

**STUDENT HANDBOOK/CATALOG**

**MONTESSORI ELEMENTARY LEVEL I  
TEACHER CREDENTIAL COURSE**

**Administrative Office:**

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

**Academic Coursework:**

790 East Duane Avenue, Building S  
Sunnyvale, CA 94085

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

***Approved by the State of California  
Bureau for Private Postsecondary Education***

Time period covered by this Elementary Level I Handbook:  
Course Start Date: 7/1/2021 to Scheduled Completion Date: 6/30/2022

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## **Distant Learning Disclosure Statement Elementary I Teacher Credential Course**

The Montessori Teacher Education Center San Francisco Bay Area does not have permanent authorization by AMS, as the affiliate organization, or MACTE, as the accrediting organization, to provide instruction and apply for adult learner credentialing via distant learning.

MTEC-SFBA has been granted “temporary” authorization to provide distant learning until in-person instruction is permitted in Santa Clara, State of California. The covid19 situation changes often, so a specific date for the return of our in-person instruction cannot be guaranteed. The anticipated date is January 1, 2021 for in-person instruction though this date is solely at the discretion of the Bay Area county cited above.

Since April 2020 MTEC-SFBA has provided a continuity of scheduled instruction with the same curricula, the same instructors, and the same assignments as have previously with the in-person instruction.

The change from in-person to distant learner instruction is the requirement for distant learners is with practice and presentation of curriculum materials. Three techniques have been implemented:

- Use of *Virtual Montessori Materials* for download, print and practice.
- MTEC-SFBA card material in Google classroom for download and practice
- Assembly of home materials for practice (science experiments in history & geography)

The above materials were practiced under the supervision of the instructor during regular class time, rather as it would occur in-person.

Assignments, as before, are submitted via e-mail: Rational Paper & Code of Ethics.

Manual assignment is submitted virtually as the adult learner pages through their manual.

Practice Sheets are submitted at the conclusion of the course via email.

Attendance is recorded via ZOOM and the tech assistant assigned to the instructor.

Grades for all assignments and final grade for a course are viewed in your personal web-based account at the Program’s website.

## **CODE OF ETHICS**

### **Principle I – Commitment to the Adult Learner**

#### In fulfillment of the obligation to the Adult Educator:

1. Shall encourage independent action in the pursuit of learning;
2. Shall protect the opportunity to provide for participation in teacher training Programs without regard to race, sex, color, creed or national origin;
3. Shall protect the health and safety of Adult Learners;
4. Shall honor professional commitments, maintain obligations and contracts while never soliciting nor involving Adult Learners in schemes for commercial gain;
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

### **Principle II – Commitment to the Public**

The MTEC-SFBA shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

#### In fulfilling these goals, the MTEC-SFBA:

1. Shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish MTEC-SFBA views from the official position of the AMS;
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

### **Principle III – Commitment to the Profession**

The MTEC-SFBA makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

#### In fulfilling these goals, the MTEC-SFBA:

1. Shall extend just and equitable treatment to all members of the Montessori education profession;
2. Shall represent his or her own professional qualification with clarity and true intent;
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications;
4. Shall use honest and effective methods of administering duties, use of time, and conducting business.

As American Montessori Society affiliate program, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the Adult Learners we serve. We will do whatever is within our talents and capacity to protect the right of each Adult Learner to have the freedom and opportunity to develop his/her full potential.

*Adopted by the MTEC-SFBA from the American Montessori Society Code of Ethics*

*October 1969, June 1975, October 2008, 2010, and updated by MTEC-SFBA 2020*

## **INTRODUCTION**

### **History, Mission Statement & Philosophy**

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

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

Due to continuing demand in the Bay Area, the Sunnyvale, CA Campus was established with all course levels for both the year-round and the summer intensive schedule. All Practicum Seminars are conducted at the Sunnyvale, CA Campus. The Foster City, CA campus was recently added at the Early Childhood level with the year-round schedule only. The administrative office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577 and no classes are conducted at the administrative office.

**This Student Handbook is for the Elementary Level I Teacher Credential Course**, which prepares the Adult Learner for working with students six to nine years old as a Head Teacher. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

The **mission** of the Montessori Teacher Education Center San Francisco Bay Area is to provide infant and toddler courses, early childhood courses, and elementary courses for adults that lead to competencies required to meet the requirements of providing a quality Montessori educational experience for children and students, and to employment in a Montessori educational setting as a teacher at the appropriate level.

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

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

This Student Handbook contains detailed information regarding the Elementary Level I Teacher Credential Course that prepares Adult Learners to work as a Head Teacher with students six to nine years old. However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns.

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

## STUDENT TUITION RECOVERY FUND – FORM 4

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

### **Bureau for Private Postsecondary Education**

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

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

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

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

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

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

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a Student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed Student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse

proceeds received by the school prior to closure in excess of tuition and other costs.

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

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

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

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

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

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):**

The Montessori Teacher Education Center San Francisco Bay Area is approved #22400, which expires March 22, 2022.

### **Montessori Elementary Level I Teacher Credential Course: 420 Academic hours and 1080 Practicum minimum hours**

**Instruction is only at the Sunnyvale, CA campus during the Summer Schedule & the Year-Round Schedule.** The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum portfolio planning journal and handbook, and observations must be completed. There are occupational requirements for licensing at this time in California. Schedule of paying tuition are available. Prospective enrollees are encouraged to visit the physical facilities at Sunnyvale, CA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request. Adult Learners who are seriously

considering the Elementary Level I Course receive the Practicum Binder. The class syllabus is provided for Adult Learners on the first day of each course-component instruction and the full set of syllabi are contained in the *Course Catalogue* contained in the Practicum Binder.

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

**Bureau for Private Postsecondary Education**

California State Department of Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing:

P.O. Box 980818

West Sacramento, CA 95798-0818

Toll Free Number: (888) 370-7589

Fax: (916) 263-1897

**Truth in Advertising:**

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

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

**Accreditation Status – MACTE**

Montessori Teacher Education Center San Francisco Bay Area holds Accreditation Status by the Montessori Accreditation Council for Teacher Education (MACTE),

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

**Affiliation Status – AMS:**

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society through March 22, 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

**Approved - BPPE:**

Montessori Teacher Education Center - San Francisco Bay Area is a private institution, and is approved by the Bureau of Private Postsecondary Education, State of California through March 22, 2022. Approval to operate means compliance with state standards as set forth by BPPE.

**Student Brochure and Course Specific Brochure:**

Prior to executing the *Enrollment Agreement*, the Adult Learner must review and sign the acknowledgement of receipt of the *Student Handbook* and *Practicum Handbook*.

**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 Zell Kreuzer | Secretary |
| Dr. Richard Rigg     | Treasurer |

**Officials:**

|                                  |                      |
|----------------------------------|----------------------|
| Admissions & Credentialing       | Samantha Benson      |
| Chief Financial Officer          | Steffany Sanchez     |
| Complaint Designee               | Dr. Pamela Zell Rigg |
| Credentialing Coordinator        | Samantha Benson,     |
| Financial Records                | Edith Vasquez        |
| Custodian of Academics           | Edith Vasquez        |
| Foreign Student Supervisor       | Dr. Pamela Zell Rigg |
| Placement Officer                | Dr. Pamela Zell Rigg |
| Elementary Practicum Coordinator | Linda Aaquist        |
| Program Director                 | Dr. Pamela Zell Rigg |

**MTEC-SFBA Office Hours:**

Office hours are from 9:00 AM to 5:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

**Levels of Courses:**

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

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

### **Basic Time Frame for Completion:**

The Elementary Level I Academic Course is offered in two schedules:

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

Practicum following the Summer Intensive Schedule:

  - **September – May**

Basic time frame for completion of Summer Intensive Schedule:

  - **13 months**
  
2. **Year-Round Academic:**
  - **Weekends: September through June**

Practicum following Year-Round Schedule:

  - **September through May**

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

  - **22 months**

### **Cancellation of Enrollment:**

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

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that there is no longer a wish to continue the Elementary Level I 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 and days attended, within 30 days after notice of cancellation is received.

### **Confidentiality:**

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner

has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the Montessori Elementary Level I Credential.

**Credits/Units - MTEC-SFBA:**

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details the Elementary Level I classes and the units of credit earned. Upon successful completion of the Elementary Level I Teacher Credential Course, thirty-four (34)-semester units for the coursework, and eighteen (18) semester units for the practicum are issued.

|       |                                  |                     |
|-------|----------------------------------|---------------------|
| El.01 | Mathematics Curriculum           | (6 Semester Units)  |
| El.02 | Geometry Curriculum              | (3 Semester Unit)   |
| El.03 | Language Curriculum              | (6 Semester Units)  |
| El.04 | Geography Curriculum             | (3 Semester Units)  |
| El.05 | History Curriculum               | (2 Semester Units)  |
| El.06 | Biology Curriculum               | (3 Semester Units)  |
| El.07 | Physical Science Curriculum      | (1 Semester Unit)   |
| El.08 | Curriculum Design                | (2 Semester Units)  |
| El.09 | Classroom Leadership             | (1 Semester Unit)   |
| El.10 | Montessori Philosophy Curriculum | (3 Semester Units)  |
| El.11 | Child Development                | (1 Semester Unit)   |
| El.12 | Practical Life                   | (3 Semester Units)  |
| El.13 | Movement and Physical Education  | (0.3 Semester Unit) |
| El.14 | Arts Curriculum                  | (0.5 Semester Unit) |
| El.15 | Music Curriculum                 | (0.3 Semester Unit) |
| El.16 | Practicum Teaching               | (18 Semester Units) |
| El.17 | Practicum Seminars               | (various)           |
| El.18 | Year-long Project                |                     |

**Master's Degree Available**

Master degree from Saint Catherine University, Saint Paul, MN is offered with an additional fifteen (15) units of **on-line coursework**, and college tuition fee of about \$15,000, upon successful completion of the Elementary Level I Coursework and the AMS teacher credential. Master degree from Saint Mary's College, Moraga, CA is offered on the same basis with the coursework in-person on the Saint Mary's campus.

**Credential:**

Upon successful completion of all course components of the Montessori Elementary Level I Teacher Credential Course, a Certificate of Attendance is issued

by MTEC-SFBA; the American Montessori Society issues the Montessori Elementary Level I Teacher Credential.

See *Admission/Credential Requirements* for more details.

### **Certificate of Attendance:**

Upon successful completion of all course components of the Montessori Elementary Level I Teacher Course, a Certificate of Attendance is issued by MTEC-SFBA.

### **English as a Second Language:**

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

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

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

### **Description of the Elementary Level I Teacher Credential Course:**

The Montessori Elementary Level I Teacher Credential Course is comprised of 420 academic hours in-residence, and a minimum of 1080 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Elementary I Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Elementary I teacher. The core curriculums include Mathematics, Geometry, Language, Geography, History, Biological Sciences, Curriculum Design & Strategies, and Classroom Leadership.

Foundation course components provide the Adult Learner with the rationale for why and how to implement the core curriculum. The foundation components are Montessori Philosophy Curriculum and Practical Life Curriculum.

Other course components provide the Adult Learner with additional information that deepen the understanding for the student and enrich the classroom experience. The other courses components are Child Development, Movement & Physical Education, Art, and Music.

The knowledge gained in the core curriculum, the foundation and other course components are applied and deepened through the experience of the nine-month practicum at the Elementary Level I level. In the practicum the Adult Learner exemplifies a support of the student'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.

### **Course Description of Classes, Clock Hours and Credits:**

#### **EI.01 Mathematics Curriculum (Core) 77 Hours (6 units)**

Philosophy and rationale of the curriculum area of mathematics to include the study of the concept of number and quantitative relationships, base ten systems, four fundamental operations, laws of arithmetic. Measurement (time, space, weight, money), ratio and proportion (fractions, percentage, decimals), problem-solving, exponential notation. Preparation for algebra (concept of unknown, equations in the concrete), probability and statistics (data collection and methods of data display).

#### **EI.02 Geometry Curriculum (Core) 28 Hours (3 units)**

Philosophy and rationale of the curriculum area of geometry to include the study of three dimensional and two-dimensional geometric shapes, nomenclature of geometric concepts, relationships and shapes, equivalence, congruence and similarity, and area and volume.

#### **EI.03 Language Curriculum (Core) 70 Hours (6 units)**

Philosophy and rationale of the curriculum area of language arts to include the study of expressive and receptive language to include oral language of speaking and listening, writing and reading, grammar functions, and structural grammar (analysis), in addition to word study and mechanics. Literature, library reference and research skills.

#### **EI.04 Geography Curriculum, Functional Geography(Core)42 Hours (3 units)**

Philosophy and rationale of the curriculum area of geography to include the study of physical geography, political geography with globes, maps, land forms, and flags. The student's place in the world, vertical and horizontal knowledge of the earth, geological and climatological phenomena of the earth, economic and ethnological geography, and astronomy.

**EI.05 History Curriculum (Core) 21 Hours (2 units)**

Philosophy and rationale of the curriculum area of history to include the study of the great lessons of history and fundamental needs of humans, time concepts, introduction to the cosmos (formation of the earth), timeline of life, time line of humans (cultural, philosophical, technological, and artistic development) and history of the country and state or province.

**EI.06 Biology Curriculum (Botany & Zoology (Core) 35 Hours (3 units)**

Philosophy and rationale of the curriculum area of biology to include the study of the criteria for classifying living and non-living, the five kingdoms. In zoology the first level includes classification, main characteristics, external parts and habitat. The second level includes classification and internal parts, and vegetative functions. Botany includes nomenclature and classification, characteristics, external parts, habitat, internal parts, and functions, study of the prokaryote, eukaryote, and fungi kingdoms, human anatomy and ecology.

**EI.07 Physical Science Curriculum (Core) 7 Hours (1 unit)**

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

**EI.08 Curriculum Design (Core) 32 Hours (2 units)**

Theories of curriculum development are studied in addition to the creation of original material and reconfiguration of current learning materials.

**EI.09 Classroom Leadership (Core) 8 Hours (1 unit)**

Starting a new class in addition to the study of the preparation of the physical environment, development of a schedule, and the spiritual and psychological conditions of the environment, the role of the teacher as initiator, observer, group leader, and keeper of records. Introducing the Adult Learner new to Montessori in the classroom, developing a partnership with families, and respecting cultural differences and diversity.

\*The role of the teacher as initiator, observer, group leader, and keeper of records.

**EI.10 Montessori Philosophy Curriculum 48 Hours (3 units)**

Montessori's view of child development with four planes of development to include the study of the development of intelligence, the development of language, moral development, social development, cognitive and logical-mathematical development. Characteristics of the child from six to twelve and their implication for design of the Montessori elementary curriculum, current theories and research, and the child's developmental processes to include physical, social and personality, cognitive and logical-mathematical, learning styles, multiple intelligence, giftedness, learning challenges and the child's relationship to the culture, and peace education.

**EI.11 Child Development Curriculum****16 Hours (1 units)**

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

**EI.12 Practical Life Curriculum –****16 Hours (1 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.

**EI.13. Movement and Physical Education****3 Hours (.2 units)**

Philosophy and rationale of the curriculum area of movement and physical education to include the study of laterality, time-space relationships, position in space, balance, coordination (muscular, eye-hand, hand-hand, hand-leg), body image, integrative activities, and group games.

**EI.14. Art Curriculum****8 Hours (0.5 units)**

Philosophy and rational of the curriculum area of art to include the study of 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.

**EI.15. Music Curriculum****5 Hours (0.3 units)**

Philosophy and rational of the curriculum area of music to include the study of materials that aid in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and music history.

**EI.16 Practicum Teaching****1080 Hours Minimum**

The function of the Practicum 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. The practicum is for nine consecutive months, five days per week, six hours per day.

**EI.17 Practicum Seminars (hours included in above coursework)**

|       |                                  |          |
|-------|----------------------------------|----------|
| EI.08 | Curriculum Design                | 16 Hours |
| EI.09 | Classroom Leadership             | 8 Hours  |
| EI.10 | Montessori Philosophy Curriculum | 8 Hours  |
| EI.11 | Practical Life Curriculum        | 16 Hours |
| EI.12 | Child Development Curriculum     | 16 Hours |
| EI.13 | Movement & Physical Education    | 3 Hours  |
| EI.14 | Art Curriculum                   | 8 Hours  |
| EI.15 | Music Curriculum                 | 5 Hours  |

## Second Summer Coursework

|        |                                   |          |
|--------|-----------------------------------|----------|
| EI.04  | Geography (Functional) Curriculum | 28 Hours |
| EI.06  | Physical Science Curriculum       | 7 Hours  |
| EI.08  | Curriculum Design                 | 16 Hours |
| EI.10  | Montessori Philosophy Curriculum  | 5 Hours  |
| EI.18. | Year-long Project                 | 4 Hours  |

### **EI.18 Year-long Project**

**4 Hours**

#### **Objectives:**

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Elementary Level I 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 prenatal to three (3) 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 prenatal to three (3) years old.
- c. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.
- d. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

#### **2. Pedagogy 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 year-long project in the study of a child.
- h. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Portfolio is maintained by the Adult Learner during the practicum.
- i. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- j. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

### **3. 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 Elementary Level I 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 infant and toddler years;
- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for birth - 3 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:**

Year-Round Schedule of classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

Summer Schedule of classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size, and accommodates up to thirty (30) Adult Learners. The materials appropriate for Elementary Level I environment are available in the classroom for instructor presentation and Adult Learner practice.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577.

### **Faculty and their Qualifications:**

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

#### Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)

- *Ph.D. Math, Science & Technology in Education*, 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)

**Linda Aaquist, Practicum Coordinator, Field Consultant, Instructor**

*Biological Sciences Curriculum, Physical Science Curriculum, History Curriculum, Geography Curriculum, Classroom Leadership, Curriculum Design, & Philosophy*

Academic Degrees:

- *B.S Geology, University of Alberta (1971)*
- *M.A Elementary Education, University of Phoenix, Reno, NV (2008)*

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1988)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (1990)
- *AMS Elementary Level I-II Teacher Credential*, American Montessori Society (1996)

**Brigitte Frost, Instructor**

*Geometry Curriculum, Mathematics Curriculum, & Philosophy*

Academic Degrees:

- *B.A Psychology, University of Dallas (1987)*
- *M.A. Education, Loyola College (2002)*

Teaching Credentials:

- *AMS Elementary Level I-II Teacher Credential*, American Montessori Society (2001)

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**Ann Gavey, Field Consultant, Instructor**

*Language Curriculum - Grammar, 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 (2013)

**Ariadne Georgeou, Instructor**

*Mathematics Curriculum & Philosophy*

Academic Degrees:

- *B.A. Education*, University of Cyprus (2004)
- *M.Ed.*, Boston University (2016)

Teaching Credentials:

- *AMS Elementary Level I Credential*, American Montessori Society (2010)
- *AMS Elementary Level I-II Credential*, American Montessori Society (2020)

**Amanda Hallahan, Instructor**

*Mathematics Curriculum, Geometry Curriculum & Philosophy*

Academic Degrees:

- *B.A. Liberal Studies*, Sonoma State University (2006)

Teaching Credentials:

- *AMS Elementary Level I Credential*, American Montessori Society (2010)
- *AMS Elementary Level I-II Credential*, American Montessori Society (2017)

**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)
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### **Wanda Whitehead, Instructor**

*Language Curriculum (Word Study) & Philosophy*

### Academic Degrees

- *B.A. Liberal Arts*, California State University, San Jose (1972)

### Teaching Credentials

- *AMS Elementary Level I-II Teacher Credential*, American Montessori Society (1996)
- *California State Teaching Credential, Fifth year*
- *AMS Infant & Toddler Credential*, American Montessori Society (2012)

### **Instructor/Adult Learner Ratio:**

Instructor to adult learner ratio does not exceed 1/30.

### **Housing:**

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

### **Nondiscrimination 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.

## T

### **Tuition, Fees and Other Charges:**

|  |                            |
|--|----------------------------|
| Tuition:                                     | \$4500.00                  |
| Registration Fee:                            | \$ 100.00 (Non-Refundable) |
| American Montessori Society Fee:             | \$ 240.00 (Non-Refundable) |
| MACTE Fee:                                   | \$ 166.00 (Non-Refundable) |
| BPPE – STRF Fee:                             | \$ 0.00 (Non-Refundable)   |
| Practicum Field Consultant Visits Fee        | \$ 400.00 (Non-Refundable) |
| <b>Total charges for the entire program:</b> | <b>\$5406.00</b>           |

|  |            |
|--|------------|
| Non-Institutional Costs Estimated At:        | \$ 800.00* |
| Each Practicum visits (in addition to three) | \$ 100.00  |

### **Monthly installments may be arranged.**

\*Fees do not include books, manuals and supplies (Non-Institutional Costs) estimated at approximately \$800.00.

**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 money not paid from federal student financial aid programs.

### **Payment Plans & Schedule:**

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments:
  - A. Summer Course Payment Schedule:
    - Initial installment: \$2,000.00 prior to or upon beginning the coursework.
    - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July. \*
  - B. Year-Round Course Payment Schedule:
    - Payment of each course prior or upon beginning of the first class. \* (\$450.00 per course – ten courses)
    -

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

### **Instructional Materials:**

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$800.00.\*

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

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

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

For enrollment that extends beyond the twelve (13) month completion date for the summer schedule or twenty-one (22) months for the year-round schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a Re-Registration Fee of \$100.00 to extend or to reactivate the enrollment.

### **Cancellation of Enrollment/Withdrawal:**

Cancellation/Withdrawal of enrollment occurs when you give written notice of cancellation to MTEC-SFBA. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation/withdrawal, 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 the MTEC-SFBA 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.

### **Withdrawal Policy & Refund Policy & Schedule:**

Adult Learners have the right to withdraw from the course at any time with Notification of Withdrawal in writing. Full tuition 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 is the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangement to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school will remit a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered.

### **Financial Aid and Scholarships:**

The MTEC-SFBA does not participate in Federal or State financial aid programs.

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

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 Process & Degree Requirement:**

#### **Degree Candidate:**

The candidate for the American Montessori Society Elementary Level I Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university. The candidate who holds a degree from a foreign college or university the degree must be evaluated to determine if it is equivalent to a United States degree. The degree is evaluated by a National Association of Credential Evaluation Services (NACES) member organization. If the evaluation provides an equivalency to a United States Bachelor's degree, then the American Montessori Society Elementary Level I Credential is awarded.

## **Degree Requirement for AMS Elementary I Teacher Credential:**

**The American Montessori Society requires a BS or BA degree minimum for the issuance of the Elementary Level I Teacher Credential. If the degree is from another country and meets the requirement for a teacher credential in that country the AMS issues the teacher credential with the “degree issued from (country name).**

## **Application Documents:**

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

1. Official transcript of the B.A. or B.S. degree.  
Evaluation by a NACES member service is required of degrees granted outside the United States.
2. Three signed professional letters of recommendation.
3. Application on line at the website with registration fee. (non-refundable)
4. Statement of purpose for attending the Course.
5. Interview.

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

## **Admission Process & Criteria for Selection:**

The admission process 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: familial needs, time and financial constraints, professional suitability, and further consideration. This inner process, aided by the Center with information, is the critical reflective, and first, step in the admissions procedure. The next step in the admissions procedure is the creation of the account/application online at [MontessoriTrainingUSA.org](http://MontessoriTrainingUSA.org) along with the registration fee of \$100.00. The complete application documentation is submitted online. An email acknowledging receipt of the account/application information and documents (or the need to submit lacking documents) is sent to the applicant.

### **Admission/Selection - Ability to Benefit:**

Based upon the documents submitted from the *Admission Process* 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.

### **Transfer Policy:**

Transfer into the program is permitted from a MACTE-accredited program at the same level of credentialing. See Appendix E.

### **Foreign Student Requirements:**

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

### **I-20 Procedures:**

There is a \$275 I-20 processing fee, and a \$100. Application Fee. **The total cost is \$375.00.**

Include the following information in your communication for the I-20:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Country and City of birth
- Dependent, if applicable.
- Current Visa status if in the United States
- Date you intend to start the MTEC credential program
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement from you or a relative who formally agrees to support you financially. The funding may come from several different sources but must total \$17,000.
- If you are a transfer student, a copy of your current I-20 as well your current school information.
- If you need to convert to an F-1 Status, students are required to pay \$600 processing fee to process all paperwork for the US Embassy.

When the above information is provided in one batch, you are admitted to the MTEC-SFBA credential program with a formal letter of admission.

If in the United States and a current student at another school, a Student Transfer form is mailed to the prospective student and the Letter of Acceptance.

If in the United States and another Visa, a "Change of Status" F-1 is mailed to the student.

If not in the United States, an "Initial" Status F-1 is mailed to the student. Take the F-1 and Letter of Acceptance to the United States Embassy in your country in order have the F-1 student visa approved.

**Pay the SEVIS I-901 Fee on line by credit card.** <http://www.ice.gov/sevis/i901/index.htm>).

**After you have attended your first class at MTEC-SFBA, you will need to send us an e-mail letting us know that you have begun the Credential course. Your attendance will be verified and then you are placed in "Activate Status" as an I-20 student with MTEC-SFBA. If you need to contact us, e-mail [administration@montessoritrainingusa.com](mailto:administration@montessoritrainingusa.com).**

### **Curricular Practical Training (CPT):**

CPT Authorization is available to F-1 students in Practicum. The Practicum is a paid position at a Montessori school, and a requirement of the Credential course.

The I-20 CPT update to the I-20 charges a processing fee of \$275.00. The practicum is a requirement of the American Montessori Society for the issuance of the teacher credential.

The practicum at the Elementary Level I is full time (over 35 hours per week). Note that a practicum is defined as supervised employment of limited duration, with education and experience being its primary function.

#### **General Requirements:**

- The student must be in good academic standing, must be enrolled in an MTEC AMS credential course, and must currently be on F-1 status.
- A student authorized for a total of 12 months of full time Curricular Practical Training (CPT) is not eligible for Optional Practical Training (OPT) for the current credential course.
- The CPT is the Practicum phase of the AMS Credential course. The practicum is a requirement for the completion of the MTEC course. The "job" is an integral part of the student's course of study.
- Full-time CPT requires at least part-time enrollment at MTEC-SFBA, since the student must receive course credit for the practicum.

#### **Specific Requirements:**

- A student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT.

- The MTEC Office will authorize Curricular Practical Training for a specific employer and for a specific period of time. Employment may not begin before the first day of classes and may not end any later than the last day of classes.
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

**Procedure:**

- Choose a school that qualifies for Practicum. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your prospective employer.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment and verifies that the position is not a continuous, full-benefit job.
- Email the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office: [Info@MontessoriTrainingUSA.com](mailto:Info@MontessoriTrainingUSA.com)
- There is a \$275 processing charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be noted on your I-20 and mailed to you.

**Professional Development Policy:**

Upon receipt of the American Montessori Society Elementary Level I Teacher credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Elementary I 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.

**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. Financial records and academic records are separately maintained. Adult Learners' records are maintained indefinitely.

### **Occupation/Career Information and Placement Services:**

Successful completion of the Montessori Elementary I Teacher Credential Course meets the requirements for a career with students of that age in a Montessori educational setting. The typical employment position is Elementary 6 - 9 Head Teacher or Director. 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.

### **Attendance Policy: Absence & Tardy Arrival:**

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to MTEC-SFBA to make up the class work: *See Make-Up Classes below.*

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

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

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

### **Make-Up Policy:**

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

make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

### **Cancellation of Course Policy:**

MTEC-SFBA has never cancelled a course. In March 2020, for the first time, classes (not the course) were postponed for three weeks while the Center moved to a distant learning model. Short a major disaster, for which the Center has no control, courses are not cancelled, but postponed.

### **Grading and Adult Learner Assessment Policy:**

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

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

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

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:**

Academic advisement is by the individual instructor.

Academic course-level advisement is by the Program Director.

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

Teacher credentialing and state permits are directed to the Credentialing Officer.

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

Practicum placement are to be addressed to the Practicum Coordinator.

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

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

Career/placement service is on the website under *Resources* - employment opportunities.

### **Adult Learner Assessment of Instructor:**

Adult Learner assessment of the instructor is done following the completion of the instructor's curriculum instruction.

### **Student Body Representative:**

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

### **General Policies - Code of Conduct:**

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

#### **Note:**

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
2. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires re-taking 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 session.
6. No smoking in the classrooms or on the school grounds.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
8. Use of cell phones is not permitted
9. During the class no pictures are permitted to be posted on social media
10. Confidentiality is maintained regarding any discussion or event during

Class.

(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 binder requirements.
- c. Arranging of observation visits by the Field Consultant
- d. Financial obligations to MTEC, AMS, and MACTE.
- e. Final Evaluations

7. FINAL EVALUATIONS:

The Adult Learner must satisfactorily complete all assignments, including written and practical evaluations.

8. TIME LIMIT:

The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a two-year time period following the course’s official end of the academic phase for which the Adult Learner was enrolled. Continuation beyond AMS time limit can be extended with the approval of the Program Director.

See “*Extended Enrollment/Inactive Enrollment*” for more information.

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

**Children Not Permitted in Class:**

Children are not permitted to attend class.

**Dismissal Policy - Rules of Conduct & Academic Integrity:**

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.

**Dismissal Policy - Probation:**

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 Procedure:**

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. Unresolved complaints/concerns may be addressed to BPPE and/or MACTE. (See page 4.)

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

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

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

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

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

116 East 16<sup>th</sup> Street, Sixth Floor  
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 Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of 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 in conflict with BPPE, AMS or MACTE policies or guidelines.

### **Elementary Level I Practicum:**

The practicum is a necessary requirement for the successful completion of the Elementary Level I 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 Elementary Level I 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 six (6) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 1080 as stated above.

### **Elementary Level I Practicum Entry Requirement Policy:**

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Mathematics I & II, Language Arts I & II (Grammar & Word Study/Mechanics), Geometry/Fractions, Biological Sciences, Geography, and History
  1. Practicum Site Agreement by Administrator.

2. Practicum Supervising Teacher Agreement & copy of Montessori Elementary Level I or Elementary Level I-II Credential.
3. Signed Acknowledgement of receipt of Student Handbook & Practicum Handbook.
4. Signed Acknowledgement of Non-Degree Disclosure Statement.
5. Signed Acknowledgement of Professional Development Disclosure Statement.
6. Signed Acknowledgement Out-of-Area Disclosure Statement
7. Signed Enrollment Agreement
8. Signed Acknowledgement of School Performance Fact Sheet (SPFS)
9. Payment: Practicum Field Consultant Visit Fee, AMS Fee, MACTE Fee, and BPPE Fee.
10. Online enrollment in Practicum Seminars I and Practicum Seminars II.

### **Elementary Level I 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 non-sectarian 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 students from six to nine years age span to allow the Adult Learner to follow the developmental stages of students 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 curriculum materials.
9. The environment must be designed and equipped to meet the developmental needs of the students served. The environment must include elementary-size furnishings and a full array of recommended

Montessori elementary level I curriculum materials. AMS recommended materials lists are available on the AMS website.

10. The Adult Learner is not to be asked to assume total responsibility for a group without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of the 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 and monthly conference call to the practicum coordinator. Self-directed practicum is supported with a monthly conference Call.
11. A single Field Consultant is assigned to the Adult Learner for the observation visits. Field Consultants are verified and approved by MTEC-SFBA.

### **Elementary Level I Practicum Field Consultant:**

The Field Consultant visits the Adult Learner at the practicum site (a minimum of three times during the school year). 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 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 Elementary Level I curriculum materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the teaching experiences.
5. Discussing classroom leadership techniques.
6. Review of the Practicum Handbook, Competencies Portfolio, Practicum Planning Journal, Reflective Practitioner Portfolio, and the Attendance.

A record of the consultation visits is made by the Adult Learner and the Field Consultant. The Field Consultant observation reports of the visits are available for the Adult Learner and placed in the Adult Learner's Practicum Binder. Three visits are paid by the MTEC-SFBA through the Practicum Field Consultant Fee charged to the Adult Learner. Additional visits are at the expense of the Adult Learner.

### **Supervising Teacher Requirements:**

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



Development and maintenance of the *Curriculum Manuals*.

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

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

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

A written examination is required in each curriculum area. The written examinations are due in February of the practicum year.

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

### **Practicum:**

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

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

The Adult Learner submits observation reports due at the Practicum Seminars. Observation 1 - 5 are due at the December Practicum Seminar, Observation 6 - 10 is due at the April Practicum Seminar.

### **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 (or Administrator if self-directed), and the three (3) observation reports of the Field Consultant.

### **Academic Expectations, Grading and Assessment:**

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:

### 1. Transfer from another AMS Program

For transfer of a current adult learner to MTEC-SFBA:

***The candidate is:***

Within the three-year time limit following the original academic phase;  
and A current member of AMS

***MTEC-SFBA:***

- Reviews and evaluates previously completed academic and practicum work, with an application fee of \$100.00; and
- receives written notification of the fees and time required to complete all transfer requirements to be submitted by the candidate; and
- the original program is contacted to determine if the adult learner is in good standing including fulfillment of financial obligations; and
- MTEC-SFBA submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

### 2. Transfer from Teacher Education Program recognized by AMS & MACTE Accredited

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

***The candidate:***

Has a degree in keeping with AMS credential requirements; and  
is a current AMS member or register as an adult learner;

MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate;

MTEC-SFBA utilizes proficiency pretesting to plan for a program of study;

MTEC-SFBA determines the minimum requirement of the academic phase that the candidate must take to fulfill AMS qualifications,

MTEC-SFABA requires all candidates to take Montessori theory and philosophy from MTEC-SFBA;

MTEC-SFABA determines the practicum requirements the candidate meets per the requirements of an AMS;

MTEC-SFABA assess and evaluate proficiency as required by MTEC-SFBA; and MTEC-SFABA ensure that all the requirements are met;

MTEC-SFABA submits the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

### **3. Transfer from Teacher Education Programs not recognized by AMS**

Transfer of credits from Montessori programs not recognized by AMS are not accepted. The candidate must take the full AMS credential course.

#### **Transferability of Units and Degrees:**

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

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

Units earned in our Elementary Level I Credential Course, in most cases, will not be transferable to any other college or university.

#### **Certificate of Attendance:**

A Certificate of Attendance is conferred by the Center 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, and in all phases of the practicum, and tuition and fees have been paid.

#### **Reading List and Text:**

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

*Advanced Montessori Method 2*  
*Education and Peace*  
*Education for a New World*  
*Education for Human Development*  
*From Childhood to Adolescence*

*Montessori Today*  
*The Formation of Man*  
*To Educate the Human Potential*

*Botany Manuals I & II*  
*Chemistry (Second Summer)*  
*Fraction Manual I*  
*Functional Geography Manual (Second Summer)*  
*Geography Manual I*  
*Geometry Manual I*  
*History manuals I & II*  
*Language Arts manuals I, II, III & IV*  
*Mathematics Manuals I & II*  
*Physical Geology (Second Summer)*  
*Physics (Second Summer)*  
*Zoology Manuals I & II*

**The Following 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. Glue stick for mounting pictures in the manuals.
3. One quality set of scissors.
4. White-out for potential errors.
5. Graph paper
6. Eighteen (18) 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 2,000 pages.
9. Digital camera/cell phone.

**State Requirements for Employment:**

The State of California has **no** requirements for teachers of student in **private** elementary schools.

The teacher credential issued by the California Commission on Teacher Credentialing (CCTC) is required by California public schools. The Elementary Level I coursework taken at MTEC-SFBA is **not** recognized by the CCTC

### **Summer Instructional Calendar:**

Seven weeks, Monday through Friday 8:00AM to 5:00PM. Check Website.  
Sunnyvale, CA Campus

### **Year-Round Instructional Calendar:**

Saturdays and/or Sundays from 8:00AM to 5:00PM or 6:30PM. Check  
Website for schedule. Sunnyvale, CA Campus

### **Elementary Level I Curriculum Practice & Philosophy (4 sessions) Calendar:**

Every Sunday except holiday weekends from 8:00 AM to 5:00 PM. Check  
Website for schedule.  
Sunnyvale, CA Campus & San Leandro, CA Campus

### **Staff Directory:**

#### **Dr. Pamela Zell Rigg**

[PamelaRigg@MontessoriTrainingUSA.org](mailto:PamelaRigg@MontessoriTrainingUSA.org)

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San Leandro, CA 94577

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Alameda, CA 94501

(510) 865-4536

**APPENDIX A-1  
FINAL GRADE SHEET**

- Mathematics I & II – EI.01**
  - Geometry – EI.02**
  - Language – Grammar & Word Study – EI.03**
  - Geography – EI.04**
  - Geography (Functional) – EI.04**
  - History – EI.05**
  - Biological Sciences – Botany & Zoology – EI.06**
  - Physical Sciences – Chemistry, Physics, - EI.07**
- Geology**

| Final Grade | Points              |
|-------------|---------------------|
| <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 |

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ Course: \_\_\_\_\_ **Grad**

**1. Manual - MACTE Competencies (1c, 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)**  
**MACTE Competency Practical Life (1c) (10 points)**

- \_\_\_ All Material Complete \_\_\_ Areas of Curriculum Tabbed
- \_\_\_ Handouts Integrated
- \_\_\_ Illustrations / Drawings (Total 10 points)

Practical Life –

Students' Schedule for the Care of the Environment: \_\_\_\_\_

Community Resources (1 points): \_\_\_\_\_

Scope & Sequence (1 points): \_\_\_\_\_

Prepared Environment – cleaning detail notes (1 points): \_\_\_\_\_

Prepared Environment – Schedule for Cleaning (1 points): \_\_\_\_\_

Communication to Family (1 points): \_\_\_\_\_

Purpose of each material (1 points): \_\_\_\_\_

Notes: Purpose & Method of Observation/ (1 points): \_\_\_\_\_

What to look for with each material \_\_\_\_\_

Planning for Instruction (1 points): List of materials needed for each activity: \_\_\_\_\_

Assessment & Documentation Tools (1 points): \_\_\_\_\_

Reflections (1 points): \_\_\_\_\_

**3. Performance - MACTE Competencies (1c, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)**  
**(25 points)**

Material: \_\_\_\_\_

Correct use of the material (10 points): \_\_\_\_\_

Scope & sequence: material before & after (2.5 points): \_\_\_\_\_

Prepared environment/material (2.5 points): \_\_\_\_\_

Family communication (2.5 points): \_\_\_\_\_

Observe for what student understands (2.5 points): \_\_\_\_\_

Planning for instruction – what came before & after (2.5 points): \_\_\_\_\_

Assessment of student & recording progress document (2.5 points): \_\_\_\_\_

Reflection of Adult Learner (2.5 points): \_\_\_\_\_

Community resources (2.5): \_\_\_\_\_

**3. Practice Sheet – MACTE Competencies (1c, 2a) (20 points)**

**Written Examination - MACTE Competencies (1c, 1d, 2b, 2c, 2d) (25 points)** \_\_\_\_\_

**Code of Ethics Statement – MACTE Competencies (3e) (5 points)** \_\_\_\_\_

**Philosophy Paper - MACTE Competencies (1a) (15 points)** \_\_\_\_\_

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

### Performance Assessment – MACTE Competencies for Essential Elements of Teaching

| Element                 | 1 Ineffective  | 2 Minimally Effective  | 3 Effective   | 4 Highly Effective  |
|-------------------------|--|--|---|---|
| <b>Anticipatory Set</b> | Student did not do this.   | Elements present but somewhat unclear.                           | Elements present and clear but not enough detail.                                 | The purpose and direct aim of the lesson was presented clearly.   |
| <b>Past Learning</b>    | Student did not do this.   | Student did not ask questions but provided information.          | Student asked 1 or 2 questions and provided information.                          | The student asked questions to determine prior knowledge.   |
| <b>Lesson</b>           | Lesson too short and unclear. Incorrect information. No questions. | Lesson too short and unclear. Correct information. No questions. | Lesson contained most of the material. Correct information. Some questions asked. | A complete lesson was presented including key experience, presentation, and discussion of concepts. Teacher was a facilitator, asking questions rather than just providing information. |
| <b>Understanding</b>    | Student did not check for understanding.                           | Student asked 1 question.  | Student asked several questions and used three-period lesson.                     | Check for understanding by asking questions. Three-period lesson used when appropriate.   |
| <b>Closure (Review)</b> | Student did not review.  | Student reviewed some ideas.                                     | Student reviewed several ideas.   | Students were asked questions about the lesson to determine knowledge acquired.   |
| <b>Follow-Up</b>        | No follow-up activity offered.                                     | Directions for follow-up activity not clear.                     | Directions clear for one follow-up activity and one asked for.                    | Clear directions for follow-up activities were given. Choices were offered/elicited.  |
| <b>Clarity</b>          | Lesson not clear and confusing.                                    | Lesson somewhat clear.   | Lesson clear but lacked some information.   | Lesson was presented clearly with no extraneous information.  |
| <b>Sequence</b>         | Illogical sequence. Most parts missing.                            | Sequence somewhat logical with some missing parts.               | Sequence mostly logical with few missing parts.                                   | The lesson followed a logical sequence with all parts present.  |
| <b>Accuracy</b>         | Lesson was incorrect.  | Lesson was somewhat accurate.                                    | Lesson was mostly accurate.   | All material presented was accurate.  |
| <b>Completeness</b>     | Lesson missing most parts. Illogical.                              | Lesson missing several parts. Illogical.                         | Lesson missing few parts. Logical.  | The lesson was logically presented with all elements present.   |
| <b>Discussion</b>       | No discussion.   | Very short discussion. No suggestions offered.                   | Short discussion. Suggestions offered.  | Lesson was discussed with student and suggestions for improvement offered.  |

**APPENDIX A-2  
FINAL GRADE SHEET**

**Curriculum Design EI.08**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

- 1. **Practicum Handbook & Competencies Portfolio**  
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) (50 points) \_\_\_\_\_
  
- 2. **Practicum Planning & Reflection Journal**  
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) (50 points) \_\_\_\_\_

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

\_\_\_\_\_ Resubmit \*

**\*All items must be submitted.**

**APPENDIX A-3  
FINAL GRADE SHEET**

**Classroom Leadership EI.09**

Adult Learner: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

1. Practicum Handbook \_\_\_\_\_  
MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a  
(50 points)
  
2. Practicum Planning Journal & Reflective Practices \_\_\_\_\_  
MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a  
(50 points)

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

**\*All items must be submitted.**

**APPENDIX A-4  
FINAL GRADE SHEET**

**Montessori Philosophy Curriculum EI.10**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

1. Montessori Philosophy Papers  
MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

Philosophy Paper during Mathematics Curriculum \_\_\_\_\_  
15 points

Philosophy Paper during Geometry Curriculum \_\_\_\_\_  
15 points

Philosophy Paper during Language Curriculum \_\_\_\_\_  
15 points

Philosophy Paper during Geography Curriculum \_\_\_\_\_  
15 points

Philosophy Paper during History Curriculum \_\_\_\_\_  
15 points

Philosophy Paper during Biology Curriculum \_\_\_\_\_  
15 points

2. Observation Reports – 1 point each  
MACTE Competencies (2e) \_\_\_\_\_

#1 \_\_\_\_\_ #6 \_\_\_\_\_

#2 \_\_\_\_\_ #7 \_\_\_\_\_

#3 \_\_\_\_\_ #8 \_\_\_\_\_

#4 \_\_\_\_\_ #9 \_\_\_\_\_

#5 \_\_\_\_\_ #10 \_\_\_\_\_

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

**APPENDIX A-5  
FINAL GRADE SHEET**

**Child Development EI.11**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

1. Practicum Handbook \_\_\_\_\_  
MACTE 1a, 1c.1, 1.d, 2c, 3f
2. Practicum Planning Journal & Reflective Practices \_\_\_\_\_  
MACTE 1a, 1c.1, 1.d, 2c, 3f

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

**\*All items must be submitted.**

**APPENDIX A-5  
FINAL GRADE SHEET**

**Practical Life EI.12**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

2. Practicum Handbook \_\_\_\_\_  
MACTE 1a, 1c.1, 1.d, 2c, 3f

2. Practicum Planning Journal & Reflective Practices \_\_\_\_\_  
MACTE 1a, 1c.1, 1.d, 2c, 3f

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

**\*All items must be submitted.**

**APPENDIX A-7  
FINAL GRADE SHEET**

**Movement EI.13  
Visual Arts & Crafts EI.14  
Music Curriculum EI.15**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ **PASS**

**6.3.5.13 Movement & PE**

**Practicum Handbook & Competencies Portfolio - \_\_\_\_\_**  
Movement MACTE 2f

**Practicum Planning & Reflection Journal - \_\_\_\_\_**  
Movement MACTE 2f

**6.3.5.14 Art**

**Practicum Handbook & Competencies Portfolio - \_\_\_\_\_**  
MACTE 1c-4, 2f

**Practicum Planning & Reflection Journal - \_\_\_\_\_**  
MACTE 1c-4, 2f

**6.3.5.15 Music**

**Practicum Handbook & Competencies Portfolio - \_\_\_\_\_**  
MACTE 1c-4, 2f

**Practicum Planning & Reflection Journal - \_\_\_\_\_**

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

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



**APPENDIX A-9**  
**Practicum Seminars I EI.17**  
**Practicum Seminars II EI.17**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

August Classroom Leadership

September Child Development

October Art

November Practical Life

December Practical Life

**Grade: Pass**

January Music & Physical Education/Movement

February Curriculum Design

March Curriculum Design

April Philosophy: Peace Education

May Child Development: Learning Differences

**Grade: Pass**

**APPENDIX A-9  
FINAL GRADE SHEET**

**Year Long Project EI.18**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

**Content Knowledge:**

- 1a Montessori Philosophy
- 1c – 1 Core Curriculums:
- Mathematics
- Geography
- Language Arts
- Mathematics
- History
- Geography
- Biological Sciences - Botany & Zoology
- 1d Community Resources for Learning

**Pedagogical Knowledge:**

- 2b Scope and Sequence of Curriculum
- 2c Prepared Environment
- 2d Parent/Teacher/Family/Community Partnership  
(Child, Family & Community)
- 2e Purpose & Methods of Observation
- 2f Planning for Instruction
- 2g Assessment & Documentation
- 2h Reflective Practices

**Practice:**

- 3a Classroom Leadership
- 3b Authentic Assessment
- 3c Montessori Philosophy & Methods
- 3d Parent/Teacher/Family/Community  
(Child, Family & Community)
- 3f Innovation & Flexibility

| Final Grade | Points   |
|-------------|----------|
| A+          | 97 - 100 |
| A           | 93 - 96  |
| A-          | 89 - 92  |
| B+          | 85 - 88  |
| B           | 81 - 84  |

\_\_\_\_\_Grade \_\_\_\_\_ Resubmit/ Re-present

## Appendix B

### Elementary Level I Enrollment Agreement or Contract Montessori Teacher Education Center San Francisco Bay Area Montessori Elementary Level I Teacher Credential Course

#### 1. Total Number of Clock Hours and Semester Credit Units:

420 Academic Clock Hour = 34 semester units  
1080 Practicum Clock Hours = 18 semester units

#### 2. Total Charges:

|   |                            |
|---|----------------------------|
| Tuition:                                    | \$4500.00                  |
| Registration Fee:                           | \$ 100.00 (Non-Refundable) |
| American Montessori Society Fee:            | \$ 240.00 (Non-Refundable) |
| MACTE Fee:                                  | \$ 166.00 (Non-Refundable) |
| BPPE – STRF Fee:                            | \$ 0.00 (Non-Refundable)   |
| Field Consultant Visits Fee                 | \$ 400.00 (Non-Refundable) |
| <b>Total charges for the entire course:</b> | <b>\$ 5406.00</b>          |
| Non-Institutional Costs Estimated:          | \$ 450.00                  |

#### Total Cost of Elementary Level I Educational Course:

Total Charges for the course for students competing on-time in 2020: **\$5,406.00.**  
Total charges may be higher for students that do not complete on time.

#### 3. 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.

#### 4. Schedule of Fees Payments:

|                                       |                            |
|---------------------------------------|----------------------------|
| Registration Fee:                     | \$ 100.00 (Non-Refundable) |
| <b>due July 1</b>                     |                            |
| American Montessori Society Fee:      | \$ 240.00 (Non-Refundable) |
| <b>due July 1</b>                     |                            |
| MACTE Fee:                            | \$ 166.00 (Non-Refundable) |
| <b>due July 1</b>                     |                            |
| BPPE – STRF Fee:                      | \$ 0.00 (Non-Refundable)   |
| Practicum Field Consultant Visits Fee | \$ 400.00 (Non-Refundable) |
| <b>due September 1</b>                |                            |

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

**5A. Schedule of Tuition Payments:**

|   |          |
|---|----------|
| Language Arts I - Grammar<br><b>due on first day of class</b>     | \$450.00 |
| Language Arts II – Word Study<br><b>due on first day of class</b> | \$450.00 |
| Mathematics I<br><b>due on first day of class</b>                 | \$450.00 |
| Mathematics II<br><b>due on first day of class</b>                | \$450.00 |
| Biological Science<br><b>due on first day of class</b>            | \$450.00 |
| History & Geography<br><b>due on first day of class</b>           | \$450.00 |
| Geometry<br><b>due on first day of class</b>                      | \$450.00 |
| Practicum I<br><b>due September 1</b>                             | \$450.00 |
| Practicum II<br><b>due January 1</b>                              | \$450.00 |
| Geography (Functional)<br><b>due on first day of class</b>        | \$450.00 |

**Total tuition charges for the entire course: \$4,500.00**

**5B. Schedule of Tuition Payments –  
Installment Option for Summer Schedule Students:**

**\$2000.00 payment & 10 monthly payments of  
\$ 250.00 per month for ten (10) payments October 1 to July 1**

**5C. Third Party Tuition Payment:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** 10% discount on Tuition Fee for three (3) or more students from the same school in the same classes.

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

## **6. Description of the Elementary Level I Teacher Credential Course:**

The Montessori Elementary Level I Teacher Credential Course is comprised of 420 instructional clock hours and 1080 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Elementary Level I Teacher Credential. **BA or BS degree is required prerequisite for AMS credential.**

Instruction includes Montessori Philosophy, Language Arts, Mathematics, Geometry, Biology, History, Geography, Physical Science, Classroom Leadership, Curriculum Design, Art, Music, Movement, Child Development, Practical Life, Practicum Seminar I & Practicum Seminar II, and Practicum Teaching.

## **6. 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.

## **7. Student's Right to Cancel:**

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.

## **8. 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.

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

### **9. Transferability of Credits and Credentials Earned at Our Institution:**

The transferability of credits you earn at the MTEC San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion or units you earn in MTEC SFBA is 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 SFBA to determine if your credential or units will transfer.

### **10. Question Regarding Enrollment Agreement:**

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

### **11. Filing Complaint**

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)

### **12. Location Disclosure Requirement:**

#### **Administrative Office -**

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

#### **Instructional Campuses for Elementary Level I Instruction –**

790 East Duane Avenue, Sunnyvale, CA 94085

### **13. Period Covered by this Enrollment Agreement:**

July 1, 2021 – June 30, 2022

### **14. No Distant Learning Option**

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

**15. Catalogue or Student Handbook**

Prior to signing this enrollment agreement, you must be given a catalog or brochure or Student Handbook, 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.

**16. Student Handbook and School Performance Fact Sheet**

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 (SPFS).

**17. This Agreement is Legally Binding When Signed by the Student and Accepted by the Institution**

**18. 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.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2015 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2015, shall be granted an approval to operate until March, 2022 to coincide with the anniversary date of the current approval to operate.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

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

**19. Non-Degree Disclosure Statement:**

AMS does not grant the AMS Level I Teacher Credential when the course graduate does not have 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).

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 Elementary Level I 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.**

**20. Legally Binding Agreement:**

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** \_\_\_\_\_

---

**Signature of School Official** \_\_\_\_\_ **Title of School Official** \_\_\_\_\_ **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 2019 & 2020**

**Elementary Level I Course – 12 Months**

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

Includes data for the two calendar years prior to reporting

| Calendar Year | Number of Students who Began the Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | Number of On-time Graduates <sup>3</sup> | On-Time Completion Rate <sup>4</sup> |
|---------------|---|--|--|--------------------------------------|
| 2020          | 15  | 15   | 12                                       | 80%                                  |
| 2019          | 20  | 20   | 13                                       | 65%                                  |

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**

| Calendar Year | Number of Students who Began the Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | 150% Graduates <sup>5</sup> | 150% Completion Rate <sup>6</sup> |
|---------------|---|--|-----------------------------|-----------------------------------|
| 2017          | 15  | 15   | 11                          | 73%                               |
| 2018          | 27  | 27   | 21                          | 74%                               |
| 2019          | 20  | 20   | 13                          | 65%                               |
| 2020          | 15  | 15   | 12                          | 80%                               |

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

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Number of Graduates <sup>3</sup> | Graduates Available for Employment <sup>7</sup> | Graduates Employed in the Field <sup>9</sup> | Placement Rate % Employed in the Field <sup>10</sup> |
|---------------|---|----------------------------------|---|--|--|
| 2020          | 15  | 12                               | 7   | 7  | 100%   |
| 2019          | 20  | 13                               | 10  | 10   | 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**

| Calendar Year | Graduates Employed in the Field 20 – 29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2020          | 0  | 7  | 7                                     |
| 2019          | 0  | 10   | 10                                    |

**Single Position vs. Concurrent Aggregated Position**

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Position | Total Graduates Employed in the Field |
|---------------|--|---|---------------------------------------|
| 2020          | 7  | 0   | 7                                     |

|      |    |   |    |
|------|----|---|----|
| 2019 | 10 | 0 | 10 |
|------|----|---|----|

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**Self-Employed / Freelance Positions**

includes data for the two calendar years prior to reporting

| <b>Calendar Year</b> | <b>Graduates Employment Who Are Self-Employed or Working Freelance</b> | <b>Total Graduates Employed in the Field</b> |
|----------------------|--|--|
| 2020                 | 0  | 7  |
| 2019                 | 0  | 10   |

**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

| <b>Calendar Year</b> | <b>Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution</b> | <b>Total Graduates Employed in the Field</b> |
|----------------------|--|--|
| 2020                 | 0  | 7  |
| 2019                 | 0  | 10   |

**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.**

**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)**

**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 - \$40,000 | \$40,001 - \$45,000 | \$45,001 - \$50,000+ | No Salary Information Reported |
|---------------|------------------------------------|-----------------------------|---------------------|---------------------|---------------------|----------------------|--------------------------------|
| 2020          | 7                                  | 7                           | 0                   | 1                   | 3                   | 3                    | 0                              |
| 2019          | 10                                 | 10                          | 0                   | 1                   | 7                   | 2                    | 0                              |

A list of sources used to substantiate salary disclosures is available from the school.

1. Self-reporting by graduates through *DocuSign* is individually collected and organized by year and by course level.
2. United States Department of Labor, Bureau of Labor Statistics, Occupational Employment and Wages, May 2019-25-2011 Elementary Teachers, Except Special Education.

**National estimates for this occupation:**

Employment estimate and mean wage estimates for this occupation:

In May 2018, the median annual wages for elementary school teachers, except special education in the top industries in which they worked were as follows:

|   |          |
|---|----------|
| Elementary and secondary schools; local   | \$59,420 |
| Elementary and secondary schools; private | 46,410   |

3. State of California, Employment Development Department Occupational Wages: Elementary Teachers, Except Special Education (SOC Code: 25-2011)

| Annual Wages for 2019 | Low (25th percentile) | Median (50th percentile) | High (75th percentile) |
|-----------------------|-----------------------|--------------------------|------------------------|
| California            | \$63,191              | \$82,237                 | \$98,363               |

Source: EDD/LMID [Occupational Employment Statistics Survey, 2019](#) Wages do not reflect self-employment.

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

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

**MONTESSORI TEACHER EDUCATION CENTER  
SAN FRANCISCO BAY AREA  
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**Cost of Educational Program**

Total Charges for the program for students competing on-time in 2019: **\$5,406.00.**  
Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2018: **\$5,406.00.**  
Total charges may be higher for students that do not complete on time.

**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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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|                      |                   |      |
|----------------------|-------------------|------|
| Student Name – Print | Student Signature | Date |
|----------------------|-------------------|------|

---

School Official

Date

**MONTESORI TEACHER EDUCATION CENTER  
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### 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. •

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### **Definitions - Continued**

“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.

“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.**

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### **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, 2017

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**  
**Elementary Level I**  
**Non-Degree Disclosure Letter**

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

*Foreign transcripts of college degrees must be evaluated by a NACES accreditation evaluation agency to determine its equivalency to a United States degree.*

\_\_\_\_\_ I DO NOT have a Bachelor's or Master's Degree and do not qualify for the American Montessori Society Elementary Level I Teacher Credential.

**Admission for Elementary Level I Candidate**

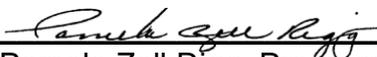
AMS **does not grant** the AMS Elementary Level I except to those Adult Learners that have a Bachelor's degree or higher from the United States, or a NACES evaluation agency that evaluates the foreign degree as equivalent to a United States degree..

I have read and understand the bachelor degree, or higher, requirement for the Elementary Level I Teacher Credential.

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

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

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Pamela Zell Rigg, Program Director

July 1, 2021  
Date

**APPENDIX E  
TRANSFER POLICY & CREDIT TRANSFER**

**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 from 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**

**Elementary Level I – Montessori Coursework Evaluated & Completed:**

- Early Childhood Overview
- Movement/Physical
- Physical Science Education
- Child Development
- Geography
- Curriculum Design & Strategies
- Mathematics I
- Language I (Grammar)
- Language II (Word Study)
- Arts & Crafts
- Music
- Biology
- Math
- History
- Geom.
- Classroom

**Elementary Level I - Montessori Coursework to Complete at MTEC:**

- Early Childhood Overview
- Movement/Physical
- Physical Science Education
- Child Development
- Geography
- Curriculum Design & Strategies
- Mathematics I
- Language I
- Language II
- Arts & Crafts
- Music
- Biological Sciences
- Mathematics II
- History
- Geometry
- Classroom Leader.

-----  
**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                                \_\_\_ Elementary Level II

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 WITHDRAWALNOTICE 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, mailed, faxed, emailed or 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  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818  
Toll Free: (888) 370-7589 Telephone: (916) 431-6959  
Fax: (916) 263-1897**

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

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

**APPENDIX H  
NOTICE OF REFUND**

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

**This Notice Is Important. Keep It for Your Records.**

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

Course with tuition and hours:

**Elementary Level I** (\$4,500. tuition/420 hours = \$10.71/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. Name of entity to which refund was sent:  
\_\_\_\_\_

10. Address of entity to which refund was sent:  
\_\_\_\_\_  
\_\_\_\_\_

Registration Fee: \$100.00 (Nonrefundable) \$ 00.00  
Equipment (Materials) Fee: purchased at Adult Learner's discretion \$ 0.00

**A copy of this form must accompany the refund check.**

Signature of Issuer: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX I  
GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION**

**Montessori Teacher Education Center San Francisco Bay Area  
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

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  
PRACTICUM ASSIGNMENT DUE DATES**

|                                    |  |
|------------------------------------|--|
| <b>September Practicum Seminar</b> | <b>Due: Practicum Forms,<br/>Letters of Reference<br/>Official Transcripts</b><br><br><b>Bring: Practicum Binder</b>   |
| <b>October Practicum Seminar</b>   | <b>Bring: Practicum Binder</b>   |
| <b>November Practicum Seminar</b>  |  |
| <b>December Practicum Seminar</b>  | <b>Due: December Report<br/>Classroom Leadership/<br/>Positive Discipline Assign.</b><br><b>Due: Observation Reports 1 - 5</b><br><br><b>Bring: Practicum Binder</b> |
| <b>January Practicum Seminar</b>   | <b>Bring: Practicum Binder</b>   |
| <b>February Practicum Seminar</b>  | <b>Bring: Practicum Handbook<br/>Bring: Practicum Binder</b>   |
| <b>April Practicum Seminar</b>     | <b>Due: Observation Reports 3 &amp; 4<br/>Supervising Teacher/<br/>Administrator Report</b><br><b>Bring: Practicum Binder</b>  |
| <b>May Practicum Seminar</b>       | <b>Due: May Report<br/>Grad Reports<br/>AMS Recommendation Form</b><br><br><b>Bring: Practicum Binder</b>  |
| <b>June</b>                        | <b>Graduation – Last Friday in June<br/>5 PM</b>   |

**APPENDIX K  
GRADUATE PLACEMENT**

**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:        \_\_\_\_\_ Infant/Toddler (Birth - 3)                    \_\_\_\_\_ Early Childhood  
                  \_\_\_\_\_ Elementary Level I                                \_\_\_\_\_ Elementary  
Level II

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:

\_\_\_\_\_ \$20,000 - \$25,000

\_\_\_\_\_ \$25,001 - \$40,000

\_\_\_\_\_ \$40,001 - \$45,000

\_\_\_\_\_ \$45,001 - \$50,000+

## APPENDIX L GRADUATE SELF-ASSESSMENT – ELEMENTARY LEVEL I COURSE

Adult Learner: \_\_\_\_\_ School: \_\_\_\_\_  
Year Graduated with MTEC-SFBA: \_\_\_\_\_

**Dear Graduate,** 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 Infant & Toddler 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 elementary years. (1a)                            | 1 2 3 4 5 |
| Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for six to nine 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 elementary 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 elementary 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 an elementary curriculum 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 |

**APPENDIX M  
ADMINISTRATOR ASSESSMENT OF GRADUATES  
ELEMENTARY LEVEL I 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**

| <b>I. CONENT KNOWLEDGE</b>   | <b>Score</b> |
|--|--------------|
| Demonstrates knowledge of and implements Montessori Philosophy with a focus on the six to nine years. (1a)                           | 1 2 3 4 5    |
| Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for six to nine 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 elementary 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    |

| <b>II. PEDAGOGICAL KNOWLEDGE</b>   | <b>Score</b> |
|--|--------------|
| Understands and correctly uses the Montessori elementary 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 an elementary 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    |

| <b>III. PRACTICE</b>  | <b>Score</b> |
|---|--------------|
| 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    |

**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 Summer Intensive Schedule

|  |  |
|--|--|
| <b><u>EI Early Childhood Overview</u></b><br><b>Instructor: Anni Tervydis, Ann Gavey</b><br><b>Single Course Tuition Fee - \$350.00</b>  | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>June 7 – 11, 2021   |
| <b><u>Classroom Leadership</u></b><br>Instructor: Linda Aaquist<br>Tuition Fee - NA  | <b><u>Sunday 1:00 PM - 6:00 PM</u></b><br>June 13, 2020  |
| <b><u>Language Curriculum I: Grammar &amp; P.</u></b><br>Instructor: Ann Rose Gavey<br><b>Single Course Tuition Fee - \$450.00</b>   | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>June 14 - 18, 2021  |
| <b><u>Language Curriculum II: Word Study P</u></b><br>Instructor: Wanda Whitehead<br>Single Course Tuition Fee - \$450.00  | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>June 21 - 25, 2021  |
| <b><u>Mathematics Curriculum I &amp; Phil.</u></b><br>Instructor: Brigitte Frost<br>Single Course Tuition Fee - \$450.00   | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>June 28 - July 2, 2021  |
| <b><u>Mathematics Curriculum II &amp; Phil.</u></b><br><i>Instructor: Brigitte Frost</i><br>Single Course Tuition Fee - \$450.00   | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>July 5 – July 9, 2021   |
| <b><u>Biology Curriculum &amp; Philosophy</u></b><br>Instructor: Linda Aaquist<br>Single Course Tuition Fee - \$450.00   | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>Botany: Mon– Wed: July 12 – 14, 2021<br>Zoology: Thurs – Fri: July 15 – 16, 2021  |
| <b><u>Geometry Curriculum &amp; Philosophy</u></b><br>Instructor: Brigitte Frost<br>Single Course Tuition Fee - \$450.00   | <b><u>Monday - Friday 8:00 AM - 5:00 PM</u></b><br>July 19 – July 23, 2021   |
| <b><u>History Curriculum &amp; Philosophy</u></b><br>Instructor: Linda Aaquist<br>Single Tuition Fee - \$225.00  | <b><u>Monday - Wednesday 8:00AM-5:00 PM</u></b><br>July 27 - 29, 2020  |
| <b><u>Geography Curriculum &amp; Philosophy</u></b><br>Instructor: Linda Aaquist<br>Single Tuition Fee - \$225.00  | <b><u>Thursday – Friday 8:00 AM - 5:00 PM</u></b><br>July 30 – July 31, 2020   |
| <b><u>Practicum I Seminar - Tuition Fee - \$450.00</u></b>   | <b><u>Saturdays &amp; Sunday 8:00 AM - 5:00 PM</u></b>   |
| Classroom Leadership<br>Child Development<br>Art Curriculum<br>Practical Life<br>Practical Life  | July 31, 2021<br>September 11, 2021<br>October 9, 2021<br>November 13, 2021<br>December 11, 2021   |
| <b><u>Practicum II Seminar Tuition Fee - \$450.00</u></b>  | <b><u>Weekend &amp; Week 8:00 AM - 5:00 PM</u></b>   |
| Music and Movement<br>Curriculum Design<br>Curriculum Design<br>Philosophy: Peace Education<br>Child Development: Learning Differences<br>Curriculum Design<br>Curriculum Design<br>Functional Geography Curriculum & Phil<br>Physical Sciences Curriculum & Philosophy<br>Year-long Project | January 8, 2022<br>February 12, 2022<br>March 12, 2022<br>April 9, 2022<br>May 14, 2022<br>June 18, 2022<br>June 19, 2022<br>June 20 - 24, 2022<br>June 24, 2022<br>June 24, 2022 6:00 – 10:00PM |

## Montessori Elementary Level I Year-Round – 2021 - 2023

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|---|--|
| <b>Beginning Date: September 2021</b>   | <b>Ending Date: June 2023</b>  |
| <b>EI - Early Childhood Overview</b><br>Instructor: Anni Tervydis & Ann Gavey<br>Single Course Tuition Fee - \$400.00                             | <b>Saturday – Sunday 8:00 AM–5:00 PM</b><br>July 31 &<br>August 1, August 7, 8 & 14, 2021        |
| <b>Mathematics Curriculum I &amp; P #</b><br>Instructor: Linda Aaquist<br>Single Course Tuition Fee - \$450.00                                    | <b>Saturdays 8:00 AM - 6:30 PM</b><br>September 3, 10, 17, 24, 2021                              |
| <b>Language Curriculum I: Grammar #</b><br>Instructor: Ann Gavey<br>Single Course Tuition Fee - \$450.00  | <b>Saturdays 8:00 AM - 6:30 PM</b><br>October 1, 8, 15, 22, 2021                                 |
| <b>Mathematics Curriculum II &amp; Ph #</b><br>Instructor: Ariadne Georgiou<br>Single Course Tuition Fee - \$450.00                               | <b>Saturdays 8:00 AM - 6:30 PM</b><br>November 5, 12, 19 & 26, 2021                              |
| <b>Geometry Curriculum &amp; Philosophy- #</b><br>Instructor: Ann Gavey<br>Single Course Tuition Fee - \$450.00                                   | <b>Saturdays 8:00 AM - 6:30 PM</b><br>January 8 & 22<br>February 5 & 26, 2026                    |
| <b>Language Curriculum II &amp; Ph #</b><br>Instructor: Wanda Whitehead<br>Single Course Tuition Fee - \$450.00                                   | <b>Saturdays &amp; Sundays 8:00 AM - 6:30 PM</b><br>March 5 & 6 and 19 & 20, 2022                |
| <b>History &amp; Geography &amp; Phil. #</b><br>Instructor: Linda Aaquist<br>Two Course Tuition Fee - \$450.00 History                            | <b>Saturdays &amp; Sundays 8:00 AM - 6:30 PM</b><br>April 2 & 9 and 23 & 24, 2022                |
| <b>Biology Curriculum &amp; Phil #</b><br>Instructor: Linda Aaquist<br>Single Course Tuition Fee - \$450.00                                       | <b>Saturdays &amp; Sundays 8:00 AM - 6:30 PM</b><br>May 14 & 15, and 28 & 29, 2022               |
| <b>Geography Curriculum (Functional)#</b><br>Instructor: Linda Aaquist<br>Single Course Tuition Fee - \$450.00                                    | <b>Saturdays &amp; Sundays 8:00AM – 6:30PM</b><br>June 4 & 5, and 11 & 12, 2022                  |
| <b>Practicum I Seminars            Tuition Fee - \$450.00</b>   | <b>Saturdays &amp; Sunday 8:00 AM - 5:00 PM</b>  |
| Classroom Leadership<br>Child Development<br>Art Curriculum<br>Practical Life<br>Practical Life   | July 30, 2022<br>September 10, 2022<br>October 8, 2022<br>November 12, 2022<br>December 10, 2022 |
| <b>Practicum II Seminars            Tuition Fee - \$450.00</b>  | <b>Saturdays &amp; 1 Week 8:00 AM - 5:00 PM</b>  |
| Music and Movement Curriculum<br>Curriculum Design<br>Curriculum Design<br>Philosophy: Peace Education<br>Child Development: Learning Differences | January 14, 2023<br>February 11, 2023<br>March 11, 2023<br>April 8, 2023<br>May 13, 2023         |
| <b>Second Summer                    Tuition Fee - \$450.00</b>  | <b>Saturday – Friday 8:00 AM – 5:00 PM</b>   |
| Curriculum Design<br>Functional Geography Curriculum & Phil<br>Physical Science Curriculum & Philosophy<br>Year-long Project                      | June 24 - 25, 2023<br>June 26 - 29, 2022<br>June 30, 2023<br>June 30, 2023. 5:00 – 9:00PM        |

**APPENDIX P**

**Early Childhood, Infant & Toddler, and Elementary  
Montessori Teacher Credential Enrollment**

- \_\_\_\_\_ 1. I am enrolling in a single course-component.  
No AMS or MACTE fees are due.
- \_\_\_\_\_ 2. I have **not decided** to enter the teacher credential course at this time.  
I am enrolling in a single course-component. No AMS or MACTE fees are due. Enroll in the credential course is by July 1<sup>st</sup>.
- \_\_\_\_\_ 3. I am enrolling in the Montessori teacher credential course. Payment of the AMS Fee of \$240.00 and the MACTE Fee of \$166.00 due at this time:  
\_\_\_\_\_ Infant & Toddler Techer Credential Course  
\_\_\_\_\_ Early Childhood Techer Credential Course  
\_\_\_\_\_ Elementary Techer Credential Course
- Payment of these fees are due immediately in addition to signing the *Enrollment Agreement* located in Appendix B.

I understand that should I later decide to enroll 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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX Q**

**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**

**ELEMENTARY LEVEL I  
STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND**

**UNDERSTANDING ALL THE REQUIREMENTS**

**OF THE MTEC - SFBA**

**ELEMENTARY LEVEL I**

**TEACHER CREDENTIAL COURSE.**

**PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*,**

**I HAVE REVIEWED AND SIGNED THE**

***STUDENT PERFORMANCE FACT SHEET***

**PROVIDED IN THE STUDENT HANDBOOK.**

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PRINT NAME

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SIGNATURE

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DATE