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STUDENT HANDBOOK/CATALOG

MONTESSORI ELEMENTARY LEVEL II 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

***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: 8/31/2021

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Distant Learner Disclosure Statement Elementary II 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 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 II coursework leading to the Elementary I-II Teacher Credential Course, which prepares the Adult Learner for working with students nine to twelve years old as a Head Teacher. The length of this Course is five weeks for the summer schedule, and twelve 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 II Teacher Credential Course that prepares Adult Learners to work as a Head Teacher with students nine to twelve 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 II Teacher Credential Course: 216 Academic 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. Written papers, curriculum manuals, material demonstrations. 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. 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*.

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 II 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 16th 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
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level II Course	9 – 12

Basic Time Frame for Completion:

The Elementary Level II 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
 - **Five weeks in July**

Practicum following the Summer Intensive Schedule is **Optional:**

- **September – May**
- Basic time frame for completion of Summer Intensive Schedule:
- **5 weeks**

2. Year-Round Academic:

- **Weekends: September through July**

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

- **12 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 II Credential.

Credits/Units - MTEC-SFBA:

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details the Elementary Level II classes and the units of credit earned. Upon successful completion of the Elementary Level II Teacher Credential Course 19 semester units for the coursework.

EII.01	Mathematics Curriculum	(6 Semester Units)
EII.02	Geometry Curriculum	(3 Semester Unit)
EII.03	Language Curriculum	(3 Semester Units)
EII.04	Geography Curriculum	(.5 Semester Units)
EII.05	History Curriculum	(.5 Semester Units)
EII.06	Biology Curriculum	(1 Semester Units)
EII.07	Physical Science Curriculum	(1 Semester Unit)
EII.08	Curriculum Design	(1 Semester Units)

EII.09	Classroom Leadership	(1 Semester Unit)
EII.10	Montessori Philosophy Curriculum	(2 Semester Units)

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-II 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-II Teacher Credential Course, a Certificate of Attendance is issued by MTEC-SFBA; the American Montessori Society issues the Montessori Elementary Level I-II Credential.

See *Admission/Credential Requirements* for more details.

Certificate of Attendance:

Upon successful completion of all course components of the Montessori Elementary Level II 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 hesitation 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 II Teacher Credential Course:

Description of the Elementary Level II Teacher Credential Course:

The Montessori Elementary Level I Teacher Credential Course is comprised of 216 academic hours in-residence. Practicum hours are not required. When

successfully completed the Adult Learner is awarded the American Montessori Society Elementary I-II Teacher Credential.

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

Foundation course components provide the Adult Learner with the rationale for why and how to implement the core curricula. The foundation component at the EII level is are Montessori Philosophy.

Other course components are not offered at the EII level.

Course Description of Classes, Clock Hours and Credits:

EII.01 Mathematics Curriculum (Core) 60 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).

EII.02 Geometry Curriculum (Core) 30 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.

EII.03 Language Curriculum (Core) 30 Hours (3 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.

EII.04 Geography Curriculum (Core) 6 Hours (.5 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.

EII.05 History Curriculum (Core) 6 Hours (.5 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.

EII.06 Biology Curriculum (Botany & Zoology (Core) 12 Hours (1 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.

EII.07 Physical Science Curriculum (Core) 12 Hours (1 unit)

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

EII.08 Curriculum Design (Core) 13 Hours (1 units)

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

EII.09 Classroom Leadership (Core) 13 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.

EII.10 Montessori Philosophy Curriculum 26 Hours (2 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.

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 II 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 II 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. Pedagogy 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.

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.

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, 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, Language Curriculum, Mathematics Curriculum, Classroom Leadership, Curriculum Design, & 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)*

Instructor/Adult Learner Ratio:

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

Tuition, Fees and Other Charges:

Tuition:	\$2,250.00
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)
Total charges for the entire program:	\$2,756.00

Non-Institutional Costs Estimated At: \$ 500.00

*Fees do not include books, manuals and supplies (Non-Institutional Costs) estimated at approximately \$500.00.

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. Course Payment Schedule:
 - Payment of each course prior or upon beginning of the first class. * (\$450.00 per course – five courses)

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$500.00.*

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.

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the completion date for the summer schedule or twelve (12) 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 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.

The **American Montessori Society Scholarship Fund** offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

Admission Process & Degree Requirement:

Degree Candidate:

The candidate for the American Montessori Society Elementary Level II 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-II 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).

AMS Credential Policy - Elementary I Requirement for AMS Elementary I-II Teacher Credential:

The American Montessori Society requires the AMS Elementary I Teacher Credential for the issuance of the AMS Elementary I-II Teacher Credential. A US BA/BS or the foreign equivalent is a requirement for the AMS issuance of the Elementary I Teacher Credential. The EI Teacher Credential confirms the degree.

Application Documents:

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

1. Copy of the AMS Elementary I Teacher Credential.
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 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 credit of Elementary II coursework is discouraged.

Foreign Student Requirements:

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

I-20 Procedures:

There is a \$275 I-20 processing and issuance fee, \$100. Application fee, and the \$25 Practicum Binder fee. **The total cost is \$400.00.**

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 of birth
- 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 of \$200.00 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.

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
- 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-II Teacher credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Elementary I-II 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-II 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 or 9 -12 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 never cancelled.

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).
3. 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.

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

Bureau for Private Postsecondary Education (BPPE)

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

Montessori Accreditation Council for Teacher Education (MACTE)

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

American Montessori Society (AMS)

116 East 16th Street, 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 the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee, as explained below.

Areas of Grievance:

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

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

Grievance Procedure:

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

Complaint Procedure:

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

Stand-by-Member:

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

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

Time Limit for Completion of Course Policy & Continuation/Extension Policy:

Academic coursework must be completed within two years of beginning.
There is no continuation or extension past this time limit for completion of course.

Course Completion Standards:

1. A written examination is required in each curriculum area.
2. Completed curriculum manual for each curriculum area.
3. Demonstration test for each material.

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*.

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-II 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 phase of the Elementary II coursework. Successful completion is defined by a letter grade of B or better in all the course work, 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

Biology Manual
Chemistry
Fraction Manual II
Geography Manual II
Geometry Manual II
History manuals III

Language Arts manuals V
Mathematics Manuals III & IV
Physical Geology
Physics

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. Ten (10) 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 sets).
8. Plastic page protectors - the manuals contain over 1,000 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-II coursework taken at MTEC-SFBA is **not** recognized by the CCTC

Summer Instructional Calendar:

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

Year-Round Instructional Calendar:

Once a month, Saturdays and Sundays from 8:00AM to 5:00PM or 6:30PM. Check Website for dates at the Sunnyvale, CA Campus.

Staff Directory:

Dr. Pamela Zell Rigg, Program Director

PamelaRigg@MontessoriTrainingUSA.org

101 Callan Avenue, Suite 420
San Leandro, CA 94577

(510) 278-1115 x 1

Linda Aaquist

LindaAaquist@MontessoriTrainingUSA.org

7818 Tulear Street
Reno, NV 89506

(775) 848-0492

Amanda Hallahan

AmandaHallahan@MontessoriTrainingUSA.org

3900 Business Center Drive
Fairfield, CA 94534

(707) 330-8945

Brigitte Frost

BrigitteFrost@MontessoriTrainingUSA.org

15107 Oak Lane Road
Jackson, MI 49203

(775) 996-3052

APPENDIX A-1 FINAL GRADE SHEET

- Mathematics – EII.01
- Geometry – EII.02
- Language – EII.03
- Geography – EIII.04
- History – EI.05
- Biological Sciences – EII.06
- Physical Sciences – Chemistry, Physics, - EII.07
Geology

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

Adult Learner: _____ Instructor: _____

Date: _____ Course: _____

Grade

1. Manual - MACTE Competencies (1c, 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)
MACTE Competency Practical Life (1c) (20 points)

- All Material Complete Areas of Curriculum Tabbed Handouts Integrated
 Illustrations / Drawings (Total 10 points)
 Practical Life – Students' Schedule for the (1 points): _____
 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): _____

2. Performance - MACTE Competencies (1c, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h) (35 points)

- Material: _____
 Correct use of the material (2 points): _____
 Scope & sequence: material before & after (2 points): _____
 Prepared environment/material (2 points): _____
 Family communication (2 points): _____
 Observe for what student understands (2 points): _____
 Planning for instruction – what came before & after (2 points): _____
 Assessment of student & recording progress document (2 points): _____
 Reflection of Adult Learner (2 points): _____

3. Practice Sheet – MACTE Competencies (1c, 2a) (30 points) _____

Written Examination - MACTE Competencies (1c, 1d, 2b, 2c, 2d)

Code of Ethics Statement – MACTE Competencies (3e) (see Practicum grade) _____

Philosophy Paper - MACTE Competencies (1a) (see Philosophy grade) _____

FINAL GRADE _____

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

Element	1 Ineffective	2 Minimally Effective	3 Effective	4 Highly Effective
Anticipatory Set	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.
Past Learning	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.
Lesson	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.
Understanding	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.
Closure (Review)	Student did not review.	Student reviewed some ideas.	Student reviewed several ideas.	Students were asked questions about the lesson to determine knowledge acquired.
Follow-Up	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.
Clarity	Lesson not clear and confusing.	Lesson somewhat clear.	Lesson clear but lacked some information.	Lesson was presented clearly with no extraneous information.
Sequence	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.
Accuracy	Lesson was incorrect.	Lesson was somewhat accurate.	Lesson was mostly accurate.	All material presented was accurate.
Completeness	Lesson missing most parts. Illogical.	Lesson missing several parts. Illogical.	Lesson missing few parts. Logical.	The lesson was logically presented with all elements present.
Discussion	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 EII.08

Adult Learner: _____ Instructor: _____

Date: _____

PASS

1. **Practicum Handbook & Competencies Portfolio**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f)

2. **Practicum Planning & Reflection Journal**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f)

FINAL GRADE _____ Pass Resubmit *

***All items must be submitted.**

**APPENDIX A-3
FINAL GRADE SHEET**

Classroom Leadership EII.09

Adult Learner: _____ Instructor: _____

Date: _____

PASS

1. Practicum Handbook
MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a _____
2. Practicum Planning Journal & Reflective Practices
MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a _____

FINAL GRADE _____ Pass Resubmit *

***All items must be submitted.**

**APPENDIX A-4
FINAL GRADE SHEET
Montessori Philosophy Curriculum EII.10**

Adult Learner: _____ Instructor: _____

Date: _____

PASS

- 1. Montessori Philosophy Papers
MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) _____
- Philosophy Paper during Mathematics Curriculum _____
- Philosophy Paper during Geometry Curriculum _____
- Philosophy Paper during Language Curriculum _____
- Philosophy Paper during Biology, Geography, History
& Geography Curriculum _____

FINAL GRADE _____ ____ Pass ____ Resubmit *

***All Philosophy papers must be**

Appendix B

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

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

208 Academic Clock Hour = 18 semester units

2. Total Charges:

Tuition:	\$2250.00
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)

Total charges for the entire course: \$ 2756.00

Non-Institutional Costs Estimated: \$ 500.00

Total Cost of Elementary Level I Educational Course:

Total Charges for the course for students competing on-time in 2020: **\$2,756.00.**

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)
due July 1	
American Montessori Society Fee:	\$ 240.00 (Non-Refundable)
due July 1	
MACTE Fee:	\$ 166.00 (Non-Refundable)
due July 1	
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Tuition due at the beginning of each course component (\$450.00)	\$2,250.00 Total Tuition

Student's Initials: _____ Date: _____

5A. Schedule of Tuition Payments:

First day of each course component

Language Arts - Grammar due on first day of class	\$450.00
Mathematics III due on first day of class	\$450.00
Mathematics IV due on first day of class	\$450.00
Biological Science due on first day of class	\$150.00
History & Geography due on first day of class	\$150.00
Geometry due on first day of class	\$450.00
Physical Science due on first day of class	\$150.00

Total tuition charges for the entire course: \$2,250.00

5B. Schedule of Tuition – Paid in full by the first day of class.

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 II Teacher Credential Course:

The Montessori Elementary Level II Teacher Credential Course is comprised of 216 instructional clock hours, when successfully completed, **enables the Adult to be awarded the American Montessori Society Elementary Level I -II Teacher Credential when the student has the AMS Elementary I Teacher Credential.**

Instruction includes Montessori Philosophy, Language Arts, Mathematics, Geometry, Biology, History, Geography, Physical Science, Classroom Leadership, and Curriculum Design.

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

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

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:

June 28, 2021 – July 30, 2021

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

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.

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 2019 (MTEC/SFBA 2015/2019) to coincide with the anniversary date of the current approval to operate.

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

Student's Initials: _____ **Date:** _____

19. AMS Elementary I-II Credential Disclosure Statement:

AMS does not grant the AMS Level I-II unless the adult learner already has the AMS Elementary I Teacher Credential. AMS does not grant an Elementary II Teacher Credential to MTEC-SFBA graduates.

Applicants for this AMS Elementary Level II course who do not have a Elementary I Credential are required to sign a statement verifying that they have received the above information before they are considered for acceptance into the Elementary II 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**

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2019 & 2020

Elementary Level II Course – 5 Week Course

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 ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2020				100%
2019	3	3	3	100%

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 ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2017	6	6	6	100%
2018	4	4	4	100%
2019	3	3	3	100%
2020				100%

Student's Initials: _____ Date: _____

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

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SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2020					100%
2019	3	3	3	3	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		
2019	0	3	3

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		0	
2019	3	0	3

Student's Initials: _____ Date: _____

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

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 SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 www.montessoritrainingusa.com**

Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	0	
2019	0	3

Student's Initials: _____ Date: _____

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

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2020	0	
2019	0	3

Student's Initials: _____ Date: _____

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

License Examination Passage Rates – NA – No License Examination

(includes data for the two calendar years prior to reporting)

Student's Initials: _____ Date: _____

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

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SAN FRANCISCO BAY AREA
 101 Callan Avenue, Suite 420
 San Leandro, CA 94577
 (510) 278-1115 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			0				0
2019	3	3	0	0	1	2	3

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
101 Callan Avenue, Suite 420
San Leandro, CA 94577
(510) 278-1115 www.montessoritrainingusa.com**

Definitions

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

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

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

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

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

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

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

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

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

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Definitions - Continued

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

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

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

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

STUDENT'S RIGHT TO CANCEL

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

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5.

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Student's Initials: _____ **Date:** _____

APPENDIX D

Elementary Level II
Non-AMS Elementary I Credential Disclosure Letter

____ I have an AMS Elementary I Teacher Credential.

____ I DO NOT have an AMS Elementary Level I Teacher Credential.

Admission for Elementary Level I-II Candidate

AMS does not grant grants the AMS Elementary I-II except to those Adult Learners that have the AMS Elementary I Teacher Credential.

I have read and understand the requirement for the AMS Elementary I Teacher Credential.

Adult Learner Name (print)

Adult Learner Signature

Date



Pamela Zell Rigg, Program Director

July 1, 2021
Date

**APPENDIX E
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 F
NOTICE OF WITHDRAWAL
NOTICE OF CANCELLATION**

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

Buyer's Right to Cancel

Date of First Class: _____

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

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

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

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

Course with tuition and hours:

Elementary Level I (\$2,250. tuition/216 hours = \$10.40/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 H
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 I
PRACTICUM ASSIGNMENT DUE DATES**

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

**APPENDIX J
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 K
GRADUATE SELF-ASSESSMENT – ELEMENTARY LEVEL II 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
COMMENTS:	

APPENDIX L

**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 M
Montessori Elementary Level II Teacher Credential Course
Sunnyvale, CA Campus
Summer 2021

Beginning Date: Jun 28, 2021	Ending Date: July 30, 2021
<u>Mathematics III & Philosophy</u> Instructor: Brigitte Frost Single Course Tuition Fee - \$450.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> June 28 – July 2, 2021
<u>Mathematics IV & Philosophy</u> Instructor: Brigitte Frost Single Course Tuition Fee - \$450.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> July 5 – 9, 2021
<u>Language Art & Philosophy</u> Instructor: Brigitte Frost Single Course Tuition Fee - \$450.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> July 12 – 16, 2021
<u>Physical Science Field Trip</u> Instructor: Linda Aaquist No Tuition Fee	<u>Saturday 8:00 AM - 5:00 PM</u> July 17, 2021
<u>Biological Science & Philosophy</u> Instructor: Linda Aaquist Tuition Fee: \$150.00	<u>Monday - Tuesday 8:00 AM- 5:00 PM</u> July 19 - 20, 2021
<u>Physical Science & Philosophy</u> Instructor: Linda Aaquist Tuition Fee: \$150.00	<u>Wednesday & Thurs 8:00AM-5:00PM</u> July 21 & 22, 2021
<u>Geography & History & Philosophy</u> Instructor: Linda Aaquist Single Course Tuition Fee - \$150.00	<u>Friday & Saturday 8:00AM-5:00PM</u> July 23 & 24, 2021
<u>Geometry & Philosophy</u> Instructor: Brigitte Frost Single Course Tuition Fee - \$450.00	<u>Monday - Friday 8:00 AM - 5:00 PM</u> July 26 – July 30, 2021
Certificate of Attendance is issued to Adult Learners that successfully complete. AMS Elementary I-II Teacher Credential is issued only to those that have the AMS Elementary I Teacher Credential .	

**Montessori Elementary Level II Teacher Credential Course
Sunnyvale, CA Campus
Year-Round Schedule - 2020 – 2021
One Weekend a Month**

Beginning Date: September 2020	Ending Date: July 2021
Biological Science # Instructor: Linda Aaquist Single Course Fee \$150.00	Saturday & Sunday 8AM – 6:30 PM September 18 & 19, 2021
History & Geography # Instructor: Linda Aaquist Single Course Fee \$150.00	Saturday & Sunday 8AM – 6:30 PM October 16 & 17, 2021
General Science – Physical Science # Physics & Chemistry Instructor: Linda Aaquist Single Course Fee \$150.00	Saturday & Sunday 8AM – 6:30 PM November 13 & 14, 2021
Mathematics III & Philosophy # Instructor: Amanda Hallahan Single Course Tuition Fee - \$450.00	Saturday & Sunday 8AM – 6:30 PM December 11 & 12, 2021 January 15 & 16, 2022
Mathematics IV & Philosophy # Instructor: Amanda Hallahan Single Course Tuition Fee - \$450.00	Saturday & Sunday 8AM – 6:30 PM February 19 & 20, 2022 March 19 & 20, 2022
Language Art & Philosophy # Instructor: Tammy Staszko-Parejo Single Course Tuition Fee - \$450.00	Saturday & Sunday 8AM – 6:30 PM April 16 & 17, 2022 May 14 & 15, 2022
Geometry & Philosophy # Instructor: TBA Single Course Tuition Fee - \$450.00	Saturday & Sunday 8AM – 6:30 PM June 18 & 19, 2022 July 16 & 17, 2022
Trip to Monterey Aquarium # Instructor: Linda Aaquist Single Course Tuition Fee – No Fee	Saturday July 23, 2022

**APPENDIX M
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 II
STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS
OF THE MTEC - SFBA
ELEMENTARY LEVEL II
TEACHER CREDENTIAL COURSE.**

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*,

**I HAVE REVIEWED AND SIGNED THE
STUDENT PERFORMANCE FACT SHEET
PROVIDED IN THE STUDENT HANDBOOK.**

PRINT NAME

SIGNATURE

DATE