1c-4. Demonstrates knowledge of the arts;
 - 1c-5. Demonstrates knowledge of fine and gross motor skills;
- 1d. Demonstrates knowledge of community resources for learning.

2. Pedagogy

- 2a. Understands & correctly uses the Montessori materials;
- 2b. Understands & implements the scope and sequence of each curriculum area;
- 2c. Understands & implements the prepared environment;
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership;
- 2e. Understands the purpose and methods of observation & implements a record keeping system;
- 2f. Understands the need for planning of instruction, and has a planning journal;
- 2g. Understands assessment and documentation, and has a system for assessment and documentation;
- 2h. Understands the need for reflective practices, & document this;
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this;
- 2j. Understands culturally responsive methods, & shows evidence of this.

3. Teaching with Grace and Courtesy

- 3a. Demonstrates & implements classroom leadership;
- 3b. Demonstrates & implements authentic assessment;
- 3c. Demonstrates & implements the Montessori philosophy and methods;
- 3d. Demonstrates and implements parent/teacher/family partnership;
- 3e. Demonstrates professional responsibilities;
- 3f. Demonstrates innovation and flexibility.

Facilities and Location:

Year Round Schedule classes are at:

San Leandro Campus	16492 Foothill Boulevard, San Leandro, CA 94579
Sunnyvale Campus	790 East Duane Avenue, Sunnyvale, CA 94085
San Mateo Campus	3080 LaSelva Street, San Mateo, CA 94403

Summer Schedule classes are at:

Sunnyvale Campus	790 East Duane Avenue, Sunnyvale, CA 94085
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The classroom is approximately 900 square feet in size, and accommodates up to thirty-five (35) Adult Learners. The material appropriate for each curriculum area is available in the classroom for instructor presentation and Adult Learner practice. A limited reference library is available.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 99 Callan Avenue, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, *Program Director:*

Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology*, UC Berkeley (1990)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2002)

Tabitha Anberg, Instructor:
Sensorial, Mathematics & Philosophy

Academic Degrees:

- *B.A. Child Development, Ashford University (Anticipated Graduation 2016)*

Teaching Credentials:

- *AMS Early Childhood Associate Teacher Credential, American Montessori Society (1993)*
- *AMS Infant & Toddler Associate Teacher Credential, American Montessori Society (2004)*

Frida Azari, Instructor:
Mathematics & Philosophy

Academic Degrees:

- *B.S. Audiology, Tehran University for Medical Sciences (1994)*

Teaching Credentials:

- *AMS Early Childhood Teacher Credential, American Montessori Society (2003)*
- *AMS Elementary Level I Teacher Credential, American Montessori Society (2013)*

Ann Gavey, Instructor
Field Consultant, Parent Involvement (Child, Family, & Community); Physical & Life Sciences: Social Studies, Child Development, Philosophy.

Academic Degrees:

- *B.A. Psychology, University of Washington (1972)*
- *Fifth Year Teacher Credential / Native American Education Program, University of Washington (1973)*
- *M.A. Education, College of Notre Dame (1975)*

Teaching Credentials:

- *AMS Early Childhood Credential, American Montessori Society (1975)*
- *AMS Elementary Level I Credential, American Montessori Society (1980)*
- *AMS Infant & Toddler Credential, American Montessori Society (2012)*

Maryam Haghbin, Instructor:
Field Consultant Coordinator; Sensorial, Classroom Leadership, and Philosophy

Academic Degrees:

- *B.A. Sociology, Tehran University (1982)*

Teaching Credentials:

- Early Childhood Education Certificate (2001)
- *AMS Early Childhood Teacher Credential*, American Montessori Society (2004)

Julie Karlonas, Instructor

Art

Academic Degrees

- *M.A. Montessori Elementary Education*, St. Mary's College (2008)
- *B.A. Fine Arts Printmaking*, Sonoma State University (1989)

Teaching Credentials

- *AMS Elementary Credential I & II*, American Montessori Society (2006)

Thomas Lubrano, Instructor:

Music and Movement

Academic Degrees

- *B.A. Arts in Theater*, Florida State University (1980)
- *M.A. Education*, College of Notre Dame (2000)

Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1990)
- *AMS Elementary I Teacher Credential*, American Montessori Society (1996)

Kathy McIntosh, Instructor:

Field Consultant; Mathematics & Philosophy

Academic Degrees

- *B.A. Human Development*, California State University, East Bay (2005)

Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1991)
- *AMS Administration Credential*, American Montessori Society (2000)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2005)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (2007)

Teresa Moreno Instructor:

Sensorial, Language, Mathematics, & Philosophy

Academic Degrees

- *Human Development, Cal State University – East Bay (Anticipated Graduation Date 2018)*

Teaching Credentials

- *Montessori Early Childhood Associate Teacher Credential, American Montessori Society (2007)*

Anni Tervydis, Instructor:

Practical Life, Classroom Leadership, Language Arts & Philosophy

Academic Degrees

- *B.A. Sociology- Child Psychology, Saint Joseph's College (1969)*

Teaching Credentials

- *Montessori Early Childhood Teacher Credential, American Montessori Society (1969)*

Elizabeth Thurairatnam, Instructor:

Field Consultant; Practical Life & Philosophy, Classroom Leadership, Administration

Academic Degrees

- *B.A. History, Economics, & Geography, Sri Lanka (1980)*
- *Diploma in Music, London College of Music (1981)*

Teaching Credentials

- *Montessori Primary Teacher, Association Montessori International (1980)*
- *AMS Early Childhood Credential, American Montessori Society (1991)*
- *AMS Infant Toddler Teacher Credential, American Montessori Society (2010)*

Housing:

Housing is not available through the MTEC-SFBA. The MTEC-SFBA may provide information on accommodations.

Non-Discrimination Policy:

The program is nonsectarian and provides all Adult Learners and staff, regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status, with all of the rights, privileges, courses, and activities

generally accorded or made available to Adult Learners in a school or in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Tuition:	\$3200.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00
Practicum Binder:	\$ 25.00 (Non-Refundable)
Supervised Practicum Fee	\$ 400.00 (Non-Refundable)
OR Self-Directed Practicum Fee	\$ 600.00 (Non-Refundable)
Total charges for the entire program:	\$4,114.00 OR \$4714.00 (Self-Directed)
Each Practicum visits (in addition to three)	\$ 100.00
Non-Institutional Costs Estimated At:	\$ 450.00

Monthly installments may be arranged.

Fees do not include books, manuals and supplies (non-institutional costs) estimated to cost approximately \$450.00.

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the Adult Learner has received federal student financial aid funds, the Adult Learner is entitled to a refund of the moneys not paid from federal student financial aid programs.

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments:
 - A. Summer Course Payment Schedule:
 - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July. *
 - B. Year Round Course Payment Schedule:

- Payment of each class prior or upon beginning each class. *
(\$400.00 per course)

** Adult Learners will be charged a \$25.00 Late Payment fee if payment is not received by the 5th of each month (for those on the monthly payment schedule), or by the first day of the course (for those paying by course).*

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$450.00.*

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials, and makes no refunds on materials.

**This does not include transportation of the Field Consultant to the Practicum site. Please see "Schedule of Tuition, Fees, and Other Charges.*

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-one (21) months for the year-round schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$100.00 to extend or to reactivate the enrollment.

Refund Schedule and Policy:

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

Refund Policy - The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangements to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school will remit a refund within thirty (30) days following the withdrawal. Dismissal of the Adult Learner by MTEC-SFBA follows the same refund policy as Adult Learner withdrawal. Cancellation of the course or a course component by MTEC-SFBA follows the same refund policy as Adult Learner withdrawal.

Financial Aid and Scholarships:

The MTEC-SFBA does not participate in Federal or State financial aid programs, but the American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

The Center has a ten-month installment payment plan available for the Adult Learners who are taking Summer Schedule. The payment is on the first day of each course for Adult Learners taking courses in the Year Round Schedule.

Admission/Credential Requirements:

The candidate for the American Montessori Society Early Childhood Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a minimum of a postsecondary degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES) member organization. If the evaluation does provide an equivalency to a United States Bachelor's degree, then an Early Childhood Credential may be awarded. Depending on the content of the evaluation, the Associate Early Childhood Credential may be awarded instead.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a bachelor's degree from a regionally accredited United States college/university, the candidate may be eligible for an AMS Early Childhood Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by the Center to AMS.

The candidate for the AMS Early Childhood Credential holds as a minimum: a Bachelor's degree from a regionally accredited U.S college/university or its equivalent from a non-U.S. college/university. Upon successful completion of the Early Childhood course, the director recommends the Adult Learner to AMS for an AMS Early Childhood Credential. An Early Childhood Credential is awarded to Adult Learners who hold a Bachelor's degree from a non-U.S. college/university and whose Bachelor's degree does not equate to that of a U.S. Bachelor's degree from a regionally accredited U.S. college/university. The degree and country in which the graduate was awarded his/her Bachelor's degree is indicated on the credential.

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelors degree U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the AMS Associate Early Childhood Credential to obtain their Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate credential are eligible for an AMS Early Childhood Credential upon completing the Bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the Bachelor's degree with the credential upgrade fee to the AMS Office of Teacher Education.

The *Associate* Early Childhood Credential is awarded to the candidate with a minimum of a high school diploma or its equivalent, but without a bachelor's degree from a regionally accredited United States college/university. The holders of the AMS *Associate* Early Childhood Credential must represent themselves as holding the *Associate* Credential.

Holders of the AMS *Associate* Early Childhood Credential are encouraged to attain a bachelor's degree upon which the AMS Early Childhood Credential will be issued. The official bachelor's transcript and upgrade fee is sent directly to the AMS office for the upgraded credential. Current AMS membership is required. Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

1. - B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
- Or a high school or GED diploma is required.
2. Three professional letters of recommendation.
3. Application with registration fee. (\$100.00 - of which \$75 is non-refundable)
4. Handwritten statement of purpose for attending the Course.
5. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

Admission Procedure:

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the

prospective applicant. The “fit” is multi-dimensional, taking into account familial needs, time, financial constraints, professional suitability, and further consideration. This inner process, aided by the Center with information, is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application online at MontessoriTrainingUSA.org along with the admission fee. The complete application is submitted online. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC-SFBA determines the applicant’s ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

International Student Requirements:

This school is authorized under Federal law to enroll nonimmigrant students.

I-20 Procedures:

When sending the Application for Admissions, enclose a letter requesting an I-20. There is a \$175 fee for the I-20 in addition to the \$100 processing fee to the academic program. A \$100 processing fee is also required to prepare and proceed with the I-20. Please note that additional correspondence is billed at a rate of \$95 per hour. This includes communication between MTEC-SFBA and you, your attorney, prospective practicum site, or transfer school. In order to keep billable time to a minimum, we suggest that you direct communication via e-mail.

Include the following information in the letter you attach to your application:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Place of birth
- Date you intend to start the MTEC credential program
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement from you or a relative who formally agrees to support you financially. The funding may come from several different sources but must total \$17,000, or if you have someone who will vouch to supporting your housing needs.
- If you are a transfer student, we will need a copy of your current I-20 as well your current school information. Transfer students are also required to pay the \$100 processing fee.

- If you need to convert to an F-1 Status, students are required to pay \$600 processing fee to process all paperwork for the US Embassy.

If all of the information required is NOT submitted (all at once-no pieces, please), we will not process your I-20 request. Additional time spent assembling material not provided in the primary submission will be billed at our hourly rate.

If all of the information is provided, and you are admitted to the MTEC-SFBA credential program, then MTEC-SFBA will send you a signed I-20 that you may take to the United States Embassy in your country in order to be given an F-1 student visa.

Please note that, beginning on October 27, 2008, you will also need to pay the new SEVIS I-901 Fee (go to <http://www.ice.gov/sevis/i901/index.htm>). After you have attended your first class, you will need to send us an e-mail letting us know that you have begun the Certification program. Your attendance will be verified and then you are formally "Activated" as an I-20 Student with MTEC. If you need to contact us, e-mail info@montessoritraining.org. If you do need to contact us by phone, you will be billed at the hourly rate.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students who would like to take part in off campus internships relating to the teacher credential course. There is a \$175 fee for the CPT and \$100 processing fee. The internship must either be required by the student's teacher credential course or the student must receive course credit for the internship. The internship may be either full time (over 35 hours per week) or part time (34 hours per week or less). Please note that an internship is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for an internship.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS Certificate program, and must currently be an F-1 status.
- A student who has been authorized for a total of 12 months of full time Curricular Practical Training is not eligible for Optional Practical Training for the current teacher credential course level.
- The CPT internship is the Practicum phase of the AMS Credential Course. The Practicum Phase is a requirement for the completion of the MTEC course. In sum, the "job" is an integral part of the student's program of study.
- Full-time CPT requires at least part-time enrollment at MTEC-SFBA, since the student must receive course credit for the internship/practicum.

Specific Requirements:

- A student enrolled in a one-year credential course may have only one semester of CPT internship.
- A student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT.
- The MTEC Office will authorize curricular practical training for a specific employer and for a specific period of time. **Employment may not begin before the first day of classes and may not end any later than the last day of classes.**

- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum credit. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your employer, preferably when you go for your initial interview.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment and verifies that the position is not a continuous, full-benefit job.
- Send the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office:
 - MTEC
99 Callan Ave.
San Leandro, CA 94577
- There is a \$275 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be indicated on your I-20 and mailed back to you.

Degree Requirement for Teachers:

The Early Childhood Associate Credential is offered to Adult Learners without a bachelor's degree. The Adult Learners without a bachelor's degree signs the notification in the appendix that explains local requirements for employment as an Early Childhood teacher vary widely in the United States. It is the Adult Learner's responsibility to verify local regulations to determine qualifications for employment. AMS strongly encourages holders of the Associate Credential to obtain a bachelor's degree within seven (7) years of credentialing.

Professional Development Guidelines:

Upon receipt of the American Montessori Society credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Associate or full Montessori Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time. The Adult Learner completes the “Change of Status” declaration (Withdrawal). If the Adult Learner does not file a “Change of Status” form but is inactive for one year then the MTEC-SFBA makes the “Change of Status” undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention:

Adult Learners’ records are maintained electronically. The copy of the AMS credential, the Montessori transcript, the college/university transcript, and AMS Credential Recommendation forms are retained electronically. Financial records and academic records are separately maintained electronically. Adult Learners’ records are maintained indefinitely.

Occupation/Career Information and Placement Services:

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 MTEC-SFBA 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. Those requirements are in the Appendix, *State of California Teacher Requirements Early Childhood: Qualifications and Duties*.

Please see http://nrckids.org/STATES/CA/ca_22_12_1.pdf “Teacher Qualifications and Duties”

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. **Absences are not permitted.** All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC-SFBA to make up the hours missed and the class work. (See “Make-Up Classes”) Tutoring by the instructor is optional in lieu of returning for the class. The charge is \$40.00 per hour paid to the Montessori Teacher Education Center San Francisco Bay Area.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make-up class must be the specific class and session that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+ above excellent work; A excellent work; A- and B+ good work; B for average work; B- for lowest passing work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for lowest passing work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented.

See *Academic Advisement*.

Academic Advisement:

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Adult Learner Services:

Concerns regarding the status of an application, class schedule, transcripts, handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.

Student Body Representative:

The student body elects one representative who assists in the organization of student affairs. The student body representative must be enrolled for the entire course. The same representative serves on the Grievance/Problem Solving Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new Adult Learners to the course components.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
8. The office copy machine is only available by request and always requires payment of 10¢ a copy to be paid when used.

(See *Dismissal*.)

Adult Learner's Rights, Standards and Responsibilities:

1. KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:
The Adult Learner is responsible for awareness of all policies and requirements of the teacher preparation course.
2. FINANCIAL OBLIGATIONS:
The Adult Learner must satisfy his/her financial obligations to the MTEC-SFBA.
3. PRACTICUM SITE AGREEMENT:
The Adult Learner must fulfill all duties and obligations listed in the agreement with the practicum site.
4. COMMUNICATION:
The Adult Learner is responsible for notifying the Program Director if opportunities for learning in the specified areas are not being provided at the practicum site.
5. RIGHTS:
The Adult Learner is responsible for initiating grievance/problem-solving procedures to MTEC-SFBA, to AMS TEC Problem-Solving Committee, and MACTE in situations that warrant it.
6. COMPLETION OF COURSE REQUIREMENTS:
The Adult Learner must fulfill all course requirements, including but not limited to:
 - a. Academic assignments and requirements, such as attendance, rationale papers, curriculum manuals and material demonstrations.
 - b. Practicum assignments and requirements, such as seminars, observations, student teaching, practicum journals, and yearlong project.
 - c. Arranging of observation visits by the Field Consultant
 - d. Financial obligations to MTEC, AMS, and MACTE.
 - e. Final Evaluations
7. FINAL EVALUATIONS:
The Adult Learner must satisfactorily complete all assignments, including written and practical evaluations.
8. TIME LIMIT:
The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a two year time period following the course's official end of the academic phase for which the Adult Learner was enrolled. Continuation beyond AMS time limit can be extended with the approval of the Program Director.

See "*Extended Enrollment/Inactive Enrollment*" for more information.

The practicum must begin within two years of the end of the academic phase. The Adult Learner who extends his/her coursework beyond the three years following the end of the academic phase must be a current member of AMS for recommendation for an AMS credential.

Children Not Permitted In Class:

Children are not permitted to attend class.

Rules of Operation and Conduct - Dismissal:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.
5. Plagiarism. MTEC-SFBA has a zero tolerance for plagiarism. Adult learners who plagiarize will be subject to academic action.
6. Maintain a minimum of 2.75 GPA.

Academic action may result in probation or continuing probation. Failure to meet or maintain these criteria may result in expulsion or removal from the program.

Probation /Dismissal Procedure:

1. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the Adult Learner will be advised of the change in behavior in order to avoid immediate dismissal.

Grievance/Complaints:

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 toll-free, or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE and/or MACTE. (See page 4.)

Bureau for Private Postsecondary Education (BPPE)

California State Department of Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, VA 22902

Telephone: (434) 202-7793

American Montessori Society (AMS)

116 East 16th Street, Floor # 6

New York, New York 10003-2163

Telephone: (212) 358-1250 Fax: (212) 358-1256

Arbitration Committee and Procedures:

Purpose:

1. To arbitrate significant complaints or grievances by Adult Learners, faculty or Field Consultants.
2. To decide on a course of action, in response to a grievance, which is binding on all parties involved in it. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC San Francisco Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA
- One of the faculties of the course (appointed by the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC-SFBA considers grievances against the program, and against its management and faculty in the following areas:

1. Incomplete or seriously deficient training during the academic phase of the MTEC-SFBA credential course.
2. The MTEC-SFBA 's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC-SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance Procedure:

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought, and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).
2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA 's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to

arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See “Appeal Procedure” below.)

Complaint Procedure:

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

Stand-by-Member:

In order to keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected student representative to the Arbitration Committee is bringing a grievance to the committee, an alternative student representative will be selected.

Stipulation:

No solution can be arrived at which is in conflict with BPPE, AMS or MACTE.

Practicum:

The practicum is a necessary requirement for the successful completion of the Montessori Early Childhood Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education.

No part of the Adult Learner practicum may precede the beginning of the academic phase of the course. The practicum begins in September. The minimum Early Childhood practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the practicum site, in the classroom with an approved Supervising Teacher, for a minimum of three (3) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards, competencies, and objectives for the practicum are met by the Adult Learner. The minimum practicum hours are 540 scheduled as stated above.

Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Practical Life, Sensorial, Language Arts, Mathematics, Physical & Life Sciences, and Social Studies.

2. Practicum Site Agreement by Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Early Childhood Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement.
6. Payment of Practicum Fee / Binder, AMS Fee, MACTE Fee, BPPE Fee, and Practicum I.
7. Online enrollment in Practicum I and Practicum II, includes all seminars.

Practicum Site Requirements:

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
7. Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.
8. Class contain children from 2 ½ - 6 age span to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
9. The classroom environment must be designed and equipped to meet the developmental needs of the children served. The classroom must include child-sized furnishings and a full array of recommended Montessori materials for the age range of the class, arranged on open shelves accessible to all children. AMS recommended materials lists for schools are available on the AMS website.
10. The Adult Learner is not to be asked to assume total responsibility for a class without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of Adult Learner is provided by the supervising teacher and a field consultant or, in the case of a self-directed practicum, through the field consultant. Self-directed will require a minimum of three (3) on-site consultation visits plus additional support documented on the AMS Practicum Site Form.
11. A single field consultant is assigned to the Adult Learner for the field observations. Field Consultants must be verified and approved by MTEC-SFBA.

Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site a minimum of three times during the school year. For self-directed practicum in which the student is the head teacher, six practicum visits are required. Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings will include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Early Childhood materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the teaching experience.
5. Discussing classroom leadership techniques.
6. **Review of the Practicum Binder: Competencies Portfolio, Practicum Planning Journal, and Reflective Practitioner Portfolio, Attendance, Supervising Teacher Reports, Field Consultant Reports.**

A record of these consultations is made by the Adult Learner and the Field Consultant. The Field Consultant recording of the visits is available for the Adult Learner's review. Three visits are paid by the MTEC-SFBA. Additional visits are at the expense of the Adult Learner.

Supervising Teacher:

The Supervising Teacher is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing; maintaining records.
3. Interaction: relations among parents, staff, and children.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house.
7. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques.
8. And all MACTE competencies.

Practicum with Head Teacher:

The format and concerns for the practicum with head teacher are similar to those of the self-directed practicum Adult Learner. The Adult Learner will consult with the head teacher on a daily basis. To ensure the success of the practicum experience for the Adult Learner, agreements with the administration must be met regarding adequate support.

Course Completion/Performance Standards:

1. During the supervised practice sessions the Adult Learner practices presentations in each of the following curriculum areas: Practical Life, Sensorial, Language Arts, Mathematics, Botany, Zoology, Science, History & Geography.

The Adult Learner maintains the *Practice Sheet Form*.

Due date: During each curriculum class.

2. The instructor(s) responsible for the curriculum area evaluate the presentations using the *Demonstration Evaluation Sheet* (Appendix A).

Due date: During each curriculum class.

3. Development and maintenance of the *Curriculum Manuals* are required by the Adult Learner.

**Due date: Summer – Monday following the curriculum
Year Round – At the first day of next class**

4. A *Philosophy/Rationale Paper* is required for each curriculum area.

**Due date: Summer – Monday following the curriculum
Year Round – At the first day of next class**

The Adult Learner demonstrates materials from each of the major curriculum areas: Practical Life, Sensorial, Language Arts, Mathematics, Botany, Zoology, Geography & History.

5. A written examination is required in each curriculum area. The written examinations are conducted during classes.

Due date: Summer - during class Year Round – during class

6. *Personal Code of Ethics Statement* is submitted on the last day of class for each of the core curriculum courses.

Practicum:

1. The Adult Learner maintains the Practicum Handbook & Competencies Portfolio, and the Early Childhood Planning & Reflection Journal. They are due at each seminar and each practicum visit.

Due date: At each practicum seminar and at each practicum visit.

2. The Adult Learner submits ten observation reports. Observations 1 – 3 are due at the Practicum seminar in October, Observations 4 – 6 are due at the Practicum seminar in January, and Observations 7 – 10 are due at the Practicum seminar in April.

Due date: At indicated practicum seminars.

Practicum Teaching Course Performance Standards:

1. The Adult Learner successfully completes and submits the Practicum Handbook & Competencies Portfolio, and Practicum Planning & Reflection Journal.
2. The Adult Learner is successful in the practicum as assessed by the three (3) reports of the Supervising Teacher, and the three (3) observation reports of the Field Consultant (six if the Adult Learner is self-directed).

Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

Transfer Policy - Credit:

Typically the entire sequence of curriculum components is required to successfully complete the Montessori Early Childhood Teacher Credential Course. However, transfer of course work is permitted when the course work has been successfully completed at a MACTE accredited Early Childhood Teacher Education Program. Documentation is required from the previous institution along with the particular courses completed. Experience is not recognized as parallel to the coursework. There is no maximum on the quantity of credits that may be transferred from a MACTE accredited Early Childhood Teacher Education Program.

See Appendix for *Transfer: Information and Acknowledgment*.

Transferability of Units and Degrees:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at the Montessori Teacher Education Center, San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in MTEC-SFBA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTEC-SFBA to determine if your credits and credential will transfer.

Units earned in our Early Childhood Teacher Credential Course in most cases will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Early Childhood Teacher Credential Course, in most

cases, it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

Certificate of Attendance:

A Certificate of Attendance is conferred by the MTEC-SFBA upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work in all written examinations, demonstrations, observations reports, practicum handbook, practicum & reflection planning journals, and manuals have been submitted, and fees have been paid.

Readings and Text:

The following books and manuals are required and need to be purchased at the beginning of the coursework.

Dr. Montessori's Own Handbook
The Discovery of the Child
The Montessori Method
The Secret of Childhood
Absorbent Mind
Honoring the Light of the Child
Child Development Book
Child, Family and Community Book
Positive Discipline
Montessori Rating Scale for the Early Childhood Environment

Botany Manual
Geography Manual
History and Geography Manual
Language Arts Manuals, volumes 1-5
Mathematics Manual volume I
Practical Life Manual
Sensorial Manual
Zoology Manual

Personal Materials:

This is a list of materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Water color paints with brush. (Optional)
3. Glue stick for mounting pictures in the manuals.
4. One quality set of scissors.
5. White-out for potential errors.

6. 8-1/2" x 11" card stock paper for mounting pictures. Determine your color preference prior to the summer training.
7. Eighteen two-inch and three one and a half inch binders for the curricula manuals.
8. Tabs for dividing sections of the manuals (20 to 30 sets).
9. Plastic page protectors - the manuals contain over 2,000 pages. Past Adult Learners have used 15 boxes with 100 sheets per box.
10. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of children from birth to six (6) years of age.

TEACHER QUALIFICATIONS AND DUTIES 101416.2- To be a fully qualified teacher, a teacher shall have one of the following:

1. (A) Completion, with passing grades, of twelve (12) postsecondary semester or equivalent quarter units in Infant and Toddler education or child development, at an accredited or approved college or university. At least three (3) of the units required shall be related to the care of infants or shall contain instruction specific to infants. Examples of acceptable course work are pediatric nursing and postnatal care.
(B) At least six (6) months of work experience in a licensed infant care center or comparable group child care program for children under five (5) years of age. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
2. A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.

(A) A CDA credential shall show the appropriate preschool or infant/ toddler age-level endorsement to qualify an individual for employment in a preschool or infant care center.

(B) A CDA credential is valid for three years from the date of award. A renewal may be granted every five years thereafter upon approval by the CDA National Credentialing Program.

(C) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a

paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.

1. Individuals who possess a CDA credential may have also completed the required six months of work experience specified in (c)(2)(C) above. This work experience shall be verified to confirm that the experience requirement has been met.

3. One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:

(A) Child Development Associate Teacher Permit; or

(B) Child Development Teacher Permit; or

(C) Child Development Master Teacher Permit.

(D) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

Summer Instructional Calendar:

Six weeks, Monday through Friday 8:00AM to 5:00PM. See Flyer.

Year Round Instructional Calendars:

Alternating Saturdays from 8:00AM to 5:00PM. See Campus Flyer: San Mateo, CA Campus, San Leandro, CA Campus & Sunnyvale, CA Campus.

Supervised Curriculum & Philosophy Practice Calendars:

Sundays from 8:00 AM to 5:00 PM at the Sunnyvale, CA Campus, and at the San Leandro, CA Campus.

Staff Directory:

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APPENDIX A- 1

FINAL GRADE SHEET

- Practical Life, 6.2.5.1**
- Sensorial, 6.2.5.2**
- Language Arts, 6.2.5.3**
- Mathematics, 6.2.5.4**

Adult Learner: _____ Instructor: _____

Grade

1. MANUAL - MACTE Competencies (1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g)

MACTE Competency Practical Life (1c)

- _____ Highlighting (1 point) _____/35
- _____ All Material Complete (1 point)
- _____ Areas of Curriculum Tabbed – required (1 point)
- _____ Handouts Logically Integrated (1 point)
- _____ Additional Notes (1 point)
- _____ Aesthetics (2 points)
- _____ Parent & Community Communication (1 point)
- _____ Purpose & Methods of Observation (1 point)
- _____ Support & Intervention for Learning Differences (1 point)
- _____ Community Resources for Learning (1 point)
- _____ Assessment & Documentation (1 point)

Photographs _____
& Pictures (8 points) _____
Drawings (8 points) _____
Notes (5 points) _____
Quotations – 10 required (2 points) _____
Comments _____

2. DEMONSTRATION TEST - MACTE Competencies (2a) _____/15

Presentation 1 _____
(5 points) Comments: _____

Presentation 2 _____
(5 points) Comments: _____

Presentation 3 _____
(5 points) Comments: _____

WRITTEN EXAMINATION - MACTE Competencies (2b) – (10 points) _____/10

PRACTICE SHEET – MACTE Competencies (2a) – (15 points) _____/15

CODE OF ETHICS STATEMENT - MACTE Competencies (3e)
(5 points) _____/5

3. RATIONALE PAPER - MACTE Competencies _____/20
(1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) – (20 points)

FINAL GRADE _____/100

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-2
FINAL GRADE SHEET

Physical & Life Science 6.2.5.5

Adult Learner: _____ Instructor: _____

Date: _____

	Grade
1. MANUAL - MACTE Competencies (2a, 2b, 2c, 2f)	
<input type="checkbox"/> Botany Manual (15 points) _____ / 15 Photos: _____ & Pictures Drawings: _____	
<input type="checkbox"/> Zoology Manual (15 points) _____ / 15 Photos: _____ & Pictures Drawings: _____	
2. DEMONSTRATION TEST - MACTE Competencies (1c-1, 2a)	
<input type="checkbox"/> Botany (10 points) _____ / 10	
<input type="checkbox"/> Zoology (10 points) _____ / 10	
3. RATIONALE PAPER - MACTE Competencies _____ / 20 (1a, 1c-1, 1c-2, 1c-3, 2a, 2b, 2c, 3c, 3d) – (20 points)	
4. WRITTEN EXAMINATION - MACTE Competencies (2b)	
<input type="checkbox"/> Botany (10 points) _____ / 10	
<input type="checkbox"/> Zoology (10 points) _____ / 10	
5. PRACTICE SHEET - MACTE Competencies (2a) _____ / 5 (5 points)	
6. CODE OF ETHICS STATEMENT – MACTE Competency (3e) _____ / 5 (5 points)	

FINAL GRADE _____ / 100

Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-3
FINAL GRADE SHEET
Social Studies 6.2.5.6

Adult Learner: _____ Instructor: _____

Date: _____

- | | Grade |
|---|--------------|
| 1. MANUAL - MACTE Competencies (2a, 2b, 2c, 2f) | |
| <input type="checkbox"/> History Manual (15 points)
Pictures: _____
Drawings: _____
Photos: _____ | _____ / 15 |
| <input type="checkbox"/> Geography Manual (15 points)
Pictures: _____
Drawings: _____
Photos: _____ | _____ / 15 |
| 2. DEMONSTRATION TEST - MACTE Competencies (2a) | |
| <input type="checkbox"/> History (10 points) | _____ / 10 |
| <input type="checkbox"/> Geography (10 points) | _____ / 10 |
| 3. RATIONALE PAPER - MACTE Competencies
(1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) - (20 points) | _____ / 20 |
| 4. WRITTEN EXAMINATION - MACTE Competencies (2b) | |
| <input type="checkbox"/> History (10 points) | _____ / 10 |
| <input type="checkbox"/> Geography (10 points) | _____ / 10 |
| 5. PRACTICE SHEET - MACTE Competencies (2a)
(5 points) | _____ / 5 |
| 6. CODE OF ETHICS STATEMENT - MACTE Competencies (3e)
(5 points) | _____ / 5 |

FINAL GRADE _____ / 100

APPENDIX A - 4
FINAL GRADE SHEET

Classroom Leadership 6.2.5.7

Adult Learner: _____ Instructor: _____

Date: _____

PASS

1. Practicum Handbook
MACTE Competencies – ALL _____
2. Practicum Planning Journal & Reflective Practices
MACTE Competencies - ALL _____
3. Montessori Rating Scale for the Early Childhood Environment
(ECE) – MACTE (2c) _____
4. Child Assessment - MACTE Competencies
(2a, 2b, 2c, 2d, 2e, 2j, 3a, 3b, 3c, 3d, 3e, 3f) _____
5. Scope & Sequence Compilation - MACTE Competency (2b) _____
6. Observation Reports – MACTE Competency (2e) _____
7. MACAR – Normal – MACTE (2g) _____
8. Denver II - MACTE (2g) _____

FINAL GRADE: ____ Pass ____ Resubmit *

***All items 1 – 8 must be submitted.**

APPENDIX A - 5
FINAL GRADE SHEET

Montessori Philosophy/Theory 6.2.5.8

Adult Learner: _____ Instructor: _____

Date: _____

PASS

- 1. Practical Life Rationale Paper _____
- 2. Sensorial Rationale Paper _____
- 3. Language Arts Rationale Paper _____
- 4. Mathematics Rationale Paper _____
- 5. Physical & Life Science (Botany, Zoology & Science)
& Social Studies (History & Geography) Rationale Paper _____

MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

FINAL GRADE: ____ Pass ____ Resubmit *

***All Montessori Key Concepts must be correctly defined and specific curriculum materials identified.**

APPENDIX A-6
FINAL GRADE SHEET

- Observations in Child Development – 6.2.5.9**
- Observation in Practicum – 6.2.5.9**

Adult Learner: _____ Instructor: _____

Date: _____

1. Observation Reports - MACTE Competencies (2e)

- Report #1
- Report #2
- Report #3
- Report #4
- Report #5
- Report #6
- Report #7
- Report #8
- Report #9
- Report #10

FINAL GRADE: ____ Pass ____ Resubmit *

***All 10 reports must be submitted.**

A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-7
FINAL GRADE SHEET

Child Growth and Development/Psychology 6.2.5.10

Adult Learner: _____ Instructor: _____

Date: _____

	Grade
1. EXAMINATIONS - MACTE Competencies (1b)	
Examination #1 _____ (15 points)	____ / 15
Examination #2 _____ (15 points)	____ / 15
Examination #3 _____ (15 points)	____ / 15
Examination #4 _____ (15 points)	____ / 15
2. E- FILE: Community Referral / Intervention Services MACTE Competencies (1d)	____ / 30
____ Parenting (2 points)	
____ Discipline (2 points)	
____ Nutrition (excess sugars, additives) (2 points)	
____ Holidays and Stress (2 points)	
____ Birthday Parties (2 points)	
____ Readiness for Kindergarten (2 points)	
____ Separation Anxiety (2 points)	
____ Biting, Hitting, Temper Tantrums (2 points)	
____ Illnesses (head lice, colds, communicable diseases) (2 points)	
____ Conditions like ADHD, Autism (2 points)	
____ Child Abuse (2 points)	
____ Dealing with Life Situations (death, moving, etc.) (2 points)	
____ Other good ideas that you may have found (2 points)	
____ Notes (2 points)	
____ Handouts (2 points)	
3. Participation in Small Group Presentations (10 points)	____ / 10

FINAL GRADE _____ / 100

Appendix A-8
FINAL GRADE SHEET

Art, Music, Movement, 6.2.5.11

- Art**
- Music**
- Movement**

Adult Learner: _____ Instructor: _____

Date: _____ **Grade** _____

1. PRACTICE SHEETS _____

MACTE Competencies (1c-4, 1c-5)

2. ART MANUAL

- _____ Areas of Curriculum Tabbed (extended past sheet protectors)
- _____ Handouts Logically Integrated
- _____ Art Samples Logically Integrated (3 from each of the 4 disciplines)
- _____ Drawing _____ Painting _____ Printmaking _____ Collage
- _____ Additional Notes
- _____ Aesthetics
- _____ Art Time Line
- _____ The Elements of Art & Principles of Design
- _____ List of Art Books for Children
- _____ List of Art Games & Activities for Children (not online games)
- _____ List of Local Museums, Galleries, Colleges & Programs for Children
- _____ List of Local Artists

3. DOCUMENT IMPLEMENTING THREE (3) ACTIVITIES

- MUSIC _____
- MOVEMENT _____

FINAL GRADE: _____ Pass _____ Resubmit *

***Documentation of all three activities must be submitted.**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-9
FINAL GRADE SHEET

Parent Involvement / Education 6.2.5.12
Child, Family & Community

Adult Learner: _____ Instructor: _____

Date: _____ **Grade**

1. Child, Family, & Community Journal (60 points)
MACTE Competencies – (1d, 2b, 2d, 2e, 2f, 2i, 2j, 3a,3d, 3e, 3f) _____ / 60

2. Classroom Assessment (20 points each, total 40 points)
MACTE Competencies – (2j) _____ / 40

FINAL GRADE _____ / 100

APPENDIX A-10
FINAL GRADE SHEET
PRACTICUM COMPETENCIES
Practicum I 6.2.5.13A Practicum II 6.2.5.13B
Early Childhood Practicum Handbook and Planning & Reflection Journal
MACTE Competencies - ALL

Adult Learner's Name: _____ Circle those that are complete:

Competencies			Attendance	Planning & Reflection Journal	
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	August	<u>August</u>	<u>August</u>
1.A	1.A	1.A	September	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.B	1.B	1.B	October	<u>September</u>	<u>September</u>
1.C-1	1.C-1	1.C-1	November	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.C-2	1.C-2	1.C-2	December	<u>October</u>	<u>October</u>
1.C-3	1.C-3	1.C-3	January	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.C-4	1.C-4	1.C-4	February	<u>November</u>	<u>November</u>
1.C-5	1.C-5	1.C-5	March	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.D	1.D	1.D	April	<u>December</u>	<u>December</u>
2.A	2.A	2.A	May	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.B	2.B	2.B	June	<u>January</u>	<u>January</u>
2.C	2.C	2.C	July	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.D	2.D	2.D	August	<u>February</u>	<u>February</u>
2.E	2.E	2.E	September	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.F	2.F	2.F	October	<u>March</u>	<u>March</u>
2.G	2.G	2.G	November	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.H	2.H	2.H	December	<u>April</u>	<u>April</u>
2.I	2.I	2.I	January	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.J	2.J	2.J	February	<u>May</u>	<u>May</u>
3.A	3.A	3.A	March	Week 1, 2, 3, 4	Week 1, 2, 3, 4
3.B	3.B	3.B	April		
3.C	3.C	3.C	May		
3.D	3.D	3.D	June		
3.E	3.E	3.E	July		
3.F	3.F	3.F	August		
			Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete
			Field Consultant Reports & Dates: #1 _____ #2 _____ #3 _____ If Self-Directed: #4 _____ #5 _____ #6 _____ Supervising Teacher Reports: #1 Dec #2 Apr #3 May		
Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete ete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Observation Reports: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10		

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-11
FINAL GRADE SHEET

MTEC Early Childhood Year-Long Project 6.2.5.15

MACTE Competencies 1a, 1b, 1d, 3c, 3f

DATE OF PRESENTATION _____

Name of Adult Learner _____

Topic _____

_____ Verbal Presentation (18 points)

_____ Organization of presentation (18 points)

_____ Aesthetics of unit (did you bring a presentation board, did you have a table cloth, were the activities laid out in order, were they labeled, and was the overall presentation accurate and attractive? Were the materials age appropriate? (18 points)

_____ Completeness: Were all areas covered, with one show of the three write-ups per person per subject? (18 points)

_____ Album (Graded by Instructor), is it complete? Is it attractive, is it accurate in information, age appropriate, etc? (18 points)

_____ Rationale: Why did you select this topic? (10 points)

Comments:

_____ / 100 Final
Grade

_____ Resubmit /
Re-present

Date of re-presenting if required:

NAME: _____ Appendix B

Early Childhood Enrollment Agreement or Contract

Montessori Teacher Education Center San Francisco Bay Area - Institution
Montessori Early Childhood Teacher Credential Course – Educational Program

1. **Total Number of Clock Hours and Credit Hours:**

320 Academic Clock Hours
540 Practicum Clock Hours
31.5 Semester Credit Units

2. **Total Charges:**

Tuition:	\$3200.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
Total charges for the entire program:	\$4,114.00
Non-Institutional Costs Estimated At:	\$ 450.00

SCHEDULE OF PAYMENT:

INT: _____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)

INT: _____ THE AMS FEE (\$225.00), MACTE FEE (\$164.00), & PRACTICUM FEE (\$400.00)
(IF SELF-DIRECTED, ADDITIONAL \$300.00) ARE DUE JULY 1ST

INITIAL THE FOLLOWING WHERE APPLICABLE:

_____ THE TUITION FEE OF \$3200.00 IS DUE JULY 1ST

_____ OR \$200.00 - \$400.00 FOR EACH OF THE EIGHT (8) CURRICULUM COMPONENTS:

Practical Life	Child Development
Sensorial	Cultural
Mathematics	Practicum I – Due September 1 st
Language Arts	Practicum II – Due January 1 st

Payment is late after the 1st class of each curriculum component and incurs a \$25.00 late fee. Refund, if applicable, will be deducted from the amount paid.

_____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$220.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred. The Student must repay the full amount of the loan; the Student pays no interest. Refund, if applicable, will be deducted from the amount paid.

_____ OR **Third Party Payment**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

_____ OR Other: _____

Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 320 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Early Childhood Teacher Credential with a BA or BS degree. Instruction includes Montessori Philosophy/Theory, Child Development/Psychology, Observation, Practical Life, Sensorial, Mathematics, Language, Art, Music, Movement, Physical and Life Science, Social Studies, Classroom Leadership, Parent Involvement/Education – Child, Family and Community, Year-Long Project and Practicum.

3. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3114.00

Tuition:	\$3200.00
Registration Fee:	\$ 100.00 (Non-Refundable);
AMS Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00
Practicum Fee	\$ 400.00 (Non-Refundable)
Practicum Binder	\$ 25.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$ 450.00

Discount: 10% discount on Tuition for three or more Students from the same school in the same class.

4. STUDENT’S RIGHT TO CANCEL:

(1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

(2) **Refund Policy:**

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangements to pay the difference.

3. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3814.00

Tuition:	\$3200.00
Registration Fee:	\$ 100.00 (Non-Refundable);
AMS Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00
Practicum Fee	\$ 400.00 (Non-Refundable)
Practicum Binder	\$ 25.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$ 450.00

Discount: 10% discount on Tuition for three or more Students from the same school in the same class.

4. STUDENT'S RIGHT TO CANCEL:

(2) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

(2) **Refund Policy:**

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangements to pay the difference.

(3) **Cancellation of Enrollment:**

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

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

5. If the Student obtains a loan to pay for an educational program, the student has the responsibility to

 repay the full amount of the loan plus interest, less the amount of any refund. If the student has

 received federal financial aid funds the student is entitled to a refund of the moneys not paid from

 federal student financial aid program funds.

6. If the Student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

7. TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

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

8. (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

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

10. Required Disclosures:

(a) Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577 – Administrative Office

16492 Foothill Boulevard, San Leandro, CA 94578 – Instructional Campus
790 East Duane Avenue, Sunnyvale, CA 94085 – Instructional Campus
3080 La Selva Street, San Mateo, CA 94403 – Instructional Campus

(b) Period Covered by this Enrollment Agreement: July 1, 2016 – June 30, 2017.

(c) Course Start Date: July 1, 2016 Scheduled Completion Date: June 30, 2017.

(d) Date by which the Student must exercise his or her right to cancel or withdraw:
July 5, 2016

(e) Itemization of all MTEC/SFBA charges and fees including as applicable:

(1) Tuition:	\$3200.00
(2) Registration fee:	\$ 100.00 (Non-Refundable)
(3) Equipment:	NA
(4) Lab supplies or kits:	NA
(5) Textbooks, etc. *	NA – Sold by another company
(6) Uniforms, etc	NA

(7) In-residence housing:	NA
(8) Tutoring:	NA
(9) Assessment fees for transfer of credit	NA
(10) Fee to transfer credit	NA
(f) AMS Fee	\$ 225.00 (Non-Refundable)
MACTE Fee	\$164.00 (Non-Refundable)
BPPE – STRF Fee	\$ 0.00
Practicum Binder	\$ 25.00 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$450.00

11. No distant learning option (BPPE number 17, 18, 19)

Student Signature: _____

Student Name: _____

Street Address	City	State	Zip Code
----------------	------	-------	----------

12. (1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial: _____ **Date:** _____

13. (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial: _____ **Date:** _____

14. THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

15. TOTAL CHARGES DUE UPON ENROLLMENT:

Registration Fee: \$ 100.00 (Non-Refundable)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

Tuition: \$3200.00

Registration Fee: \$ 100.00 (Non-Refundable)

American Montessori Society Fee: \$ 225.00 (Non-Refundable)

MACTE Fee: \$ 164.00 (Non-Refundable)

BPPE – STRF Fee: \$ 0.00

Practicum Fee \$ 400.00 (Non-Refundable)

Practicum Binder: \$ 25.00 (Non-Refundable)

TOTAL CHARGES FOR THE ENTIRE PROGRAM: \$3114.00

Non-Institutional Costs Estimated At: \$ 450.00

16. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the

following applies to you:

1. 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 either by cash guaranteed student loans, or

personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program,

or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment

if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program, other payer,

and you have no separate agreement to repay the third party.

Applications to renew an approval to operate that had been pending action before the former Bureau for

Private Postsecondary and Vocational Education on June 30, 2007 shall be deemed processed as follows:

(1) Applications received prior to January 1, 2006, shall be granted an approval to operate until 2012 (MTEC/SFBA 2015/2019) to coincide with the anniversary date of the current approval to operate.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the

institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate

by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for

re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

17. Non-Degree Disclosure Statement: AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

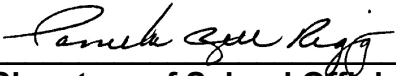
AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

17. I understand that this is a legally binding contract. My signature below certifies that I have read,

understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student

Date



Program Director

Signature of School Official

Title of School Official

Date

APPENDIX C
School Performance Fact Sheet
Early Childhood
Completion Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2015 - 2016	73	73	68	93%
2014 - 2015	77	77	68	88%

Students Completing After Published Program Length (150% Completion Rate)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ⁵	Completion Rate ⁶
2015 - 2016	73	73	68	93%
2014 - 2015	77	77	68	88%

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³ "Graduates" is the number of students who completed the program within 100% of the published program length.

⁴ "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵ "150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶ "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation.

Placement Rates (12 months)

Calendar Year	Number of Students who Began Program	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in Field ⁴	Placement Rate % Employed in Field ⁵	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2015 - 2016	73	68	61	61	98.5%	0	61
2014 - 2015	77	68	68	59	86%	0	59

¹ "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

³ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Annual Salary and Wages Reported by Graduates Employed in the Field³ (12 months)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000+	Students Not Reporting Salary
2015 - 2016	73	68	13	13	15	8	8
2014 - 2015	77	59	20	14	16	9	0

¹. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

². "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³. Salary is as reported by the student. Not all graduates reported salary.

Employment Development Department

Occupational Wages: Preschool Teachers, Except Special Education (SOC Code: 25-2011) in California

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2016	1st Qtr	\$16.72	\$12.68	\$15.47	\$19.22

Demographics of Student Population

Calendar Year	Number of Early Childhood Adult Learners in Practicum	Countries of Origin	Ethnicity	Gender	Age Range	High School / College
2015 - 2016	73	China Colombia El Salvador Egypt Germany India Italy Japan North Korea Philippines Russia Tajikistan Taiwan USA Vietnam Mexico France	Decline- 1 Other- 5 Black/African- 2 Asian Indian- 12 Chinese- 18 Filipino- 8 Japanese- 2 Korean- 2 Mexican- 2 Other Asian- 2 Other Hispanic- 6 Vietnamese- 1 Caucasian- 7	Male- 2 Female- 66 Other- 0	Under 19: 0 20-30: 20 31-40: 41 51-60: 6 61+: 0	High School: 8 Associate: 6 Bachelor's: 40 Masters: 14 PhD: 0 80% have degrees

APPENDIX D
Early Childhood and Infant & Toddler
Non-Degree Disclosure Letter

_____ I have a Bachelor's or Master's Degree *Country Awarded:* _____

Foreign transcripts of college degrees must be evaluated by an accredited agency to determine their equivalency to a United States degree.

_____ I DO NOT have a Bachelor's or Master's Degree

Admission for Early Childhood Candidate

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

I have read and understand my responsibility as an applicant for the Early Childhood course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date

Early Childhood: Montessori Teacher Education Center San Francisco Bay Area
Pamela Rigg, Program Director

Program Director Signature

Date

APPENDIX E
TRANSFER CREDIT
Application and Acknowledgement
Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001

In order to properly assess prior Montessori teacher preparation coursework the following information is required.

Name: _____ Telephone: (____) _____
 Email address: _____
 Address: _____ Date: _____
 City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

1. Transfer between AMS Programs:
 Candidate: Within 3 year time limit following original academic phase.
 AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:
 Review coursework Contact original program – Letter of Good Standing
 AMS Transfer Form and AMS Credential Recommendation Form

2. Transfer for TEP recognized by AMS
 Candidate: Degree level required by AMS
 AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:
 Evaluate coursework (* See Below) Determine minimum requirements
 Theory & philosophy from MTEC-SFBA Explain & require practicum
 Assess & evaluate proficiency & competencies

3. Transfer from TEP not recognized by AMS Not Accepted

*** Early Childhood Level – Montessori Coursework Evaluated & Completed:**

<input type="checkbox"/> Practical Life:	<input type="checkbox"/> Language:	<input type="checkbox"/> Child Development/Observation:
<input type="checkbox"/> Sensorial:	<input type="checkbox"/> Social Studies:	<input type="checkbox"/> Classroom Leadership:
<input type="checkbox"/> Mathematics:	<input type="checkbox"/> Physical & Life Sciences:	<input type="checkbox"/> Child, Family & Community:

***Early Childhood Level - Montessori Coursework to Complete at MTEC:**

<input type="checkbox"/> Theory & Philosophy:	<input type="checkbox"/> Language:	<input type="checkbox"/> Child Development/Observation:
<input type="checkbox"/> Practical Life:	<input type="checkbox"/> Social Studies:	<input type="checkbox"/> Classroom Leadership:
<input type="checkbox"/> Sensorial:	<input type="checkbox"/> Physical & Life Sciences:	<input type="checkbox"/> Child, Family & Community:
<input type="checkbox"/> Mathematics:		<input type="checkbox"/> Practicum

For MTEC-SFBA use only:

MACTE Accredited Institution: _____ Yes _____ No (state reason in comments)
 Documentation Accepted: _____ Yes _____ No
 Financial credit for prior coursework: \$ _____.

Cost of Montessori Coursework to complete: \$ _____.

Signature of Adult Learner

Date

Signature of Program Director

Date

APPENDIX F
CHANGE OF STATUS

Declaration

This Notice Is Important. Keep A Copy for Your Records.

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II
 _____ Administration

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared
This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Early Childhood Assistant
 _____ Elementary Level II _____ Administration

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

MTEC SF Bay Area Official's Signature: _____ Date: _____

APPENDIX G
NOTICE OF CANCELLATION

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue,
San Leandro, CA 94577
School Code #0103001

Buyer's Right to Cancel

Date of First Class: _____

You may cancel this contract for school, without any penalty obligation by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. The school has not given you any equipment or materials for which you would incur a financial obligation. To cancel the contract with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue
San Leandro, CA 94577

NOT LATER THAN: _____

which is at the first class session, or the seventh day after enrollment, whichever is later.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916)
263-1897

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Buyer's Signature

Date

APPENDIX H
NOTICE OF REFUND

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001

1. This Notice Is Important. Keep It For Your Records.

Name _____
Address _____ Telephone _____
City _____ State _____ Zip _____

Course with tuition and hours:

Early Childhood (\$3,200. tuition/320 hours = \$10.00/hour)

2. **Date Refund was made:** _____/_____/_____

3. **Amount of Refund:** \$ _____

4. **Method of Calculating Refund-by pro-ratio:**

5. **Amount Adult Learner Paid:**

6. **Hours of Instruction paid, not attended:** _____ **Hours**

7. **Total hours paid** _____ **Hours**

8. **Equipment Cost** \$ 0.00

9. **Name of entity to which refund was sent:**

10. **Address of entity to which refund was sent:**

Registration Fee: \$100.00 (Nonrefundable) \$ 00.00

Equipment (Materials) Fee: purchased at Adult Learner's discretion \$ 0.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date: _____

APPENDIX I

GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001**

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II
 _____ Administration

I have the following concern: _____

Official receiving the concern/complaint: _____

Action taken by the MTEC SF Bay Area : _____

MTEC SF Bay Area

Signature: _____ Date: _____

APPENDIX J
ASSIGNMENT DUE DATES

September Seminar	Bring: Practicum Handbook Practicum Planning Journal
October Seminar e-mail Paper and Reports	Practical Life Rational Paper* Observation Reports #1 and #2 Bring: Practicum Handbook Planning Journal
November Seminar e-mail Paper and Reports	Sensorial Rational Paper* Observation Reports #3 and #4 Bring: Practicum Handbook Practicum Planning Journal
December Seminar e-mail CFC assignment	Child, Family, and Community assignment Bring: Practicum Handbook Practicum Planning Journal
January Seminar	Bring: Practicum Handbook Practicum Planning Journal
February Seminar e-mail Paper and Reports	Language Arts Rational Paper* Observation Reports #5 and #6 Bring: Practicum Handbook Practicum Planning Journal
March Seminar e-mail Paper and Reports	Mathematics Rational Paper* Observation Report #7 and #8 Bring: Practicum Handbook Practicum Journal
April Seminar	Bring: Practicum Handbook Practicum Planning Journal
May Seminar e-mail Reports	Observation Reports #9 and #10 Bring: Practicum Handbook Practicum Planning Journal
June Seminar	Year-Long Project Bring: Practicum Handbook Practicum Planning Journal

***Assignment Due Dates for Adult Learner's Summer Academic Schedule**

APPENDIX K
GRADUATE PLACEMENT

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001**

Graduate Placement Form

Name: _____ Date: _____
Address: _____ Telephone: _____
City: _____ State: _____ Zip: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I
 _____ Elementary Level II _____ Administration

Starting Date of Course: _____

Completion Date of Course: _____

Have you secured employment in the field for which you were trained by the MTEC/SFBA?

_____ Yes _____ No

What is your salary? _____

APPENDIX L
GRADUATE SELF-ASSESSMENT EARLY CHILDHOOD COURSE

Adult Learner: _____ School: _____

Year Graduated with MTEC-SFBA: _____

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Early Childhood training based upon the competencies.

Scoring Criteria (circle one): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

I. KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the early childhood years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for two & a half (2 ½) through six (6) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5

II. PEDAGOGY	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5

III. TEACHING WITH GRACE & COURTESY	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

APPENDIX M
ADMINISTRATOR ASSESSMENT OF GRADUATES
EARLY CHILDHOOD COURSE

Name of School _____ Adult Learner

Year Graduated with MTEC-SFBA: _____
Dear School Administrator,

As part of the assessment of our teacher preparation course we must gather feedback from outside sources in determining if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the practicum Adult Learner based upon the competencies.

Scoring Criteria (circle one): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

I. KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the early childhood years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for two & a half (2 ½) through six (6) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5

II. PEDAGOGY	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5

Understands the need for planning of instruction, and has a planning journal. (2f)	1	2	3	4	5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1	2	3	4	5
Understands the need for reflective practices, and documents this practice. (2h)	1	2	3	4	5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1	2	3	4	5

III. TEACHING WITH GRACE & COURTESY	Score				
Demonstrates/implements classroom leadership. (3a)	1	2	3	4	5
Demonstrates/implements authentic assessment. (3b)	1	2	3	4	5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1	2	3	4	5
Demonstrates and implements parent/teacher/family partnership. (3d)	1	2	3	4	5
Demonstrates professional responsibilities. (3e)	1	2	3	4	5
Demonstrates innovation and flexibility. (3f)	1	2	3	4	5
COMMENTS:					

APPENDIX N

STUDENT HANDBOOK ACKNOWLEDGEMENT

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577**

School Code #0103001

**I HAVE READ ALL MATERIALS IN THE
EARLY CHILDHOOD STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS**

OF THE MTEC - SFBA

EARLY CHILDHOOD

TEACHER CREDENTIAL COURSE.

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*

**I HAVE REVIEWED THE *FACT SHEET* THAT
I HAVE BEEN PROVIDED IN THE STUDENT HANDBOOK.**

PRINT NAME

SIGNATURE
