

STUDENT HANDBOOK/CATALOG

**MONTESSORI INFANT & TODDLER
TEACHER CREDENTIAL COURSE**

Administrative Office:

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

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 Infant & Toddler Student Handbook:
From Course Start Date: 7/1/2021 to Scheduled Completion Date: 6/30/2022

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 service, professional 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 & 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.

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 and 2010, accepted by MTEC/SFBA 2011.

Montessori Teacher Education Center

San Francisco Bay Area

believes that Montessori pedagogy

is a way of life, a way of living.

Adult Learners participating in this course

will be forever changed,

forever seeing life and its processes in a totally new way.

Every person has within

a desire and inner urging for full expression.

Within this urging for excellence is

the need that the larger society

has for responsible actions.

Each person's urgings in a society are aided by others,

and redefined by others,

and circumscribed by others.

This process makes for the

harmonious working together of peoples.

The child should love everything that he learns,

for his mental

and emotional growth are linked.

Whatever is presented to him

must be made beautiful and clear,

striking his imagination.

Once this love has been kindled,

all problems

confronting the educationalist

will disappear.

– Maria Montessori

Table of Contents

Introduction.....	8
Student Tuition Recovery Fund – Form 4.....	10
Bureau For Private Postsecondary Education (Bppe):.....	11
Montessori Infant & Toddler Teacher Credential Course:.....	11
Truth in Advertising:.....	12
Accreditation – MACTE	12
Affiliation – AMS:	7
Approved - BPPE:	12
Student Brochure and Course Specific Brochure:	12
Corporate Structure:.....	12
MTEC-SFBA Office Hours:	13
Levels of Courses:.....	13
Basic Time Frame for Completion:.....	13
Cancellation of Enrollment:	14
Confidentiality:.....	14
Credits/Units – California State University, East Bay:.....	14
Credits/Units – MTEC, San Francisco Bay Area:	15
Credential:	15
Certificate of Attendance:	15
English as a Second Language:.....	15
Description of the Infant & Toddler Teacher Credential Course:	16
Description of Classes, Clock Hours, and Credits Montessori Infant & Toddler Teacher Credential Course:	16
Objectives:	18
Competencies:	19
Facilities and Location:.....	20
Faculty and their Qualifications:	21
Housing:	22
Non-Discrimination Policy:	22
Schedule of Tuition, Fees and Other Charges:	22
Payment Schedule:.....	22
Instructional Materials:.....	23
Extended Enrollment and Inactive Enrollment:	23

Refund Schedule and Policy:	24
Financial Aid and Scholarships:	24
Admission/Credential Requirements:	24
Admission Procedure:	25
Admission - Ability to Benefit:	26
Foreign Student Requirements:	
I -20 Procedures	
Curricular Practical Training:	26
Professional Development Guidelines:	28
Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):	28
Record Retention:	28
Occupation/Career Information and Placement Services:	28
Attendance Policy: Absence/Tardy Arrival/Cancellation:	28
Make-Up Classes:	29
Grading and Adult Learner Assessment Policy:	29
Academic Advisement:	29
Adult Learner Services:	29
Library and Research Sources:	24
Adult Learner Assessment of Instructor:	29
Student Body Representative:	29
Adult Learner Conduct/Code of Conduct:	30
Adult Learner’s Rights, Standards and Responsibilities:	30
Children Not Permitted In Class:	31
Rules of Operation and Conduct - Dismissal:	31
Probation /Dismissal Procedure:	31
Grievance/Complaints:	31
Arbitration Committee and Procedures:	32
Areas of Grievance:	32
Complaint Procedure:	33
Stand-by-Member:	33
Stipulation:	33
Practicum:	33
Practicum Entry Requirements:	33

Practicum Site Requirements:	34
Practicum Field Consultant:	35
Supervising Teacher:	35
Practicum with Head Teacher:	35
Course Completion/Performance Standards:	36
Practicum Teaching Course Performance Standards:	36
Grading:	37
Transfer Policy - Credit:	37
Transferability of Units and Degrees:	37
Certificate of Attendance:	38
Readings and Text:	38
Personal Materials:	38
State Requirements for Employment:	39
Summer Instructional Calendar:	40
Year Round Instructional Calendars:	40
Supervised Practice Calendars:	40
Staff Directory:	41
APPENDIX A- 9	44
APPENDIX A-4	45
APPENDIX A-5	46
APPENDIX A - 6	47
APPENDIX A - 7	48
APPENDIX A - 8	49
Appendix B- Enrollment Agreement	50
APPENDIX C-School Performance Fact Sheet	50
APPENDIX D-Non-Degree Disclosure	62
APPENDIX E-Transfer Credit	63
APPENDIX F-Change of Status	64
APPENDIX G-Notice of Cancellation	65
APPENDIX H-Notice of Refund	66
APPENDIX I-Grievance/Complaint/Concern Notification	67
APPENDIX J-Practicum Assignment Due Dates	68
APPENDIX L-Graduate Self-Assessment	70
APPENDIX M-Administration Assessment	71
APPENDIX N-Accreditation Probationary Status Acknowledgement	72

Distant Learning Disclosure Statement Infant and Toddler 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 San Francisco Bay Area Counties, 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 June 1, 2021 for in-person instruction though this date is solely at the discretion of the Bay Area Counties.

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

The sole change from in-person to distant learner instruction is the requirement for in-person practice and presentation of curriculum materials:

IT Infant Pedagogy Practice - two practice sessions – 2 hours each

IT Toddler Pedagogy Practice - three practice sessions – 2 hours each

Assignments, as before, are submitted via e-mail: Rational Paper & Code of Ethics. Manual assignment is submitted via an email video of each page in the manual. Practice Sheets are submitted at the conclusion of the in-person practice sessions. Attendance is recorded via ZOOM and the tech assistant assigned to the instructor.

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

INTRODUCTION HISTORY, MISSION, PURPOSE AND OBJECTIVE

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

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

Due to continuing demand in the Bay Area, the Sunnyvale campus was established with all course levels for both the year round and the summer intensive schedule. All Practicum Seminars are conducted at the Sunnyvale campus. The administrative office is at 101 Callan Avenue, Suite 420, San Leandro, CA 94577. No classes are conducted at the administrative office.

This Student Handbook is for the Infant & Toddler Teacher Credential Course, which prepares the Adult Learner for working with children birth to three (3) years old as a Head Teacher. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

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

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

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori 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 Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Infant & Toddler Teacher Credential Course that prepares Adult Learners to work as a Head Teacher with birth to three (3) years old children. 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, 2021.

Montessori Infant & Toddler Teacher Credential Course:

228 Academic hours and 540 Practicum minimum hours

Instruction is only at the Sunnyvale, CA campus during the Summer Schedule & the Year-Round Schedule. The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum portfolio planning journal and handbook, year-long project and observations must be completed. There are occupational requirements for licensing at this time in California.

Schedule of paying tuition are available.

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

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

Bureau for Private Postsecondary Education

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

Mailing:

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

Toll Free Number: (888) 370-7589
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 Infant & Toddler 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.

Probationary Accreditation Status – MACTE

Montessori Teacher Education Center San Francisco Bay Area holds Probationary Accreditation Status from October 1, 2019 – October 1, 2020 for its Early Childhood Course by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902 (434) 202-7793.

Affiliation & Probationary Accreditation Status – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS-Affiliated TEP) on Probationary Accreditation Status from October 1, 2019 – October 1, 2020. Accreditation through March 22, 2024.

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, 2021. Approval to operate means compliance with state standards as set forth in this chapter.

Student Brochure and Course Specific Brochure:

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

Corporate Structure:

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

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

Officials:

Admissions & Credentialing	Samantha Benson
Chief Financial Officer	Edith Vasquez
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
Practicum Coordinator	Elizabeth Thurairatnam
Program Coordinator	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 I - II Course	6 – 12

Basic Time Frame for Completion:

The Infant & Toddler Academic Course is offered in two schedules:

- 1. Summer Intensive Academic Schedule: four full-time weeks**
 - Monday through Friday from 8:00 AM – 5:00 PM
 - **July**Practicum following the Summer Intensive Schedule:
 - **September – May**Basic time frame for completion of Summer Intensive Schedule:
 - **12 months**
- 2. Year-Round Academic:**
 - **Weekends: September through May**Practicum following Year-Round Schedule:
 - **September through May**Basic time frame for completion of the Year-Round Schedule:
 - **21 months**

Cancellation of Enrollment:

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

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

Credits/Units – California State University, East Bay:

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

Forms for receiving academic credit are available at the Center website. Twenty-five units of credit are available for the Montessori Infant & Toddler Teacher Credential course, plus nine (9) units per semester for the practicum. These units are useful in meeting requirements for the Child Development Permit issued by the California Commission on Teacher Credentialing.

Listing of course titles, and units follows:

<u>Title</u>	<u>Semester Units</u>
IT Montessori Philosophy I – Infant	1.0
IT Pedagogy I - Infant	1.0
IT Environmental Design I - Infant	1.0
IT Montessori Philosophy II – Toddler	1.0
IT Pedagogy II - Toddler	1.0
IT Environmental Design II - Toddler	1.0
IT Child, Family, Community	3.0
IT Observation	1.0
IT Personal Growth & Development	1.0
IT Program Leadership	1.0
IT Child Development: Prenatal to Three	3.0
IT Supervised Field Experience I	9.0
IT Supervised Field Experience II	9.0

Credits/Units – MTEC, San Francisco Bay Area:

The Montessori Teacher Education Center San Francisco Bay Area issues a transcript that details each course's components and the semester units of credit earned. The Infant and Toddler Teacher Course offers 15 units for the academic coursework, and nine (9) units per semester for the practicum, upon successful completion.

IT.01.A Montessori Philosophy I - Infant	1 units
IT.01.B Montessori Philosophy II - Toddler	1 units
IT.02.A Montessori Pedagogy I - Infant	1 units
IT.02.B Montessori Pedagogy II - Toddler	1 units
IT.03.A Environmental Design I - Infant	1 units
IT.03.B Environmental Design II - Toddler	1 units
IT.04 Child, Family and Community	3 units
IT.05 Observation	1 units
IT.06 Personal Growth & Development	1 units
IT.07 Program Leadership	1 units
IT.08 Child Development: Prenatal to Three	3 units
IT.09.A Practicum Teaching - I	9 units
IT.09.B Practicum Teaching - II	9 units
IT.10.A Practicum Seminars - I	0 units
IT.10.B Practicum Seminars - II	0 units

Credential:

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

See *Admission/Credential Requirements* for more details.

Certificate of Attendance:

Upon successful completion of all course components of the Montessori Infant & Toddler 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 Infant & Toddler Teacher Credential Course:

The Montessori Infant & Toddler Teacher Credential Course is comprised of 232 academic hours in-residence, and a minimum of 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Infant & Toddler Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Infant & Toddler teacher. The core curriculum includes Montessori Philosophy, Montessori Pedagogy, Environmental Design, and Child, Family, & Community.

Foundation course components provide the Adult Learner with the rationale for why and how we implement the core curriculum. The foundation components are Observation, Personal Growth & Development, and Program Leadership.

Other course components provide the Adult Learner with additional information that deepen the understanding of the child and enrich the classroom experience. The other course component is Child Development.

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

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

Description of Classes, Clock Hours, and Credits Montessori Infant & Toddler Teacher Credential Course:

IT.01.A & B Montessori Philosophy I & II (Core), 33 Hours, 2 units

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

IT.02.A & B Montessori Pedagogy I & II (Core), 25 Hours, 2 units

Montessori's principles and ideas, her view of the nature of the child and the child's place in society, with emphasis on Montessori's concept of the child from birth to three (3) years of age is explored. Scientific analysis of how to nurture and assist the unfolding of the human personality; care of physical and psychological needs; daily routines as curriculum; strategies for assistance; interaction techniques with children; positive communication, with emphasis on personal development of the adult caregiver and the qualities of the adult based on Montessori's view of the child; developmental assessment and record keeping.

IT.03.A & B Environmental Design I & II (Core), 46 Hours, 2 units

The aesthetics and practicality of the environment for the very young child is explored along with the rationale. Age groupings and flow of the age groupings is examined. Issues of numbers of children in the groupings and the ratio of adult to children is reviewed against community and licensing expectations/requirements. The sensitive periods for the very young child in terms of

movement/coordination, language, and temporal order are a particular focus. The exploration of the senses, practical life experiences, order of the environment, concentration are reflected in the schedule of activities, the design of the space, and the selection of materials within the context of safety and legislation. Two sessions are offered (session I and session II) which divide the content by age. Session A has the curriculum focus of birth to eighteen months; session B has the curriculum focus of eighteen months to three (3) years.

IT.04 Child, Family and Community (Core), 16 Hours, 3 units

Develop mutual cooperation and support among the family members and the center: understanding the psychology of parenthood, translating to the home the center child-rearing practices, locating community and professional resources, teacher-parent conferencing and dialogue skills, parent involvement and education, health and nutrition, supporting cultural differences are some of the many topics covered. The Child, Family and Community course is eligible for transfer from a college or university. Submit a copy your transcript with this course highlighted.

Additionally, 80 hours of in-classroom observation and journal writing are required.

IT.05 Observation in Child Development, 16 Hours, 1 units

Observation includes techniques of observation and of observations of infants and toddlers in various settings.

IT.06 Personal Growth and Development, 16 Hours, 1 units

Professionalism, introspection, the continued spiritual growth of the adult, and ethical behavior are topics explored in this highly personal course.

IT.07 Program Leadership, 32 Hours, 1 semester unit

Rationale for scheduling for the staff as well as the schedule for the child's day; an introduction to administrative issues, including financial, budgetary fee factors, funding and proposal writing, personnel matters, legislation and standards; identification of criteria for defining Montessori child care; historical foundations rooted in Montessori; human needs and requirements (children, families, and staff) specific to all-day care, are some of the many topics covered in this course.

IT.08 Child Development: Prenatal to Three, 48 Hours, 3 units

Montessori's theories of the Planes of Development and the nature of the child, current child development perspectives including major contemporary theorists including Social and Emotional, Cognitive, Physiological (physical, neurological, nutritional), prenatal development and childbirth are examined. Child Growth and Development/Psychology course is not eligible for transfer from a college or university.

IT.09 Practicum Student Teaching I & II, 540 Hours, 18 units

The practicum provides the Adult Learner with a supervised teaching and learning experience, and a period of observation, internalization, and further study, in order to bring together the theory and practice of Montessori education. The Adult Learner participates in all facets of Infant and Toddler curriculum and development, as well as parent and community interactions.

IT.10. A & B Practicum Seminars, 80 Hours

See:	IT.02	Montessori Philosophy (Toddler)/Peace Education	8 hours
	IT.03.B	Environmental Design/Music	4 hours
	IT.03.B	Environmental Design/Art	4 hours

IT.03	Environmental Design/Children's Literature	8 hours
IT.04	Child, Family & Community	16 hours
IT.07	Program Leadership/Orientation to the Practicum	8 hours
IT.07	Program Leadership/Learning Differences	8 hours
IT.07	Program Leadership/Positive Discipline	16 hours
IT.08	Child Development	8 hours

Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Infant & Toddler 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. Pedagogical Knowledge

- a. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.
- b. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- c. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.

- d. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.
- e. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- f. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the School. The Planning Journal and Reflective Portfolio is maintained by the Adult Learner during the practicum.
- g. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the 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.
- e. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- f. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- g. 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 Infant & Toddler Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Content Knowledge

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

2. Pedagogical Knowledge

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

3. Practice

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

Facilities and Location:

Year-Round Schedule of classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

Summer Schedule of classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size, and accommodates up to thirty-five (35) Adult Learners. The materials appropriate for infant and for the toddler environment are available in the classroom for instructor presentation and Adult Learner practice.

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

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, Program Director:

Academic Degrees:

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

Teaching Credentials:

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

Ann Gavey, Instructor:

Field Consultant, Child, Family, & Community, and Child Development: Prenatal to Three Years

Academic Degrees:

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

Teaching Credentials:

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

Maryam Haghbin, Instructor:

Field Consultant, Observation, Personal Growth & Development

Academic Degrees:

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

Teaching Credentials:

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

Irena Shklovsky, Instructor:

Montessori Philosophy I & II, Montessori Pedagogy I & II, Environmental Design I & II, and Child Development (8 hours).

Academic Degrees

- *M.S. Language Development for Young Children*, State Pedagogical Institute for Foreign Languages (1978)
- *M.A. Early Childhood Education*, University of Moscow, (1980)

Teaching Credentials

- *AMS Infant and Toddler Credential*, American Montessori Society (2002)

Elizabeth Thurairatnam, Instructor:

Infant & Toddler Practicum Coordinator; Field Consultant; Program Leadership, Philosophy II, Pedagogue II, Environmental Design II

Academic Degrees

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

Teaching Credentials

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

Housing:

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

Non-Discrimination Policy:

The program is nonsectarian and provides all Adult Learners and staff, regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status, with all of the rights, privileges, courses, and activities generally accorded or made available to Adult Learners in a school or in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Tuition:	\$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)
Field Consultant Visits (3) Fee	\$ 400.00 (Non-Refundable)
Total charges for the credential course:	\$3156.00

Non-Institutional Costs Estimated At:	\$ 450.00*
Each Practicum visits (in addition to three)	\$ 100.00

Monthly installments may be arranged.

*Fees do not include books, manuals and supplies (Non-Institutional Costs) estimated at approximately \$450.00.

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

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

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments:
 - A. Summer Course Payment Schedule:
 - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July. *
 - B. Year-Round Course Payment Schedule:
 - Payment of each course prior or upon beginning of the first class. * (\$375.00 per course – six courses)
 -

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

Instructional Materials:

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

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

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

Extended Enrollment and Inactive Enrollment:

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

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.

Refund Schedule and Policy:

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

Refund Policy: The refund 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 arrangements to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school will remit a refund 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, but the American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

The Center has a ten-month installment payment plan available for the Adult Learner who is taking the Summer Schedule.

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

Admission Requirements:

Degree Candidate:

The candidate for the American Montessori Society Infant & Toddler 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 Infant & Toddler Credential is awarded.

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

Non-Degree Candidate:

The candidate for the American Montessori Society **Associate** Infant & Toddler Credential holds a minimum of a high school diploma or GED, but not a Bachelor's degree from a United States regionally accredited college or university, or its equivalent.

The holders of the AMS **Associate** Infant & Toddler Credential must represent themselves as holding the *Associate* Credential.

Applicants for the American Montessori Society Infant & Toddler course who do not have a U.S. bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the degree requirement for the credential information before they are considered for acceptance into this course.

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

Application Documents:

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

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

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

Admission Procedure:

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the prospective applicant. The "fit" is multi-dimensional, considering familial needs, time, financial constraints, professional suitability, and further consideration. This inner process, aided by the Center with information, is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application online at MontessoriTrainingUSA.org along with the registration fee of \$100.00. The complete

application is submitted online. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

Admission - Ability to Benefit:

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

Foreign Student Requirements:

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

I-20 Procedures:

There is a \$275.00 I-20 issuance fee and the \$100.00 Application fee. **The total cost is \$375.00.**

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

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Country and city of birth
- Dependent, if applicable.
- Date you intend to start the MTEC credential course
- 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.

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 of \$350.00 by credit card. <http://www.ice.gov/sevis/i901/index.htm>). After you have attended your first class, send MTEC-SFBA an e-mail informing us that you have begun the Certification program. Your attendance will be verified and then you

are placed in "Activate Status" as an I-20 student with MTEC. If you need to contact us, e-mail info@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 is a fee of \$275.00. The practicum is a requirement of the American Montessori Society for the issuance of the teacher credential.

The practicum may be either full time (over 35 hours per week) or part time (less than 35 per week). Note that a practicum is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for a practicum.

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 is authorized for a total of 12 months of full time Curricular Practical Training (CPT).
- 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 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 authorizes 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 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 Guidelines:

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

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 Infant & Toddler Teacher Credential Course meets the requirements for a career with children of that age in a Montessori educational setting. The typical employment position is infant and toddler 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.

The State of California has requirements that must be met for employment with infant and toddler age children. Those requirements are in the Appendix, *State of California Teacher Requirements Infant and Toddler: Qualifications and Duties*.

Please see "Teacher Qualifications and Duties"

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to 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 cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

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

Grading and Adult Learner Assessment Policy:

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

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

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

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

Adult Learner Services:

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

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

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

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

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

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

Adult Learner Assessment of Instructor:

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

Student Body Representative:

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

Adult Learner Conduct/Code of Conduct:

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

Note:

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

(See *Dismissal*.)

Adult Learner's Rights, Standards and Responsibilities:

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

8. TIME LIMIT:

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

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

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

Children Not Permitted in Class:

Children are not permitted to attend class.

Rules of Operation and Conduct - Dismissal:

Dismissals are based upon:

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

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

Probation /Dismissal Procedure:

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

Grievance/Complaints:

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

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

Bureau for Private Postsecondary Education (BPPE)

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

Montessori Accreditation Council for Teacher Education (MACTE)

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

American Montessori Society (AMS)

116 East 16th Street, 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.
2. 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).

3. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

Complaint Procedure:

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

Stand-by-Member:

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

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

Stipulation:

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

Infant & Toddler Practicum:

The practicum is a necessary requirement for the successful completion of the Infant & Toddler Teacher Credential Course.

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

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

Infant & Toddler Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Montessori Philosophy I & II, Montessori Pedagogy I & II, & Environmental Design I & II, Child Family & Community, Observation, and Personal Growth & Development, Child Development.
2. Practicum Site Agreement by Practicum School Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Infant & Toddler Teacher Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement, Degree Requirement
6. Payment of Practicum Fee / Binder, AMS Fee, MACTE Fee, and BPPE Fee.
7. Online enrollment in Practicum I and Practicum II, and completion of the AMS Infant & Toddler Recommendation Form.

Infant & Toddler Practicum Site Requirements:

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
7. Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.
8. Class contain children from birth to 18 months or from 18 or 24 month to 3 montage span to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
9. The environment must be designed and equipped to meet the developmental needs of the children served. The environment must include child-sized furnishings and a full array of recommended Montessori materials for the age range served. AMS recommended materials lists are available on the AMS website.
10. The Adult Learner is not to be asked to assume total responsibility for a group without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of the Adult Learner is provided by the Supervising Teacher and a Field Consultant or, in the case of a self-directed practicum, through the Field Consultant. Self-directed practicum is supported with a monthly conference Call.
11. A single Field Consultant is assigned to the Adult Learner for the observation visits. Field Consultants must be verified and approved by MTEC-SFBA.

Infant & Toddler Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site (a minimum of three times during the school year). Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

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

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Infant & Toddler materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the teaching experience.
5. Discussing classroom leadership techniques.
6. Review of the Practicum Handbook, Competencies Portfolio, Practicum Planning Journal, Reflective Practitioner Portfolio, and the Attendance.

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

Supervising Teacher:

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

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

Practicum with Head Teacher:

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

Grading:

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

Transfer Policy - Credit:

1. Transfer from another AMS Program

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

The candidate is:

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

MTEC-SFBA:

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

2. Transfer from Teacher Education Program recognized by AMS (MACTE Accredited)

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

The candidate:

Has a degree in keeping with AMS credential requirements; and
is a current AMS member or register as an adult learner, and
MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate;
and utilizes proficiency pretesting to plan for a program of study; and
MTEC-SFBA determines the minimum requirement of the academic phase that
the candidate must take to fulfill AMS qualifications, and
MTEC-SFBA requires all candidates to take Montessori theory and philosophy
from MTEC-SFBA; and
MTEC-SFBA determines the practicum requirements the candidate meets
per the requirements of an AMS; and
MTEC-SFBA assess and evaluate proficiency as required by MTEC-SFBA;
and MTEC-SFBA ensure that all the requirements are met; and
MTEC-SFBA submits the AMS Transfer Form in addition to the AMS
Credential Recommendation Form.

3. Transfer from Teacher Education Programs not recognized by AMS

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

Transferability of Units and Degrees:

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

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

Units earned in our Infant & Toddler Teacher Credential Course, in most cases, will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units at our school.

Certificate of Attendance:

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work, and in all phases of the practicum, and tuition and fees have been paid.

Readings and Text:

The following books and manuals are required reading at the beginning of the coursework.

Observing and Understanding Child Development
Infant and Toddler Environment Rating Scales
Understanding the Human Being
The Absorbent Mind
Discovery of the Child
Child, Family and Community (6th Edition)
Parenting from the Inside Out
Positive Discipline
From Lullabies to Literacy
Secure Relationships
Honoring the Light of the Child
Health & Safety Manual for I - T
Montessori Pedagogy Manual for the I - T
Environment Manual for the I-T
Language Arts Manual for I – T
Practical Life Manual for the I – T
Sensorial Manual for the I-T

Personal Materials:

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

1. One set of 18 to 24 high quality color pencils.
2. Glue stick for mounting pictures in the manuals.

3. One quality set of scissors.
4. White-out for potential errors.
5. 8-1/2" x 11" color card stock paper for mounting pictures.
6. Seven 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 1,000 pages.
9. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of children from birth to three (3) years of age.

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

1. (A) Completion, with passing grades, of twelve (12) postsecondary semester or equivalent quarter units in Infant and Toddler education or child development, at an accredited or approved college or university. At least three (3) of the units required shall be related to the care of infants or shall contain instruction specific to infants. Examples of acceptable course work are pediatric nursing and postnatal care.
 (B) At least six (6) months of work experience in a licensed infant care center or comparable group child care program for children under five (5) years of age. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
2. A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Infant & Toddler Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.
 (A) CDA credential shall show the appropriate preschool or infant/ toddler age-level endorsement to qualify an individual for employment in a preschool or infant care center.
 (B) CDA credential is valid for three years from the date of award. A renewal may be granted every five years thereafter upon approval by the CDA National Credentialing Program.
 (C) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
 - Individuals who possess a CDA credential may have also completed the required six months of work experience specified in (c)(2)(C) above. This work experience shall be verified to confirm that the experience requirement has been met.
3. One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:
 - (A) Child Development Associate Teacher Permit; or

- (B) Child Development Teacher Permit; or
- (C) Child Development Master Teacher Permit.
- (D) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Bureau of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

Summer Instructional Calendar:

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

Year-Round Instructional Calendar:

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

Infant & Toddler Curriculum Practice & Philosophy (4 sessions) Calendar:

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

Staff Directory:

Dr. Pamela Zell Rigg (510) 278-1115
101 Callan Avenue, Suite 420
San Leandro, CA 94577
PamelaRigg@MontessoriTrainingUSA.org

Ann Gavey (510) 865-4536
1421 High Street
Alameda, CA 94501
AnnGavey@MontessoriTrainingUSA.org

Maryam Haghbin (530) 219-0678
815 Mace Boulevard
Davis, CA 95618
MaryamHaghbin@MontessoriTrainingUSA.org

Irena Shklovsky (925) 370-8975
531 Vine Hill
Martinez, CA
IrenaShklovsky@MontessoriTrainingUSA.org

Elizabeth Thurairatnam (510) 797-9944
171 Meadows Court
Fremont, CA 94539
ElizabethThur@MontessoriTrainingUSA.org

**APPENDIX A - 1
FINAL GRADE SHEET**

Montessori Philosophy IT.01

Adult Learner: _____ Instructor: _____

Date: _____

PASS

- 1. Pedagogy - Philosophy Rationale Paper _____
- 2. Philosophy - Environmental Design Rationale Paper _____
- 3. Philosophy - Practical Life Rationale Paper _____
- 4. Philosophy - Sensorial Rationale Paper _____

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

FINAL GRADE: ____ Pass ____ Resubmit *

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

APPENDIX A - 2 FINAL GRADE SHEET

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

- Pedagogy I: IT.02.A – Pedagogy Manual
- Pedagogy I: IT.02.A – Health & Safety Manual
- Pedagogy II: IT.02.B
- Pedagogy II: IT.02.B
- Environmental Design I: IT.03.A – Environment Manual
- Environmental Design II: IT.03.B – Sensorial Manual
- Environmental Design II: IT.03.B - Language Arts Manual
- Environmental Design II: IT.03.B – Practical Life Manual

Adult Learner: _____ Instructor: _____

- | | Grade | |
|---|-------|-------|
| 1. MANUAL - MACTE Competencies (1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g) | | MACTE |
| Competency Practical Life (1c) _____ | /42 | |
| _____ Highlighting (1 point) | | |
| _____ All Material Complete (1 point) | | |
| _____ Areas of Curriculum Tabbed – required (1 point) | | |
| _____ Handouts Logically Integrated (1 point) | | |
| _____ Additional Notes (1 point) | | |
| _____ Aesthetics (1 point) | | |
| _____ Community Resources for Learning (1 point) | | |
| _____ Scope & Sequence of Materials where appropriate (1 point) | | |
| _____ Prepared Environment for Activities & Materials (1 point) | | |
| _____ Parent & Community Communication (1 point) | | |
| _____ Purpose and Methods of Observation (1 point) | | |
| _____ Assessment & Documentation (1 point) | | |
| Photographs _____ | | |
| & Pictures (10 points) | | |
| Drawings (10 points) _____ | | |
| Notes (5 points) _____ | | |
| Quotations – 10 required (5 points) _____ | | |
| Comments _____ | | |
| 2. DEMONSTRATION TEST - MACTE Competencies (2a) | / 18 | |
| Presentation 1 _____ | | |
| (6 points) Comments: _____ | | |
| Presentation 2 _____ | | |
| (6 points) Comments: _____ | | |
| Presentation 3 _____ | | |
| (6 points) Comments: _____ | | |
| 3. PHILOSOPHY - RATIONALE PAPER - MACTE Competencies | / 20 | |
| (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) - (20 points) | | |
| 4. PRACTICE SHEET – MACTE Competencies (2a) - (15 points) | / 15 | |
| 5. CODE OF ETHICS STATEMENT – MACTE Competencies (3e) | / 5 | |
| (5 points) | | |

FINAL GRADE _____ / **100**

**APPENDIX A- 3
FINAL GRADE SHEET**

**Parent Involvement / Education
Child, Family & Community IT.04**

Adult Learner: _____ Instructor: _____

Date: _____ **Grade**

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

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

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

FINAL GRADE / 100

**APPENDIX A-4
FINAL GRADE SHEET**

**Observation – IT.05
Practicum Observation – IT.11**

Adult Learner: _____ Instructor: _____

Date: _____

1. Observation Reports - MACTE Competencies (2e)

Report #1	due at the Practicum Seminar in October
Report #2	due at the Practicum Seminar in November
Report #3	due at the Practicum Seminar in January
Report #4	due at the Practicum seminar in April

FINAL GRADE: ____ Pass ____ Resubmit *

***All 4 reports must be submitted.**

**APPENDIX A-5
FINAL GRADE SHEET**

Personal Growth & Development – IT.06

Adult Learner: _____ Instructor: _____

Date: _____

Grade

1. PRACTICUM HANDBOOK & COMPETENCIES PORTFOLIO _____
(Competencies 1a, 1b, 1c (1-5), 1d, 2a, 2b, 2c, 2d, 2e, 2f,
2g, 2h, 2i, 2j, 3a, 3b, 3c, 3d, 3e, 3f)

Fall
Winter
Spring

2. PRACTICUM REFLECTIVE PLANNING JOURNAL _____
(Competency 2h, 3f)

September
October
November
December
January
February
March
April
May

FINAL GRADE: ____ Pass ____ Resubmit *

***All items must be submitted.**

**APPENDIX A - 6
FINAL GRADE SHEET**

Program Leadership IT.07

Adult Learner: _____ Instructor: _____

Date: _____

Grade

- | | |
|---|-------|
| 1. Practicum Handbook & Competencies Portfolio
MACTE Competencies – ALL | _____ |
| 2. Practicum Planning & Reflection Journal
MACTE Competencies - ALL | _____ |
| 3. Montessori Rating Scale for the Infant & Toddler Environments
(MRS – IT - E) – MACTE (2c) | _____ |
| 4. Child Assessment - MACTE Competencies
(2a, 2b, 2c, 2d, 2e, 2j, 3a, 3b, 3c, 3d, 3e, 3f) | _____ |
| 6. Observation Reports – MACTE Competency (2e) | _____ |
| 7. MACAR – Normal – MACTE (2g) | _____ |

FINAL GRADE: ____ Pass ____ Resubmit *

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

**APPENDIX A - 7
FINAL GRADE SHEET**

Child Development: Prenatal to Three IT.08

Adult Learner: _____ Instructor: _____

Date: _____

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

FINAL GRADE _____ / **100**

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

**APPENDIX A - 8
FINAL GRADE SHEET
PRACTICUM COMPETENCIES**

Practicum Teaching I IT.09A Practicum Teaching II IT.09B
Infant & Toddler Practicum Handbook & Competencies Portfolio, and
Practicum Planning & Reflection Journal
MACTE Competencies – ALL

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

Competencies			Attendance	Planning & Reflection Journal		
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	September	<u>September</u> Week 1, 2, 3, 4	<u>September</u> Week 1, 2, 3, 4	
1.A	1.A	1.A	October	<u>October</u> Week 1, 2, 3, 4	<u>October</u> Week 1, 2, 3, 4	
1.B	1.B	1.B	November	<u>November</u> Week 1, 2, 3, 4	<u>November</u> Week 1, 2, 3, 4	
1.C-1	1.C-1	1.C-1	December	<u>December</u> Week 1, 2, 3, 4	<u>December</u> Week 1, 2, 3, 4	
1.C-2	1.C-2	1.C-2	January	<u>January</u> Week 1, 2, 3, 4	<u>January</u> Week 1, 2, 3, 4	
1.C-3	1.C-3	1.C-3	February	<u>February</u> Week 1, 2, 3, 4	<u>February</u> Week 1, 2, 3, 4	
1.C-4	1.C-4	1.C-4	March	<u>March</u> Week 1, 2, 3, 4	<u>March</u> Week 1, 2, 3, 4	
1.C-5	1.C-5	1.C-5	April	<u>April</u> Week 1, 2, 3, 4	<u>April</u> Week 1, 2, 3, 4	
1.D	1.D	1.D	May	<u>May</u> Week 1, 2, 3, 4	<u>May</u> Week 1, 2, 3, 4	
2.A	2.A	2.A	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.B	2.B	2.B				
2.C	2.C	2.C				
2.D	2.D	2.D				
2.E	2.E	2.E				
2.F	2.F	2.F				
2.G	2.G	2.G				
2.H	2.H	2.H				
2.I	2.I	2.I				
2.J	2.J	2.J				
3.A	3.A	3.A				
3.B	3.B	3.B				
3.C	3.C	3.C				
3.D	3.D	3.D	Field Consultant Reports: #1 #2 #3			
3.E	3.E	3.E	Supervising Teacher Reports: #1 #2 #3			
3.F	3.F	3.F	Observation Reports: #1, #2, #3, #4			
Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete				

NAME: _____

Appendix B Infant & Toddler Enrollment Agreement or Contract

Montessori Teacher Education Center San Francisco Bay Area - Institution
Montessori Infant & Toddler Teacher Credential Course – Educational Program

1. Total Number of Clock Hours and Credit Hours:

228 Academic Clock Hours
540 Practicum Clock Hours
35 Semester Credit 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)
Field Consultant Fee	\$ 400.00 (Non-Refundable)
Total charges for the entire course:	\$3156.00
Non-Institutional Costs Estimated At:	\$ 450.00

SCHEDULE OF PAYMENT:

INT: _____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT.

INT: _____ THE AMS FEE (\$240.00), MACTE FEE (\$166.00), BPPE (\$0.00) – DUE AUGUST.
FIELD CONSULTANT FEE (\$400.00) DUE SEPTEMBER.

INT: _____ THE TUITION FEE OF \$2250.00 IS DUE JULY 1ST
OR \$375.00 PER SIX (6) COURSES:

1. Montessori Philosophy, Pedagogy & Environmental Design I
2. Montessori Philosophy, Pedagogy & Environmental Design II
3. Child Development
4. Observation & Personal Growth
5. Practicum I Seminars – Due September 1st
6. Practicum II Seminars – Due January 1st

Payment is late after the 1st class of each course component and incurs a \$25.00 late fee. Refund, if applicable, is prorated and refunded from the amount paid.

_____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$125.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred.

_____ OR **Third Party Payment:** (Rainbow Montessori School does NOT pay for the Field Consultant Visit Fee of \$400.00, Application Fee of \$100.00, AMS fee of \$240.00 nor MACTE Fees of \$166.00.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

_____ OR Other: _____

Description of the Infant & Toddler Teacher Credential Course:

The Montessori Infant & Toddler Teacher Credential Course is comprised of 214 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Infant & Toddler Teacher Credential with a BA or BS degree. Instruction includes Montessori Philosophy I & II, Pedagogy I & II, Environmental Design I & II, Child, Family and Community, Observation, Personal Growth & Development, Program Leadership, Child Development: Prenatal to 3 years, Practicum Seminars I & II, and Practicum Teaching.

3. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3156.00

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable);
AMS Fee:	\$ 240.00 (Non-Refundable)
MACTE Fee:	\$ 166.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Field Consultant Fee	\$ 400.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$ 450.00

Discount: \$_____ (10% discount on tuition for three or more Students from the same school in the same class.)

4. STUDENT'S RIGHT TO CANCEL:

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

(2) Refund Policy:

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

(3) Cancellation of Enrollment:

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

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

5. STUDENT LOAN: the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

6. STUDENT DEFAULT ON A FEDERAL OR STATE LOAN, both of the following may occur:

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

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

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

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

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

10. REQUIRED DISCLOSURE:

- (a) Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577 – Administrative Office
790 East Duane Avenue, Sunnyvale, CA 94085 – Instructional Campus
- (b) Period Covered by this Enrollment Agreement: July 1, 2021 – June 30, 2022.
- (c) Course Start Date: July 1, 2021 Scheduled Completion Date: June 30, 2022.
- (d) Date by which the Student must exercise his or her right to cancel or withdraw:
July 5, 2021
- (e) Itemization of all MTEC/SFBA charges and fees including as applicable:
 - (1) Tuition: \$2250.00
 - (2) Registration fee: \$ 100.00 (Non-Refundable)
 - (3) Equipment: NA
 - (4) Lab supplies or kits: NA
 - (5) Textbooks, etc. * NA – Sold by another company
 - (6) Uniforms, etc NA
 - (7) In-residence housing: NA
 - (8) Tutoring: NA
 - (9) Assessment fees for transfer of credit NA
 - (10) Fee to transfer credit NA
- (f)
 - AMS Fee \$ 240.00 (Non-Refundable)
 - MACTE Fee \$166.00 (Non-Refundable)
 - BPPE – STRF Fee \$ 0.00 (Non-Refundable)
 - Field Consultant Fee \$ 400.00 (Non-Refundable)
 - Non-Institutional Costs Estimated At: \$450.00

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

Student Signature: _____

Student Name: _____

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

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

Initial: _____ **Date:** _____

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

Initial: _____ **Date:** _____

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

- 15. STUDENT TUITION RECOVERY FUND:** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
 2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.
- You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program, other payer, and you have no separate agreement to repay the third party.

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

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

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

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

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

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

17. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student

Date


Signature of School Official

Program Director

JULY 1, 2021

Title of School Official

Date

INT: _____

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**

Infant & Toddler Course – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program¹	Students Available for Graduation²	Number of On-time Graduates³	On-Time Completion Rate⁴
2020	32	32	29	91%
2019	22	22	20	91%

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 Program¹	Students Available for Graduation²	150% Graduates⁵	150% Completion Rate⁶
2017	42	42	40	95%
2018	20	20	18	90%
2019	22	22	20	91%
2020	32	32	29	91%

Student's Initials: _____ Date: _____

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

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Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2020	32	32	8	8	100%
2019	22	20	10	10	100%

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

Gainfully Employed Categories

includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2020	0	8	8
2019	0	10	10

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2020	8	0	8
2019	10	0	10

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Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	0	8
2019	0	10

Student's Initials: _____ Date: _____

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

Institutional Employment

includes data for the two calendar years prior to reporting

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	8
2019	0	10

Student's Initials: _____ Date: _____

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

License Examination Passage Rates – NA – No License Examination

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

Student's Initials: _____ Date: _____

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

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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	8	8	0	7	0	0	1
2019	10	10	0	8	2	0	0

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

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

National estimates for this occupation:

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
431,350	1.2 %	\$16.66	\$34,650	0.6 %

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

Annual Wages for 2020	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$31,916	\$35,202	\$43,545

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.

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

Cost of Educational Program

Total Charges for the program for students competing on-time in 2020: **\$3,156.00**.
Total charges may be higher for students that do not complete on time.

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

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

Federal Student Loan Debt

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

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

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

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print

Student Signature

Date

School Official

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

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Definitions - Continued

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.

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.

“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.”

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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, 2021

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

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

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

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

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

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

Admission for Infant & Toddler Candidate

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

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

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

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

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

Applicant Name (print)

Applicant Signature

Date



Pamela Zell Rigg, Program Director

July 1, 2019
Date

APPENDIX E
TRANSFER CREDIT
Application and Acknowledgement

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

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

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

Institution of Prior Montessori Preparation: _____

1. Transfer between AMS Programs:

Candidate: Within 3 year time limit following original academic phase.

AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:

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

2. Transfer for TEP recognized by AMS

Candidate: Degree level required by AMS

AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:

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

3. Transfer from TEP not recognized by AMS: Not Accepted

*** Infant & Toddler Level – Montessori Coursework Evaluated & Completed:**

- Early Childhood Overview Pedagogy I (Infant) Environmental Design (Infant)
 Child Development Pedagogy II (Toddler) Environmental Design II (Toddler)
 Observation Personal Growth Child, Family, & Community
 Program Leadership

*** Infant & Toddler Level - Montessori Coursework to Complete at MTEC:**

- Early Childhood Overview Pedagogy I (Infant) Environmental Design I (Infant)
 Montessori Philosophy Pedagogy II (Toddler) Environmental Design II (Toddler)
 Child Development Personal Growth Child, Family, & Community
 Observation Program Leadership Practicum

For MTEC-SFBA use only:

MACTE Accredited Institution: _____ Yes _____ No (state reason in comments)

Documentation Accepted: _____ Yes _____ No

Financial credit for prior coursework: \$ _____.

Cost of Montessori Coursework to complete: \$ _____.

Signature of Adult Learner

Date

Signature of Program Director

Date

**APPENDIX F
CHANGE OF STATUS
Declaration**

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

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

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

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

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

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

Name _____ Social Security # _____

Address _____ Telephone _____

City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

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

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

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

**APPENDIX G
NOTICE OF CANCELLATION**

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

Buyer's Right to Cancel

Date of First Class: _____

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

Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420
San Leandro, CA 94577

NOT LATER THAN: _____

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

REMEMBER, YOU MUST CANCEL IN WRITING

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

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

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

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

Buyer's Signature

Date

**APPENDIX H
NOTICE OF REFUND**

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

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

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

Course with tuition and hours:

Infant & Toddler (\$2,250. tuition/214 hours = \$10.51/hour)

2. **Date Refund was made:** _____/_____/_____
3. **Amount of Refund:** \$ _____
4. **Method of Calculating Refund-by pro-ratio:**
5. **Amount Adult Learner Paid:**
6. **Hours of Instruction paid, not attended:** _____ **Hours**
7. **Total hours paid** _____ **Hours**
8. **Equipment Cost** \$ 0.00
9. **Name of entity to which refund was sent:**

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

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

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date: _____

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

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

Date: _____ Name: _____

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

I have the following concern: _____

Official receiving the concern/complaint: _____

Action taken by the MTEC SF Bay Area : _____

MTEC SF Bay Area

Signature: _____ Date: _____

**APPENDIX J
PRACTICUM ASSIGNMENT DUE DATES**

September Practicum Seminar	Due: Practicum Forms, Letters of Reference Official Transcripts Bring: Practicum Binder
October Practicum Seminar	Bring: Practicum Binder
November Practicum Seminar	Child, Family & Community Assignment Bring: Practicum Binder
December Practicum Seminar	Due: December Report Classroom Leadership/ Positive Discipline Assign. Due: Observation Reports 1 & 2 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 4PM

**APPENDIX K
GRADUATE PLACEMENT**

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

Graduate Placement Form

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

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

Starting Date of Course: _____

Completion Date of Course: _____

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

_____ Yes _____ No

2. How many hours are you working per week: _____ hours/week?

3. What is your salary:

_____ \$20,000 - \$25,000

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

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

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

APPENDIX L
GRADUATE SELF-ASSESSMENT - INFANT & TODDLER 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. KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGY	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. TEACHING WITH GRACE & COURTESY	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

**APPENDIX M
ADMINISTRATOR ASSESSMENT OF GRADUATES
INFANT & TODDLER COURSE**

Name of School _____ Adult Learner _____

Year Graduated with MTEC-SFBA: _____

Dear School Administrator,

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

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

I. KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGY	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. TEACHING WITH GRACE & COURTESY	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

**APPENDIX N
STUDENT HANDBOOK ACKNOWLEDGEMENT**

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

School Code #0103001

**I HAVE READ ALL MATERIALS IN THE
INFANT & TODDLER STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS
OF THE MTEC - SFBA
INFANT & TODDLER
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