

**MONTESSORI TEACHER EDUCATION CENTER**

**SAN FRANCISCO BAY AREA**

**EARLY CHILDHOOD  
TEACHER CREDENTIAL COURSE**

**STUDENT HANDBOOK/ CATALOG**

**2022 – 2023- Summer Intensive  
2022 – 2024 – Year-Round**

**Administrative Office:**

**101 Callan Avenue, Suite #420  
San Leandro, California 94577  
(510) 278-1115      (510) 278-1577 FAX**

**Instructional Locations:**

**San Leandro, CA Campus – 16492 Foothill Boulevard, San Leandro, CA 94578  
Sunnyvale, CA Campus – 790 East Duane Avenue, Sunnyvale, CA. 94085**

**[www.MontessoriTrainingUSA.com](http://www.MontessoriTrainingUSA.com)**

**Time period covered by this Early Childhood Student Handbook:  
Summer Intensive Start Date of July 2022 to Completion Date of June 2023  
Year-Round Start Date of September 2022 to Completion Date of June 2024**

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## INTRODUCTION

### HISTORY, 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 **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 (12) months for the Summer Intensive Schedule and twenty-one (21) 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 child 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 accreditation standards of 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.

#### 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.

**Code of Ethics Policy:**

The Montessori Teacher Education Center San Francisco Bay Area is committed to integrity, ethical practices, and equitable treatment in its relationship with adult learners and with faculty.

**Accreditation – MACTE:**

Montessori Teacher Education Center San Francisco Bay Area holds probation accredited for its Early Childhood Course through March 2, 2021 by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902 (434) 202-7793.

**Affiliation – AMS:**

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

**American Montessori Society**  
116 East 16<sup>th</sup> Street, 6th Floor  
New York, New York, 10003-2163  
Telephone: (212) 358-1250  
Fax: (212) 358-1256  
[www.amshq.org](http://www.amshq.org)

**Student Brochure/Handbook and Practicum Handbook Acknowledgements:**

Prior to executing the *Enrollment Agreement*, the Adult Learner reviews and signs the acknowledgement of receipt in the Student Handbook and Practicum Handbook.

**Course Catalog:**

The *Course Catalog* contains each of the Early Childhood course component syllabi and the Final Grade Sheet for each of the course components.

**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	Jessica Flores
Chief Financial Officer	Stefany Sanchez
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Officer	Jessica Flores
Custodian of Records-Financial	Jessica Flores
Custodian of Academics	Dr. Pamela Zell Rigg
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Jessica Flores
Practicum Coordinator	Maryam Haghbin
Program Director	Dr. Pamela Zell Rigg

## MTEC-SFBA Office Hours:

Office hours are from 8:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays. State and Federal orders for closure are adhered to, and change the usual schedule.

## Levels of Courses:

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

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

## Education Level:

The Early Childhood Teacher Credential Course is post-secondary education. Basic Time Frame for Completion:

The Early Childhood Teacher Credential Course is offered with two schedules:

1. **Summer Intensive Schedule** with the basic time frame for completion of twelve (12) months including the Practicum
2. **Year-Round Schedule** with the basic time frame for completion of twenty-one (21) months including the Practicum

The Early Childhood Course is offered in two schedules at two instructional locations:

### 1. Summer Intensive Schedule

#### Sunnyvale, CA Campus Location Only

- **Academic Schedule** –
  - Monday through Friday from 8:00 AM – 5:00 PM
  - o June 13, 2022 – July 23, 2022
- **Practicum** following the Summer Intensive Schedule:
  - Monday – Friday – minimum of three (3) hours per day
  - o September 1, 2021 – May 31, 2022

- **Practicum Seminar Schedule** –  
Second Saturday of each month from August 2021 through May 2022. June – Year-long Project.

## 2. Year-Round Schedule - San Leandro & Sunnyvale

### A. San Leandro, CA Campus Instructional Location

- **Academic Schedule**  
Practical Life, Sensorial, Language, Mathematics  
Alternate Saturdays from 8:00 AM – 5:00PM  
September 4, 2021 to June 11, 2022
- **Academic & Practicum Schedule Continues in Sunnyvale, CA Campus**  
Physical & Life Science, Social Science, Child Development, Observation, Parent Involvement (Child, Family & Com)  
January 31 – July 24, 2022
- **Practicum:**  
Monday – Friday – minimum of three (3) hours per day  
September 1, 2022 – May 31, 2023
- **Practicum Seminar Schedule at Sunnyvale, CA Campus**  
Second Saturday of each month from August 2022 through May 2023. June 2023 – Year-long Project.

### B. Sunnyvale, CA Campus Instructional Location

- **Academic Schedule**  
Practical Life, Sensorial, Language, Mathematics  
Alternate Saturdays from 8:00 AM – 5:00PM  
September 4, 2021 to June 12, 2022
- **Academic & Practicum Schedule at Sunnyvale, CA Campus**  
Physical & Life Science, Social Science, Child Development, Observation, Parent Involvement (Child, Family & Com)  
January 31 – July 25, 2021
- **Practicum** following the Year-Round Schedule:  
Monday – Friday – minimum of three (3) hours per day  
September 1, 2021 – May 31, 2022
- **Practicum Seminar Schedule**  
Second Saturday of each month from August 2021 through May 2022. June – Year-long Project.

Child Development, Observation in Child Development, Physical & Life Sciences, and Social Studies, Parent Involvement (Child, Family & Community).  
Sundays, 8:00AM – 5:00PM from January 31 – July 25, 2021.

## **Cancellation of Enrollment:**

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

Cancellation of enrollment occurs when the administration office receives a written notice of cancellation. Cancellation notification can be by mail, by hand delivery, by telegram, or by 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 the adult learner no longer wishes to continue the Early Childhood Teacher Credential course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable

Upon cancellation, the school refunds 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. The Adult Learner has access to personal records. Access is granted to the Program Director and the Custodian of Records as well. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the early childhood teacher credential.

**THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE - \$4133.50**

-

**THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM - \$4133.50**

-

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT - \$4133.50**

## **Credits/Units – California State University - East Bay:**

Units of academic credit are available through Extended and Continuing Education, California State University - East Bay. Fee for the credit portion is \$139.00 (or current rate) per semester unit. This fee is paid by check (made payable to CSU-EB) for each course. CSU-EB Extended and Continuing Education is responsible for the university credit portion of this class only.

Forms for receiving academic credit are available at the Center, and at the MTEC-SFBA website. Twenty-three (23) semester units of credit are available for the Early Childhood Teacher Credential course. These units are useful toward partial requirements for

the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC).

## **Student Tuition Recovery Fund**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95843, (916) 574 8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach- out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four

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

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

**Listing of course titles, and semester units follows:**

<b>Title</b>	<b>Semester Units</b>
TED 801C EC Growth and Development	2.0
TED 841C EC Observation in Child Dev	1.0
TED 802C EC Practical Life Curriculum	3.0
TED 842C EC Sensorial Curriculum	3.0
TED 843C EC Mathematics Curriculum	3.0
TED 845C EC Language Arts Curriculum	3.0
TED 845C EC Physical and Life Science Curr (Botany and Zoology)	1.0
TED. 846C EC Social Studies Curriculum (History and Geography)	1.0
TED 847C EC Child, Family and Community	3.0
TED 848C EC Supervised Field Experience I	3.0

**Credits/Units – MTEC, San Francisco Bay Area:**

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that lists the course component titles and the semester units of credit earned. The Early Childhood Teacher Course offers 28 semester units for the coursework, and nine (9) units per semester, total 18, for the practicum.

- EC.01** Practical Life Curriculum, 3 units
- EC.02** Sensorial Curriculum, 3 units
- EC.03** Language Art Curriculum, 3 units
- EC.04** Mathematics Curriculum, 3 units
- EC.05** Physical and Life Sciences Curriculum, 1.5 semester unit  
Botany, Zoology & Science
- EC.06** Social Studies- History & Geography Curricula, 1.5 units
- EC.07** Classroom Leadership, 2 units
- EC.08** Montessori Philosophy/Theory, 2 units

<b>EC.09</b>	Observation in Child Development, 1 units	
<b>EC.10</b>	Child Growth & Development/Psychology, 2 units	
<b>EC.11</b>	Art, Music, Movement Curriculum	1 units
<b>EC.12</b>	Parent Involvement/Education: Child, Family and Community	3 units
<b>EC.13A</b>	Practicum Teaching / Student Teaching I	9 units
<b>6.2.5.13b</b>	Practicum Teaching / Student Teaching II	9 units
<b>6.2.5.14</b>	Practicum Seminars	N/A
<b>6.2.5.15</b>	Year-Long Project	2 units

### **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 Saint Mary's College of California **on-campus coursework**. Both universities charge similar tuition fee of approximately \$15,000. Successful completion of the Early Childhood Teacher Credential Coursework and AMS teacher credential is required to enter the master's degree programs. Bachelor's degree is a pre-requisite.

### **Credential:**

For Adult Learners with a bachelor's degree, the American Montessori Society issues the Montessori Early Childhood Teacher Credential. Adult Learners who do not have a bachelor's degree, the American Montessori Society issues the Montessori **Associate** Early Childhood Teacher Credential. **Signed acknowledgement of this credential difference is due prior to enrollment.**

*See Admission/Credential Requirements for more details.*

### **Certificate of Attendance:**

A Certificate of Attendance is issued by MTEC-SFBA upon successful completion of all course components of the Early Childhood Teacher Credential Course.

### **Library & Other Learning Resources**

Curriculum Practice and Philosophy classes are offered for additionally resources.

Book and Learning recourses are available most Sundays for manual development, philosophy and rationale paper help.

## **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.

English proficiency is required.

Instruction is in English only.

## **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 Montessori schools implement the core curriculum. The foundation components are Montessori Philosophy/Theory and Observation.

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

The knowledge gained in the core curriculum, the foundation curriculum and other course curriculum components are applied, and understanding deepened, through the experience of the nine-month practicum at the early childhood level. The Adult Learner 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 (2 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 are discussed. Peace education is the natural result of the Montessori philosophy.

**6.2.5.9 Observation in Child Development****10 Hours (1 sem. unit)****10 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. Ten (10) observation reports.

**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****16 Hours (1 semester unit)**

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 Hours****16 Hours Lecture****30 Hours Practicum**

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- Practicum I & II 540 Hours (18 semester units)**

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.

**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 the institution to which you seek to transfer. Acceptance of the certificate you earn in Early Childhood is also at the complete discretion of the institution to which you seek to transfer. If the credits or credential that you earn at MTEC-SFBA 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 MTEC-SFBA 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 from Early Childhood will transfer.

**6.2.5.14 Practicum Seminars (\*Additional coursework not included in prior academic coursework)**

6.2.5.4	Mathematics/Fractions/Money/Time	8 hours
6.2.5.7*	Classroom Leadership	32 hours
	Classroom Design & Assessment	
	Positive Discipline	
	Learning Differences	
6.2.5.8	Montessori Philosophy/Peace	8 hours
	Montessori Philosophy/Prepared Environment	
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
		88 hours total

## **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. Content 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 two and one-half to six (2.5 – 6) 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 two and one-half to six (2.5 – 6) 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. Pedagogical Knowledge -**

- 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 Planning Journal 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.

### **Acceptance of Credits earned at Other Institutions**

MTEC- SF BA will transfer units from other MACTE accredited institutions.

The student must submit an Official Transcript from a MACTE accredited Institution in order for credits to be transferred.

### **3. Practice -**

- 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. Content 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. Pedagogical Knowledge -**

- 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. Practice -**

- 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:**

Administrative Office:

101 Callan Avenue, Suite 420, San Leandro, CA. 94577

Instructional Locations:

San Leandro, CA Campus – 16492 Foothill Boulevard, San Leandro, CA. 94578

Sunnyvale, CA Campus – 790 East Duane Avenue, Sunnyvale, CA. 94085

The classrooms are approximately 900 square feet in size and accommodate thirty (30) Adult Learners. An additional room is available for practice. The materials appropriate for each curriculum area are available in the classroom for instructor presentation and Adult Learner practice.

### **Adult Learner to Instructor Ratio:**

The number of adult learners per instructor is 30:1.

### **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)

**Ann Gavey, Instructor**

*Early Childhood 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:**

*Early Childhood Field Consultant Coordinator; Early Childhood Field Consultant; Sensorial Curriculum, Classroom Leadership, and Philosophy (Peace Education and Learning Differences)*

Academic Degrees:

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

Teaching Credentials:

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

**Julie Karlonas, Instructor**

*Art Curriculum*

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)*

**Teresa Moreno *Instructor:***

*Early Childhood Field Consultant; Sensorial Curriculum, Language Curriculum, Mathematics Curriculum, & Philosophy*

Academic Degrees

- *B.A. Human Development, California State University – East Bay (2016)*
- *M.A. Education Leadership, California State University – East Bay (2021)*

Teaching Credentials

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

**(Devika) Sonali Silva, *Instructor:***

*Early Childhood Child Development, Observation in Child Development, Parent Involvement (Child, Family & Community)*

Academic Degrees

- *B.S., Business Administration, University of Phoenix, 2009.*
- *M.A., Education, Saint Catherine University, 2013*

Teaching Credentials

- *AMS Early Childhood Credential, American Montessori Society (2012)*
- *AMS Elementary I Credential, American Montessori Society (2002)*

**Anni Tervydis, *Instructor:***

*Early Childhood Field Consultant; Practical Life Curriculum, Classroom Leadership, Language Arts Curriculum & 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:***

*Early Childhood Field Consultant; Practical Life & Philosophy, Classroom Leadership*

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 - July 1)
American Montessori Society Fee:	\$ 255.00 (Non-Refundable - July 1)
MACTE Fee:	\$ 176.00 (Non-Refundable - July 1)
BPPE – STRF Fee:	\$ 1.50
Practicum Fee:	\$ 400.00 (Non-Refundable)
<b>Total charges for the entire course:</b>	<b>\$4132.50</b>

Practicum visits	\$ 400.00
Each Practicum visits (in addition to three)	\$ 100.00
Non-Institutional Costs Estimated at:	\$ 600.00

Fees do not include books, manuals and supplies (non-institutional costs) estimated to cost approximately \$600.00.

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 monies not paid from federal student financial aid programs.

## Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95843, (916) 574 8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **Payment Schedule:**

Tuition is due in the amount of \$400.00 on the first day of each course component.

There are eight course components (8 course components x \$400.00 = \$3200.00):

Practical Life Curriculum

Child Development & Observation

Sensorial Curriculum  
Language Curriculum  
Mathematics Curriculum

Cultural (Social Studies & Physical/Life Science)  
Practicum I (Child, Family & Community)  
Practicum II (Art, Music, Movement /  
Philosophy, Classroom Leadership)

Adult Learners is charged a \$25.00 Late Payment fee if payment is not received on the first day of the course component.

### **Instructional Materials:**

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$600.00. \*

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.

Manuals are a required purchase as the manuals are the *text* of the lessons of instruction. Manuals are purchase either in paper or in digital form. There is no difference in price; there is no difference in addition requirements for the manuals. Paper or digital the manual require ten (10) Montessori quotes, highlighting, pictures, drawings, and notes. The paper manuals require sheet protectors, tabs, and binder. The paper manuals are physically submitted. The digital manuals are accessed by the instructor on the due date. The digital manuals are accessible through the publisher for one year. After one year your manual is provided to you read-only pdf format.

### **Extended Enrollment and Inactive Enrollment:**

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a re-Registration Fee of \$100.00 to extend or to reactivate the enrollment. The time limit for re-activation of enrollment is 24 months.

### **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 is 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 remits a refund within thirty (30) days following the withdrawal.

### **Refund Schedule at Dismissal:**

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. 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 1<sup>st</sup>.

### **Admission/Credential Requirements:**

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

The candidate who holds a minimum of a postsecondary degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES)-member organization. If the evaluation documents an equivalency to a United States Bachelor's degree, the American Montessori Society Early Childhood Teacher Credential is awarded.

If the NACES-member evaluation service does not evaluate the foreign transcript as equivalent to a United States degree the American Montessori Society **Associate** Early Childhood Teacher Credential is awarded.

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

The **official original transcript evaluation** by a NACES-member service, or a notarized copy, is submitted by the MTEC-San Francisco Bay Area to AMS.

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

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

Applicants for this AMS Early Childhood Teacher Credential course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course. **Signed acknowledgement of this credential difference is due prior to enrollment.**

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

1. B.A. or B.S. degree, or evaluation by a NACES-member service if the degrees was granted outside the United States.  
- Or a high school or GED diploma
2. Three professional letters of recommendation
3. Application with registration fee
4. Statement of purpose for attending the course
5. Interview – virtual or live

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

### **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 other considerations. This inner process, aided by the Center with information, is the critical reflective, and first step, in the admission procedure.

The next step in the admissions procedure is the submission of the application online at [MontessoriTrainingUSA.org](http://MontessoriTrainingUSA.org) website 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.

### **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. Signed acknowledgement of this credential difference is due prior to enrollment.

### **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.

Signed acknowledgement of the Professional Development requirement is due prior to enrollment.

### **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. **Wages for early childhood teachers are found at the U.S. Department of Labor Statistics, Preschool Teacher, Except Special Education, State of California.**

The State of California has requirements that must be met for employment with early childhood age children. Those requirements are met within the early childhood credential course requirements: Child Development (2 Units), Observation in Child Development (1), Parent Involvement/Child, Family & Community, and six (6) units in curriculum.

## **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 make-up of 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 are recorded in the PAS binder, are digitally saved in the individual Adult Learner course grade sheet.

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).

## **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.

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*.

**Incomplete Assignments**

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

**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 directed 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 directed to the Practicum Coordinator.

**Adult Learner Services – Community Referrals**

Mental Health Crisis Hotline - (855) 559-8748  
On-Line Medical Services -  
[book.plushcare.com/urgent\\_care/clinic](http://book.plushcare.com/urgent_care/clinic)

**Student Body Representative:**

The student body selects 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 speaks to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director meets with the faculty to help decide the appropriate action in the particular case. Situations are 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.
9. Cell-phone usage is not permitted during class-time.

(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.

9. ACADEMIC INTEGRITY:

Commitment to and demonstration of honest and moral behavior.

**Children Not Permitted In Class:**

Children are not permitted to attend class.

**Rules of Operation and Conduct – Dismissal Policy:**

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.

**See Refund Policy.**

**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](http://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.

#### **Montessori Accreditation Council for Teacher Education (MACTE)**

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

#### **American Montessori Society (AMS)**

116 East 16<sup>th</sup> 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 AMS or MACTE rules and regulations, or US regulations.

## **Early Childhood 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 ensure all standards, competencies, and objectives for the practicum are met by the Adult Learner. The minimum practicum hours are 540 scheduled as stated above (minimum of three (3) hours per day, Monday through Friday for nine (9) consecutive months).

## **Early Childhood Practicum Entry Requirements:**

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Practical Life, Sensorial, Language Arts, Mathematics, Child Development, Physical & Life Sciences, and Social Studies.
2. Practicum Site Agreement by Site Administrator.
3. Practicum Supervising Teacher Agreement by Supervising Teacher, & copy of Montessori Early Childhood Teacher Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement.
6. Signed Professional Development Requirement.
7. Payment of Field Consultant Visit Fee, Practicum Binder Fee, AMS Fee, MACTE Fee, BPPE Fee, and Practicum I Tuition Fee.
8. Online enrollment in Practicum I and Practicum II, and completion of the AMS Early Childhood Recommendation form.

## **Early Childhood 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 classroom 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**

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

**Due date: Summer – Monday following the curriculum**

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**

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 assignments in the Practicum Binder:  
Planning Journal & Reflections;  
Competencies Sheet;  
Attendance Record at the Practicum Site;  
Field Consultant Observation Reports;  
Observation Reports by Adult Learner  
Personal File Documents;

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

2. The Adult Learner submits ten observation reports. Observations 1 – 5 are due at the Practicum seminar in December. Observations 6 – 10 are due at the Practicum seminar in May.

**Due date: At indicated practicum seminars: December & May**

**Course Extension by Adult Learner:**

Should an Adult learner request a time extension for the completion of all course requirements, the Adult Learner is encouraged to limit the extension to 6 months. A maximum of 2 years is accepted under extenuating circumstances.

**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:**

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 an AMS-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. 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 the institution to which you seek to transfer. Acceptance of the certificate you earn in MTEC-SFBA is also at the complete discretion of the institution to which you seek to transfer. If the credits or credential that you earn at MTEC-SFBA 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 MTEC-SFBA 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 from MTEC-SFBA 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 in the future even though you earned units at MTEC-SFBA. In addition, if you earn a 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.

### **Cancellation of the Early Childhood Course Policy:**

MTEC-SFBA has never, in forty (40) years of operation, ever cancelled a course. If it did MTEC-SFBA would inform the adult learners as soon as this happened. Fees paid from MTEC-SFBA would be refunded within 48 hours to the adult learners.

### **Instructional Calendars: 2022 – 2023**

See APPENDIX N

**APPENDIX – A1**  
**FINAL GRADE SHEET**

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

- 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:

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

**GRADE**

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  
(1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) – (20 points)

\_\_\_\_\_/20

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

**FINAL GRADE** \_\_\_\_\_/100

## 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)

**Botany Manual** (15 points)

\_\_\_\_\_/ 15

Photos:  
& Pictures  
Drawings:

**Zoology Manual** (15 points)

\_\_\_\_\_/ 15

Photos:  
& Pictures  
Drawings:

2. DEMONSTRATION TEST - MACTE Competencies (1c-1, 2a)

**Botany** (10 points)

\_\_\_\_\_/ 10

**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)

- Botany** (10 points) \_\_\_\_\_/ 10
- Zoology** (10 points) \_\_\_\_\_/ 10

5. PRACTICE SHEET - MACTE Competencies (2a) \_\_\_\_\_/ 5  
 (5 points)

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

6. CODE OF ETHICS STATEMENT – MACTE Competency (3e) \_\_\_\_\_/ 5  
 (5 points)

**FINAL GRADE \_\_\_\_\_/ 100**

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)

- History Manual** (15 points) \_\_\_\_\_/ 15  
 Pictures:  
 Drawings:  
 Photos:

- Geography Manual** (15 points) \_\_\_\_\_/ 15  
 Pictures:  
 Drawings:

Photos:

2. DEMONSTRATION TEST - MACTE Competencies (2a)
- History** (10 points) \_\_\_\_\_/ 10
  - Geography** (10 points) \_\_\_\_\_/ 10
3. RATIONALE PAPER - MACTE Competencies \_\_\_\_\_/ 20  
(1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) - (20 points)
4. WRITTEN EXAMINATION - MACTE Competencies (2b)
- History** (10 points) \_\_\_\_\_/ 10
  - Geography** (10 points) \_\_\_\_\_/ 10
5. PRACTICE SHEET - MACTE Competencies (2a) \_\_\_\_\_/ 5  
(5 points)
6. CODE OF ETHICS STATEMENT - MACTE Competencies (3e) \_\_\_\_\_/ 5  
(5 points)

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

**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.**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
<b>P</b>	All items 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.**

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

**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.**

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

**APPENDIX A-7**

**FINAL GRADE SHEET**

**Child Growth and Development/Psychology 6.2.5.10**

Adult Learner:

Instructor:

Date:

	<b>Grade</b>
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)	

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

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	Points
A+	97 - 100

<b>A</b>	93 - 96
<b>A-</b>	89 - 92
<b>B+</b>	85 - 88
<b>B</b>	81 - 84
<b>B-</b>	78 - 80
<b>P</b>	All items submitted

**FINAL GRADE:** \_\_\_\_ Pass \_\_\_\_ Resubmit \*

**\*Documentation of all three activities must be 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

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

**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	
FALL	WINTER	SPRING	August	August Week 1, 2, 3, 4	August Week 1, 2, 3, 4
1.A	1.A	1.A	September	September Week 1, 2, 3, 4	September Week 1, 2, 3, 4
1.B	1.B	1.B	October	October	October
1.C-1	1.C-1	1.C-1	November	Week 1, 2, 3, 4 November	Week 1, 2, 3, 4 November
1.C-2	1.C-2	1.C-2	December	Week 1, 2, 3, 4 December	Week 1, 2, 3, 4 December
1.C-3	1.C-3	1.C-3	January	Week 1, 2, 3, 4 January	Week 1, 2, 3, 4 January
1.C-4	1.C-4	1.C-4	February	Week 1, 2, 3, 4 February	Week 1, 2, 3, 4 February
1.C-5	1.C-5	1.C-5	March	Week 1, 2, 3, 4 March	Week 1, 2, 3, 4 March
1.D	1.D	1.D	April	Week 1, 2, 3, 4 April	Week 1, 2, 3, 4 April
2.A	2.A	2.A	May	Week 1, 2, 3, 4 May	Week 1, 2, 3, 4 May
2.B	2.B	2.B		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.C	2.C	2.C		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.D	2.D	2.D		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.E	2.E	2.E		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.F	2.F	2.F		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.G	2.G	2.G		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.H	2.H	2.H		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.I	2.I	2.I		Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.J	2.J	2.J		Week 1, 2, 3, 4	Week 1, 2, 3, 4
3.A	3.A	3.A			
3.B	3.B	3.B			
3.C	3.C	3.C			
3.D	3.D	3.D			
3.E	3.E	3.E			
3.F	3.F	3.F			
			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		

**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:

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

\_\_\_\_\_ / 100 Final \_\_\_\_\_ Resubmit /  
Grade Re-present

Date of re-presenting if required: \_\_\_\_\_

**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:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Practicum Fee:	\$ 400.00 (Non-Refundable)
<b>Total charges for the entire program:</b>	<b>\$4132.50</b>
Non-Institutional Costs Estimated At:	\$ 600.00

**SCHEDULE OF PAYMENT:**

- INT: \_\_\_\_\_ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)
- INT: \_\_\_\_\_ THE AMS FEE (\$255.00), MACTE FEE (\$176.00), & FIELD CONSULTANT PRACTICUM VISITS FEE (\$400.00) (IF SELF-DIRECTED, ADDITIONAL \$300.00) ARE DUE JULY 1<sup>ST</sup>

**INITIAL THE FOLLOWING WHERE APPLICABLE:**

- \_\_\_\_\_ THE TUITION FEE OF \$3200.00 IS DUE JULY 1<sup>ST</sup>
- \_\_\_\_\_ 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 <sup>st</sup> |
| Language Arts  | Practicum II – Due January 1 <sup>st</sup>  |

Payment is late after the 1<sup>st</sup> 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 1<sup>ST</sup> OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1<sup>ST</sup> 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:

### **3. 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 I & II.

### **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 arrangement 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 Credit 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 at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**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](http://www.bppe.ca.gov)

**10. Required Disclosures:**

- (a) Montessori Teacher Education Center San Francisco Bay Area  
101 Callan Avenue, Suite 420, San Leandro, CA 94577 – Administrative Office  
16492 Foothill Boulevard, San Leandro, CA 94578 – Instructional Campus  
790 East Duane Avenue, Sunnyvale, CA. 94085 – Instructional Campus
- (b) Period Covered by this Enrollment Agreement: July 1, 2020 – June 30, 2021.
- (c) Course Start Date: July 1, 2021 Scheduled Completion Date: June 30, 2022.
- (d) Date by which the Student must exercise his or her right to cancel or withdraw:  
July 5, 2021.
- (e) Itemization of all MTEC/SFBA charges and fees including as applicable: On Page 1.

11. No distant learning option unless Shelter-in-Place requires it.

**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. Student Tuition Recovery Fund (STRF).**

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.

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.

**16. 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. Professional Development Guidelines:** Upon receipt of the American Montessori Society Infant and Toddler Teacher Credential, Early Childhood Teacher Credential, Elementary I Teacher Credential or the Elementary I-II Teacher Credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Teacher 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."

**18. Accreditation and Affiliation:** The Montessori Teacher Education Center San Francisco Bay Area holds MACTE provisional accreditation and AMS provisional affiliation through October 1, 2020. Re-accreditation and re-affiliation occur in March 2021.

**19. 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**



**July 1, 2022**

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**Dr. Pamela Zell Rigg**

---

**Date**

**APPENDIX C**  
**MONTESSORI TEACHER EDUCATION CENTER**  
**SAN FRANCISCO BAY AREA**  
 101 Callan Avenue, Suite 420  
 San Leandro, CA 94577  
 (510) 278-1115 [www.montessoritrainingusa.com](http://www.montessoritrainingusa.com)

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2020 & 2021**

**Early Childhood Course – 12 Months – 860 Hours**

**On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

<b>Calendar Year</b>	<b>Number of Students who Began the Program<sup>1</sup></b>	<b>Students Available for Graduation<sup>2</sup></b>	<b>Number of On-time Graduates<sup>3</sup></b>	<b>On-Time Completion Rate<sup>4</sup></b>
2020	83	83	79	95%
2021	63	63	58	92%

**Student's Initials:**

**Date:**

Initial only after you have had sufficient time to read and understand the information.

**Students Completing Within 150% of the Published Program Length**

<b>Calendar Year</b>	<b>Number of Students who Began the Program<sup>1</sup></b>	<b>Students Available for Graduation<sup>2</sup></b>	<b>150% Graduates<sup>5</sup></b>	<b>150% Completion Rate<sup>6</sup></b>
2021	63	63	58	92%
2020	83	83	79	95%

**Student's Initials:**

**Date:**

Initial only after you have had sufficient time to read and understand the information.

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**Job Placement Rates**

includes data for the two calendar years prior to reporting

<b>Calendar Year</b>	<b>Number of Students Who Began Program<sup>1</sup></b>	<b>Number of Graduates<sup>3</sup></b>	<b>Graduates Available for Employment<sup>7</sup></b>	<b>Graduates Employed in the Field<sup>9</sup></b>	<b>Placement Rate % Employed in the Field<sup>10</sup></b>
2020	83	79	58	53	91%
2021	63	58	58	58	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

**Gainfully Employed Categories**

includes data for the two calendar years prior to reporting

**Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field 20 – 29 Hours Per Week</b>	<b>Graduates Employed in the Field at Least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2020		53	53
2021		58	58

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Position</b>	<b>Total Graduates Employed in the Field</b>
2020	53	0	53

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Initial only after you have had sufficient time to read and understand the information.

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 SAN FRANCISCO BAY AREA  
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**Self-Employed / Freelance Positions**  
 includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	0	53
2021	0	58

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Initial only after you have had sufficient time to read and understand the information.

**Institutional Employment**  
 includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2020	0	53
2021	0	58

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Initial only after you have had sufficient time to read and understand the information.

**License Examination Passage Rates – NA – No License Examination**  
 (includes data for the two calendar years prior to reporting)

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

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**Salary and Wages Information**  
 (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000 - \$25,000	\$25,001 - \$30,000	\$35,001 - \$40,000	\$45,001 - \$50,000	No Salary Information Reported
2020	58	53	3	24	20	6	0
2021	58	58		21	34	0	2

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school. The list of sources is found in the Student Handbook, under *Occupation/Career Information and Placement Services*, which refers to the US Department of Labor Statistics, *Preschool Teachers, except Special Education, for the State of California*.

Link to the US Department of Labor Statistics  
<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

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### **Cost of Educational Program**

Total Charges for the program for students competing on-time in 2022- 2023: **\$4132.50**.  
Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2021-2022: **\$4,112.50**.  
Total charges may be higher for students that do not complete on time.

**THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE - \$4133.50**

-

**THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM - \$4133.50**

-

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT - \$4133.50**

**Student's Initials:**

**Date:**

Initial only after you have had sufficient time to read and understand the information.

### **Federal Student Loan Debt**

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

**Student's Initials:**

**Date:**

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education.  
Regardless of any information you may have relating to completion rates, placement

rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**MONTESSORI TEACHER EDUCATION CENTER  
SAN FRANCISCO BAY AREA  
101 Callan Avenue, Suite 420  
San Leandro, CA 94577  
(510) 278-1115 [www.montessoritrainingusa.com](http://www.montessoritrainingusa.com)**

### Definitions

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. • “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the 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.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program. •

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program. “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.**

**MONTESSORI TEACHER EDUCATION CENTER  
SAN FRANCISCO BAY AREA  
101 Callan Avenue, Suite 420  
San Leandro, CA 94577  
(510) 278-1115 [www.montessoritrainingusa.com](http://www.montessoritrainingusa.com)**

## **STUDENT’S RIGHT TO CANCEL**

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.

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 arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

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.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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**  
**101 Callan Avenue Suite #420, 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 | <input type="checkbox"/> Child, Family & Community:     |
|  | Sciences:                                |   |
- \*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 | <input type="checkbox"/> Child, Family & Community:     |
| <input type="checkbox"/> Mathematics:         | Sciences:                                | <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  
101 Callan Avenue Suite #420, 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  
101 Callan Avenue Suite #420, 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  
101 Callan Avenue, Suite 420  
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  
1747 N. Market Blvd. Suite 225, Sacramento, CA 95834  
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818**

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  
101 Callan Avenue Suite #420, San Leandro, CA 94577  
School Code #0103001**

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

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Hours Attended \_\_\_\_\_

Course with tuition and hours:

**Early Childhood** (\$3,200. tuition/324 hours = \$9.88/hour)

2. Date Refund was made: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3. Amount of Refund: \$ \_\_\_\_\_

4. Method of Calculating Refund-by pro-ration:

5. Amount Adult Learner Paid: \_\_\_\_\_

6. Hours of Instruction paid, not attended: \_\_\_\_\_ Hours

7. Total hours paid \_\_\_\_\_ Hours

8. Equipment Cost \$ 0.00

9. Amount currently due: \_\_\_\_\_

10. Refund Due: \_\_\_\_\_

11. Name and Address of entity to which refund was sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration Fee: \$100.00 (Non-refundable) \$ 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  
101 Callan Avenue Suite #420, 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**

<b>September Practicum Seminar</b>	<b>Bring: Practicum Binder Classroom Leadership -Assignment Due</b>
<b>October Practicum Seminar</b>	<b>Bring: Practicum Binder Child, Family &amp; Community -Assignment Due</b>
<b>November Practicum Seminar</b>	<b>Bring: Practicum Binder Child, Family &amp; Community -Assignment Due</b>
<b>December Practicum Seminar</b>	<b>Bring: Practicum Binder Classroom Leadership &amp; Observation Reports #1 - #5 -Assignment Due</b>
<b>January Practicum Seminar</b>	<b>Bring: Practicum Binder</b>
<b>February Practicum Seminar</b>	<b>Bring: Practicum Binder Money &amp; Fraction Manuals Due</b>
<b>March Practicum Seminar</b>	<b>Bring: Practicum Binder</b>
<b>April Practicum Seminar</b>	<b>Bring: Practicum Binder</b>
<b>May Practicum Seminar</b>	<b>Bring: Practicum Binder Observation Reports #6 - #10 Due</b>



**APPENDIX K**

**STUDENT PERFORMANCE FACT SHEET INFORMATION**

**Montessori Teacher Education Center San Francisco Bay Area  
101 Callan Avenue Suite #420, San Leandro, CA 94577  
School Code #0103001**

**Graduate Placement Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course: Early Childhood

Starting Date of Course: \_\_\_\_\_

Completion Date of Course: \_\_\_\_\_

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

Yes

No

2. How many hours are you working per week: \_\_\_\_\_ hours/week

3. What is your salary:

\_\_\_ \$25,000 - \$30,000

\_\_\_ \$30,001 - \$35,000

\_\_\_ \$35,001 - \$40,000

\_\_\_ \$40,001 - \$50,000

## 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. CONTENT 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. PEDAGOGICAL KNOWLEDGE	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. PRACTICE	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
<b>COMMENTS:</b>	

## APPENDIX L

### ADMINISTRATOR ASSESSMENT OF GRADUATE 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. CONTENT 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. PEDAGOGICAL KNOWLEDGE	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. PRACTICE	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 –  
Montessori Early Childhood Teacher Credential Course  
San Leandro, CA Campus**

<b>Beginning Date: September 2021 and Ending Date: June 2023</b>	
<b>Classes Conducted at the San Leandro CA Campus:</b>	
<b>1. Practical Life &amp; Philosophy – Course #: 12887</b> Instructor: Heng Chen Single Course Tuition Fee - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> September 4, 18, & October 2, 16, 30, 2021
<b>2. Sensorial &amp; Philosophy – Course # 23451</b> Instructor: Maryam Haghbin Single Course Tuition Fee - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> November 20 & December 4 & 18, 2021 January 15 & 29, 2022
<b>3. Language Art &amp; Philosophy – Course # 23456</b> Instructor: Mary Cooper Single Course Tuition Fee - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> February 5 & 19, March 5, & 19, April 2, 2022
<b>4. Mathematics &amp; Philosophy – Course # 23461</b> Instructor: Teresa Moreno Single Course Tuition - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> & 30, May 14 & 28, and , 2022
<b>Classes Conducted at the Sunnyvale, CA Campus:</b>	
<b>5. Child Development/Psychology with Observation Course # 12800 &amp; 12749</b> Instructor: Sonali Silva Single Course Tuition Fee - \$400.00 *May be taken in second year*	<b>Sundays 8:00 AM - 5:00 PM</b> May 15, 22, & 29, and June 5 & 12, 2022
<b>6A. Physical &amp; Life Science (Botany/Zoology) &amp; Philosophy Course #12778</b> Instructor: Ann Gavey Single Course Tuition Fee - \$200.00	<b>Saturday &amp; Sunday 8:00 AM - 5:00 PM</b> July 16 & 17, 2022
<b>6B. Social Studies (Botany/Zoology) &amp; Philosophy Instructor: Ann Gavey Course #12751</b> Single Course Tuition Fee - \$200.00	<b>Saturday &amp; Sunday 8:00 AM - 5:00 PM</b> July 23 & 24, 2022
<b>7. Practicum I Seminars Tuition Fee-\$400.00</b>	<b>Saturdays 8:00 AM - 5:00 PM</b>
Classroom Leadership (MRS & Observation) #12821 Parent Involvement/Ed.- (Child, Family & Community)#12862 Parent Involvement/Ed.- (Child, Family & Community)#12862 Classroom Leadership (Positive Discipline Part I)#12821 Classroom Leadership (Positive Discipline Part II)#12821	August 13, 2022 September 10, 2022 October 8, 2022 November 12, 2022 December 10, 2022
<b>8. Practicum II Seminars Tuition Fee-\$400.00</b>	<b>Saturdays 8:00 AM - 5:00 PM</b>
Mathematics (Money & Fractions) Art, Music, & Movement (Part I)#12838 Art, Music, & Movement (Part II)#12838 Montessori Philosophy (Peace Education)#12907 Classroom Leadership (Learning Differences) #12821 Yearlong Project #12857	January 14, 2023 February 11, 2023 March 11, 2023 April 8, 2023 May 13, 2023 June 3 & 4, 2023

**Montessori Early Childhood Teacher Credential Course  
Sunnyvale, CA Campus  
Year-Round Schedule – Section A**

<b>Beginning Date: September 2021 and Ending Date: June 2023</b>	
<b>Classes Conducted at the Sunnyvale, CA Campus:</b>	
<b>1. Practical Life &amp; Philosophy – Course #: 23426</b> Instructor: Phia Topacio Single Course Tuition Fee - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> September 4, 18, & October 2, 16, 30, 2021
<b>2. Sensorial &amp; Philosophy – Course # 23431</b> Instructor: Maryam Haghbin Single Course Tuition Fee - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> November 13 & 27, December 11, 2021 January 8 & 22, 2022
<b>3. Language Art &amp; Philosophy – Course # 12890</b> Instructor: Anni Tervydis Single Course Tuition Fee - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> February 5 & 19, March 5, & 19, April 2, 2022
<b>4. Mathematics &amp; Philosophy – Course # 23441</b> Instructor: Heng Chen Single Course Tuition - \$400.00	<b>Saturdays 8:00 AM - 5:00 PM</b> & 30, May 14 & 28, and , 2022
<b>Classes Conducted at the Sunnyvale, CA Campus:</b>	
<b>5. Child Development/Psychology with Observation Course # 12800 &amp; 12749</b> Instructor: Sonali Silva Single Course Tuition Fee - \$400.00 *May be taken in second year*	<b>Sundays 8:00 AM - 5:00 PM</b> May 15, 22, & 29, and June 5 & 12, 2022
<b>6A. Physical &amp; Life Science (Botany/Zoology) &amp; Philosophy Course #12778</b> Instructor: Ann Gavey Single Course Tuition Fee - \$200.00	<b>Saturday &amp; Sunday 8:00 AM - 5:00 PM</b> July 16 & 17, 2022
<b>6B. Social Studies (Botany/Zoology) &amp; Philosophy Instructor: Ann Gavey Course #12751</b> Single Course Tuition Fee - \$200.00	<b>Saturday &amp; Sunday 8:00 AM - 5:00 PM</b> July 23 & 24, 2022
<b>7. Practicum I Seminars Tuition Fee-\$400.00</b> Classroom Leadership (MRS & Observation) #12821 Parent Involvement/Ed.- (Child, Family & Community)#12862 Parent Involvement/Ed.- (Child, Family & Community)#12862 Classroom Leadership (Positive Discipline Part I)#12821 Classroom Leadership (Positive Discipline Part II)#12821	<b>Saturdays 8:00 AM - 5:00 PM</b> August 13, 2022 September 10, 2022 October 8, 2022 November 12, 2022 December 10, 2022
<b>8. Practicum II Seminars Tuition Fee-\$400.00</b> Mathematics (Money & Fractions) Art, Music, & Movement (Part I)#12838 Art, Music, & Movement (Part II)#12838 Montessori Philosophy (Peace Education)#12907 Classroom Leadership (Learning Differences)-12821 Yearlong Project#12857	<b>Saturdays 8:00 AM - 5:00 PM</b> January 14, 2023 February 11, 2023 March 11, 2023 April 8, 2023 May 13, 2023 June 3 & 4, 2023

**Montessori Early Childhood Teacher Credential Course  
Sunnyvale, CA Campus  
Year-Round Schedule – Section B**

<b>Beginning Date: September 2021 and Ending Date: June 2023</b>	
<b>Classes Conducted at the Sunnyvale, CA Campus:</b>	
<b>1. Practical Life &amp; Philosophy</b> <b>Course # 23446</b> Instructor: Elizabeth Thurairatnam Single Course Tuition Fee - \$400.00	<b><u>Saturdays 8:00 AM - 5:00 PM</u></b> September 11 & 25, October 9 & 23, November 6, 2021
<b>2. Sensorial &amp; Philosophy</b> <b>Course # 13063</b> Instructor: Phia Topacio Single Course Tuition Fee - \$400.00	<b><u>Saturdays 8:00 AM - 5:00 PM</u></b> November 20, December 4 & 18, 2021 January 15 & 29, 2022
<b>3. Language Art &amp; Philosophy</b> <b>Course #23436</b> Instructor: Anni Tervdis Single Course Tuition Fee - \$400.00	<b><u>Saturdays 8:00 AM - 5:00 PM</u></b> February 12 & 26, March 12, & 26, April 9, 2022
<b>4. Mathematics &amp; Philosophy</b> <b>Course # 12901</b> Instructor: Heng Chen Single Course Tuition - \$400.00	<b><u>Saturdays 8:00 AM - 5:00 PM</u></b> & 21, & 18, 2022
<b>Classes Conducted at the Sunnyvale, CA Campus:</b>	
<b>5. Child Development/Psychology with Observation #12800 &amp; #12749</b> Instructor: Sonali Silva Single Course Tuition Fee - \$400.00	<b><u>Sundays 8:00 AM - 5:00 PM</u></b> May 15, 22, & 29, and June 5 & 12, 2022 *May be taken in second year*
<b>6A. Physical &amp; Life Science (Botany/Zoology) &amp; Philosophy #12778</b> Instructor: Ann Gavey Single Course Tuition Fee - \$200.00	<b><u>Saturday &amp; Sunday 8:00 AM - 5:00 PM</u></b> July 16 & 17, 2022
<b>6B. Social Studies (Botany/Zoology) &amp; Philosophy #12751</b> Instructor: Ann Gavey Single Course Tuition Fee - \$200.00	<b><u>Saturday &amp; Sunday 8:00 AM - 5:00 PM</u></b> July 23 & 24, 2022
<b>7. Practicum I Seminars</b> <b>Tuition Fee-\$400.00</b> Classroom Leadership (MRS & Observation)#12821 Parent Involvement/Ed.- (Child, Family, & Community)#12862 Parent Involvement/Ed.- (Child, Family, & Community)#12862 Classroom Leadership(Positive Discipline Part I)#12821 Classroom Leadership (Positive Discipline Part II)#12821	<b><u>Saturdays 8:00 AM - 5:00 PM</u></b> August 13, 2022 September 10, 2022 October 8, 2022 November 12, 2022 December 10, 2022
<b>8. Practicum II Seminars</b> <b>Tuition Fee-\$400.00</b> Mathematics (Money & Fractions) Art, Music, & Movement (Part I)#12838 Art, Music, & Movement (Part II)#12838 Montessori Philosophy (Peace Education)#12907 Classroom Leadership (Learning Differences)#12821 Yearlong Project #12857	<b><u>Saturdays 8:00 AM - 5:00 PM</u></b> January 14, 2023 February 11, 2023 March 11, 2023 April 8, 2023 May 13, 2023 June 3, 2023

**Schedule subject to change. Go to MTEC/SFBA website to verify schedule.**

APPENDIX N

**Infant & Toddler, Early Childhood, Elementary I  
& Elementary I-II Teacher Credential Graduates**

**Professional Development Requirement Disclosure Letter**

**“Professional Development Guidelines:**

Upon receipt of the American Montessori Society Infant and Toddler Teacher Credential, Early Childhood Teacher Credential, Elementary I Teacher Credential or the Elementary I-II Teacher Credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Teacher 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.”

...as found in the *Student Handbook*.

\_\_\_\_\_  
Adult Learner Name (print)

\_\_\_\_\_  
Adult Learner Signature

\_\_\_\_\_  
Date

**Montessori Teacher Education Center San Francisco Bay Area**

**Dr. Pamela Zell Rigg, Program Director**

  
\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

APPENDIX O

Early Childhood, Infant & Toddler, and Elementary  
Montessori Teacher Credential Disclosure & Commitment Letter

\_\_\_\_\_ I wish to declare my intention to enter the Montessori teacher credential course:

\_\_\_\_\_ Infant & Toddler Techer Credential Course

\_\_\_\_\_ Early Childhood Techer Credential Course

\_\_\_\_\_ Elementary Techer Credential Course

I understand that MTEC-SFBA will register me as an adult learner with the American Montessori Society (\$240.00) and Montessori Accreditation Council for Teacher Education (\$171.00). Payment of these fees are due immediately in addition to signing the **Enrollment Agreement located in Appendix B.**

\_\_\_\_\_ I have **not decided** to declare commitment to enter the teacher credential course at this time. I am enrolling in a single course component. No AMS or MACTE fees are due.

\_\_\_\_\_ I do **not** wish to declare commitment to enter the full teacher credential course. I am enrolling in a single course component. No AMS or MACTE fees are due.

I understand that should I later decide to declare commitment to enrolling in the Montessori Teacher Credential Course the registration with AMS and MACTE and payment of their fees are due July 1<sup>st</sup>, in addition to the signed *Enrollment Agreement*.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pamela Rigg, Program Director Signature

\_\_\_\_\_  
Date

**APPENDIX P**

**STUDENT HANDBOOK ACKNOWLEDGEMENT**

**Montessori Teacher Education Center San Francisco Bay Area  
101 Callan Avenue Suite #420, 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  
*STUDENT PERFORMANCE FACT SHEET* THAT  
I HAVE BEEN PROVIDED IN THE STUDENT HANDBOOK.**

---

PRINT NAME

---

SIGNATURE

---

DATE

