



Catalog

Arizona Montessori Teacher Education Program

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Arizona Montessori Teacher Education Program holds accredited status for its Early Childhood (through the year 2027) and Elementary I and I-II (through 2025) Montessori teacher education certification course levels from the Montessori Accreditation Council for Teacher Education (MACTE).

Arizona Montessori Teacher Education Program holds Full Affiliate status for its Early Childhood (through the year 2017) and Elementary I and I-II (through 2025) teacher education courses by the American Montessori Society.

Elementary I and I-II: “Renewal in process and in good standing” MACTE

Every effort has been made to ensure the accuracy of the information in this catalog. AMTEP reserves the right to make changes due to unexpected circumstances.

Introduction

Welcome! You are embarking on a journey that will likely change your life and the lives of your future students. Our team is committed to Montessori education and believes that it offers a successful means of educating children to become independent-thinking, life-long learners. We have prepared this guidebook to assist you along your way. Our programs are designed to help you learn as your own students will in a supportive community mastering Montessori philosophy, curriculum, and materials. Thus, our classes meet in person at a Montessori school especially arranged for children.

Faculty Members

Hollie DiCiccio, Elementary Practicum Supervisor, Elementary-I Instructor, and Field Consultant
Rondi DuBrock, Elementary-I Instructor, Elementary-II guest lecturer, Elementary-I Field Consultant
Kimberly Flanary, Elementary-I Instructor and Field Consultant
Jane Lemon, Director, Elementary Coordinator, Elementary-I Instructor, Elementary-II Assistant Instructor, Elementary-I Field Consultant
Laurie Smith, Elementary-I Instructor, Elementary-I Field Consultant
Elizabeth Bush, Elementary-II Instructor, Elementary-II Field Consultant
Jennifer Collier, Elementary-II Instructor, Elementary-II Field Consultant
Krista Cross, Elementary-II Instructor. Elementary-II Field Consultant
Jennifer Goode, Elementary-II Instructor. Elementary-II Field Consultant
Laura Marble, Elementary-II Instructor, Elementary-II Field Consultant
Patricia Barton, Early Childhood Coordinator and Practicum Supervisor, Early Childhood Instructor, Early Childhood Field Consultant
Francis Hinchey, Early Childhood Instructor, Early Childhood Field Consultant
Rosemary Jones, Early Childhood and Elementary I Instructor, Elementary-I Field Consultant
Rachel Lichtenberger, Early Childhood Instructor, Early Childhood Field Consultant
Tessa Musel, Early Childhood and Early Childhood Overview Instructor, Early Childhood Field Consultant
Aydee Tamaz, Early Childhood Instructor

Staff Members

Christine Helm, Elementary-II Field Consultant
Christine Huse-Markey, Elementary-II Field Consultant
Cassie Arias, Early Childhood Field Consultant
Peggy Shupp, Early Childhood Field Consultant

Program Offered:

Montessori Elementary-I: Certificate of Attendance, AMS Credential

This program of academic coursework is 348 Clock Hours, 53 weeks in total length. Academic classes are held in person. The Montessori Elementary-I Program has an Externship requirement of 1080 Clock Hours that will be completed in an approved Montessori elementary classroom.

Graduate Employment Opportunities: The Graduate should be able to acquire an entry-level position working as a Montessori Elementary^{1st}-3rd Grade Teacher after successful completion of AMTEP coursework and Externship.

Program Costs Including Tuition/Fees and Books/Supplies

	Tuition	Registration	Total Tuition/Fees	+
<u>Books/Supplies</u>				
Montessori Elementary-I	\$6,500	\$200	\$6,700	

Please Note: Tuition covers AMS membership dues for two years. AMS requires that adult learners have a current membership when submitted for credential recommendations. After two years, additional membership dues would be the responsibility of the adult learner.

Program Outline for Montessori Elementary-I 53 Weeks Total

<u>Course Title</u>	<u>Clock Hours</u>
Montessori Philosophy, Leadership, Mathematics I	60
Montessori Language Arts and Management	60
Montessori History and Geography	64
Montessori Biology and Physical Science, Curriculum	37
Montessori Mathematics II, Montessori Geometry	48
Montessori Curriculum Design & Classroom Leadership	48
<u>Montessori Leadership, Administration, Peace, and Study Presentations</u>	<u>32</u>
Total Academic Coursework Clock Hours	349
Montessori Elementary Externship A & B	<u>1080</u>
Total	1429

Course Descriptions for Montessori Elementary-I, (emphasizing 1st – 3rd grade curriculum)

Montessori Philosophy, Classroom Leadership, Mathematics I: 60 Clock Hours

Students will learn about the history and philosophy of Montessori education, as well as observation, self-reflection, and the stages of development (emphasizing the 6-12-aged child). Various theories of human development and education complete the student's study. Leadership focuses on aspects of managing a Montessori classroom, including assessment, record-keeping, and professional standards and conduct. The Montessori Mathematics I portion focuses on arithmetic skills and concepts developed through work with Montessori manipulative materials. Students will learn how to assess and group children as well as how to present these Montessori materials to 1st-3rd grade children.

Montessori Language Arts I and Classroom Leadership: 60 Clock Hours

In the Language Arts course, students will focus on all aspects of language, and includes the history of language, word study activities, spelling, and handwriting, as well as the Science of Reading and Writing. Grammar studies focus on the Parts and Functions of Speech, as well as Sentence Analysis. Students will learn the Montessori manipulative materials and methods of instruction. They will develop a Montessori English Language Arts Album that demonstrates culturally-responsive and diverse learning approaches including anti-bias and antiracist topics. Emphasis is placed on how to assess and individualize instruction for children.. Leadership focuses on aspects of managing a Montessori classroom.

Montessori History I (36 clock hours), Montessori Geography I (28 clock hours)

In the History section, students will learn how to present the following: earth history, including fossils, timelines, time, and fundamental human needs, including contributions of a variety of racial, ethnic and cultural groups. In the Geography portion, students will focus on physical, political, and cultural

geography for 1st-3rd grade children. The course culminates with studies of the Earth itself and comparisons with the sun, our place in the Solar system, as well as weather and climate, seasons, air pressure, and oceans. The horizontal layout of the Fundamental Needs of People, during History, emphasizes our diverse, world cultures. Students create extensions and variations to serve as models with their own students.

Montessori Biology I (20 Clock Hours), Montessori Physical Science I (12 Clock Hours), Leadership (4 Clock Hours), Practical Life (1 Clock Hour)

The Biology section focuses on Zoology, Botany, Human Biology, and Ecology. Students are introduced to parts of organisms, functions of those parts, life cycles, and classification of life across five or six kingdoms. In the Physical Science portion, students will focus on how to present Chemistry, Physics, and Earth Science concepts to young children. The Scientific Method is introduced. Students will practice with materials appropriate for elementary children. Students create extensions and variations to serve as models with their own students. During Leadership, students will plan curriculum for the first two weeks of the school year,

Montessori Mathematics II, Montessori Geometry I: 48 Clock Hours

In the Montessori Mathematics II portion, students will focus on more advanced Montessori materials for problem solving, fractions, decimals, and supplemental math concepts. The Montessori Geometry portion focuses on classified nomenclature, and comparison and measurement of geometric figures.

Montessori Curriculum Design and Classroom Leadership: 48 Clock Hours

This course focuses on aspects of managing a Montessori classroom, including the many roles of the teacher; ie. working with families, assessment, record-keeping, meeting state standards, planning curriculum, inclusion of children with special needs, selection and creation of Montessori materials, and planning field trips. Students will plan practical life activities, including those emphasizing culturally responsive grace and courtesy. They will experience music activities, movement and P.E., art projects and technology that they can share with their own elementary students. Music and art appreciation include a diverse and multicultural lens.

Classroom Leadership and Philosophy: 32 Clock Hours

In this course, students continue to focus on aspects of managing a Montessori classroom, including assessment, record-keeping, meeting state standards, planning curriculum, designing a Montessori environment, community building, social skills, and life skills, as well as ideas of how to integrate these into the classroom. Additionally, students will learn about the importance of self-reflection, teachers' responsibilities in working with a school's administration, as well as leadership responsibilities and opportunities in Montessori and general education communities.

Montessori Elementary Externship: 1080 Clock Hours

The Montessori Elementary Externship experience is designed to provide the students with hands-on training in an approved Montessori classroom with elementary students. The goal is to produce highly competent teachers by developing the essential skill sets through intensive hands-on experience. **Note:** There is a \$600 fee for those self-directed. This covers additional support and documentation. See Practicum Handbook for details.

Program Offered:

Montessori Elementary-II Continuation: Certificate of Attendance, AMS Credential

This program of study is a continuation of Montessori Elementary-I for those who have an Elementary I credential or documentation of completion of Elementary-I academic coursework from an education

center recognized by the American Montessori Society It is 180 academic Clock Hours, 5 weeks in length, held in person. Montessori Elementary has an Externship requirement of 1080 Clock Hours that will be completed in an approved Montessori elementary classroom. Only one Externship is required for Montessori Elementary. If the Externship has been completed during Montessori Elementary-I, no additional Externship is required. If an Externship is required, the course length is 51 weeks.

Graduate Employment Opportunities: The Graduate should be able to acquire an entry-level position working as a Montessori Elementary 4th-6th Grade Teacher after successful completion of AMTEP coursework and Externship.

Program Costs Including Tuition/Fees and Books/Supplies

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	<u>Books/Supplies</u>
Montessori Elementary-II Program	\$4,000	\$200	\$4,200	

Note: Additional costs if an externship is required

Please Note: Tuition covers AMS membership dues for two years. AMS requires that adult learners have a current membership when submitted for credential recommendations. After two years, additional membership dues would be the responsibility of the adult learner.

Program Outline for Montessori Elementary-II 5 Weeks Total

<u>Course Title</u>	<u>Clock Hours</u>
Montessori Language II	36
Montessori Mathematics III	36
Montessori Geometry II	12
Montessori History II	4
Montessori Geography II	16
Montessori Biology II	16
Montessori Physical Science II	8
Montessori Curriculum Design II	12
Classroom Leadership II	12
Montessori Practical Life	16
Montessori Art/Music/P.E. & Movement	12
Total Academic Clock Hours	180
Montessori Elementary Externship A & B	(if needed) 1080
Total	1260

Course Descriptions for Montessori Elementary-II, (emphasizing 4th-6th grade curriculum)

Montessori Language II: 36 Clock Hours

This course focuses on all aspects of language, including advanced grammar, writing, reading, and literature. Students will learn the Montessori manipulative materials and methods of instruction, as well as lessons to meet Arizona academic standards. They will develop a Montessori English Language Arts Album that demonstrates culturally-responsive and diverse learning approaches including anti-bias and antiracist topics. Emphasis is placed on how to individualize instruction for students in the classroom.

Montessori Mathematics III: 36 Clock Hours

Students in this course will learn the advanced Montessori math materials. Concepts covered include factors, multiples, fractions, decimals, exponents, ratios, proportion, probability, and statistics, Roman Numerals, base systems, adding, subtracting, multiplying and dividing integers, and the use of variables and linear equations. Individualizing lessons for specific children and small groups to meet their needs is empathized. In addition to lecture, adult learners participate in guided practice with hands-on materials, create the Invention of Numbers annotated extension list, as well as illustrate/notate all lessons.

Montessori Geometry II: 12 Clock Hours

Students in this course will learn the Montessori geometry materials. They will practice lessons in equivalence, area, volume, and the Theorem of Pythagoras.

Montessori History II: 16 Clock Hours

In this course, students will learn the Montessori curriculum and materials for teaching history to 4th-6th grade children, including the historical contributions of a variety of racial, ethnic, and cultural groups. Topics include ancient humans, world history, United States history and government, and Arizona history and government. Thematic units will be designed.

Montessori Geography II: 4 Clock Hours

In this course, students will learn the Montessori curriculum and materials for teaching geography to 4th-6th grade children. Economic geography, landforms, and the work of water and air will be covered. Thematic units will be designed.

Montessori Biology II: 16 Clock Hours

Students will learn Montessori materials and lessons about microscopes, cells, plants and animals, water, carbon and nitrogen cycles, human biology, and biomes and ecosystems. They will compile and share an annotated list of available biology II materials.

Montessori Physical Sciences II: 8 Clock Hours

This course introduces the students to topics in geology, chemistry, meteorology, and astronomy, including minerals, layers of the earth, rock cycle, plate tectonics, Periodic Table of Elements, chemical reactions, electricity, the atmosphere, and the water cycle. Emphasis is placed on integrating the studies with history and geography.

Curriculum Design II: 12 Clock Hours

Students design Montessori material, and field trips and community service projects.

Classroom Leadership II: 12 Clock Hours

Students will focus on ways to build community as well as conflict resolution, inclusion of children with special needs, record-keeping and tracking, assessment, and daily/weekly/monthly planning. Strategies for group dynamics are included.

Montessori Practical Life II: 16 Clock Hours

Students are introduced to practical life activities, including hygiene, sewing, domestic skills, gardening, carpentry, and informational technology and media emphasizing digital citizenship. Culturally responsive grace and courtesy is emphasized.

Art II/ Music II/ Movement & Physical Education II: 12 Clock Hours

Students will learn age-appropriate art, music, movement and physical education activities. Topics will include drawing, painting, and sculpture, art appreciation, and crafts, singing, musical instruments, and music appreciation, exercise, games, and sports. Music and art appreciation include a diverse and multicultural lens.

Montessori Elementary Externship: 1080 Clock Hours

The Montessori Elementary Externship experience is designed to provide the students with hands-on training in an approved Montessori classroom with elementary students. The goal is to produce highly competent teachers by developing the essential skill sets through intensive hands-on experience. Note: Only one Externship is required for Montessori Elementary. If the Externship has been completed during Montessori Elementary-I, no additional Externship is required. See Practicum Handbook for details.

Program Offered:

Montessori Early Childhood: AMS Full or Associate Credential

This program of academic coursework is 301 Clock Hours. Most academic classes are held in person. See course descriptions for exceptions. The Montessori Early Childhood Program has an Externship requirement of 540 Clock Hours that will be completed during a full academic year in an approved Montessori early childhood classroom. The total length is 51 weeks.

Graduate Employment Opportunities: The Graduate should be able to acquire an entry-level position working as a Montessori Early Childhood Teacher after successful completion of AMTEP coursework and Externship.

Program Costs Including Tuition/Fees and Books/Supplies

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	<u>+</u>
<u>Books/Supplies</u>				
Montessori Early Childhood Program	\$6,000	\$200	\$6,200	

Please Note: Tuition covers AMS membership dues for two years. AMS requires that adult learners have a current membership when submitted for credential recommendations. After two years, additional membership dues would be the responsibility of the adult learner.

Program Outline for Montessori Early Childhood 51 Weeks Total

<u>Course Title</u>	<u>Clock Hours</u>
Montessori EC Philosophy/Theory	33
Montessori Early Childhood Practical Life/Everyday Living	40
Montessori Early Childhood Sensorial	40
Montessori Early Childhood Classroom Leadership	19.5
Montessori Early Childhood Mathematics	44
Montessori Early Childhood Language Arts	44
Montessori Early Childhood Social Studies	12
Montessori Early Childhood Physical and Life Science	12
Montessori Early Childhood Art	4
Montessori Early Childhood Music and Movement	6
Montessori Early Childhood Family Involvement/Education	6
<u>Montessori Early Childhood Observation</u>	<u>29</u>
Total Academic Coursework Clock Hours	289.5
Montessori Early Childhood Externship	540
<u>Seminar hours during Externship</u>	<u>11.5</u>
Total	841

Course Descriptions for Montessori Early Childhood, (emphasizing children aged 3-6 years old)

Montessori Early Childhood Philosophy/Theory: 33 clock hours

Students will learn the history and philosophy of Montessori education, as well as the stages of development of children 0 to 6 years. Various theories of human development and education complete the study. Students learn strategies for community building and integrating social and life skills education into the classroom.

Montessori Early Childhood Practical Life/Everyday Living: 40 clock hours

Students will learn the unique Montessori concepts of grace and courtesy, control of movement, and care of the person and environment, with consideration of culturally responsive and relative experiences. These provide the foundation for the child's successful work in all areas of the classroom.

Montessori Early Childhood Sensorial: 40 Clock hours

Students will learn the unique emphasis on Montessori sensorial materials and concepts relating to multisensory learning theory.

Montessori Early Childhood Classroom Leadership: 19.5 clock hours

Students will focus on designing and managing a Montessori classroom. Topics include record-keeping, planning curriculum, assessment, discipline, communication with children, families and staff. Diversity, cultural responsiveness, and anti-bias anti-racial practices are addressed.

Montessori Early Childhood Mathematics: 44 clock hours

Students will learn the concepts related to numeration, linear counting, the decimal system, operations of the decimal system, and related math, with awareness of diverse mathematical perspectives.

Montessori Early Childhood Language Arts: 44 clock hours

Students will learn the development of language in children and how to provide experiences in receptive and expressive language, visual and auditory perception, as well as vocabulary development and enrichment, including oral language enrichment, such as storytelling, connected to diverse cultures. Reading, penmanship, composition, and grammar materials are introduced. Students master early phonics strategies.

Montessori Early Childhood Social Studies: 12 clock hours

Students will learn concepts related to geography and history, such as various land/water forms, globes, maps, flags, diversity of cultures, calendar, seasons and time lines.

Montessori Early Childhood Physical and Life Science: 12 clock hours

Students will learn concepts relating to and strategies for present botany, zoology, earth, and physical science, including basic classification.

Montessori Early Childhood Art: 4 clock hours

Students will learn the rationale and methods for teaching art basics, such as cutting, gluing, drawing, painting, and sculpture. They will also learn appropriate, culturally responsive art appreciation and history activities.

Early Childhood Music and Movement: 6 clock hours

Students will learn the rationale for teaching music and movement in a Montessori classroom, including their connection to auditory discrimination, language development, and memorization. They will also learn strategies for teaching rhythm, singing, instruments, body awareness, games, and group activities with diverse and culturally responsive exposure.

Montessori Family Involvement/Education: 6 hours

Students will learn skills in building family/educator partnerships, with an awareness of diversity, equity and inclusion within the family and school community. The skills will include opportunities for

collaborations, parent-child relationships, parenting styles, dialogue between families and classrooms, family education on Montessori, stresses families face in relation to Montessori theories, and communication with families. **This is an online course through Canvas.**

Montessori Early Childhood Observation: 8 clock hours + 20 hours of classroom observation

Students will learn observation methods and documentation.

Montessori Early Childhood Externship A & B: 540 Clock Hours

The Montessori Early Childhood Externship experience is designed to provide the students with hands-on training in an approved Montessori classroom with preschool through kindergarten age students. The goal is to produce highly competent teachers by developing the essential skill sets through intensive hands-on experience. Section A runs from August – December with section B, from January – May. See Practicum Handbook for details.

11.5 Seminar hours will be held during the externship.

Note: There is a \$600 fee for those self-directed. This covers additional support and documentation.

Admissions Requirements

All prospective students must complete an Admissions interview. Applicants must be 18 years of age or older, have a minimum of a High School Diploma, a GED, or its equivalent and submit references (see page 12). Access to a computer, the Internet, and basic computer skills are necessary.

Montessori Elementary-II Program Applicants Must Also:

Provide documentation of an Elementary I credential or completion of Elementary-I academic coursework from an education center recognized by the American Montessori Society prior to beginning.

All Montessori Applicants Must Also:

Prior to starting an Externship at an approved Montessori school, the student must meet the health and safety requirements of the school. This may include, but is not limited to, Fingerprint Clearance Card, proof of immunization, CPR certificate. The costs associated with these is solely the responsibility of the Applicant. Specific academic coursework must be completed before beginning an Externship. See either the Elementary or Early Childhood Practicum Handbook for details.

Montessori school Externship sites must complete and submit AMTEP Practicum Site Agreement Form, including proof of liability insurance, and possibly a Supervising Teacher Form.

Enrollment

Prospective students may enroll at the start of each program's cycle, which is usually in June.

Completion Requirements

Students must have an overall attendance rate of 90%. Make-up assignments are required for all absences. All assignments must be deemed "accepted."

Additionally, Elementary I candidates must submit a transcript indicating successful completion of a college-level Child Development Course. They are also required to provide a Montessori Early Childhood credential or proof of a 40-hour Montessori Early Childhood Overview course. Each candidate must also complete 1080-hour Externship including all assignments. **Note:** American Montessori Society credential requires a bachelor's degree.

- **Montessori Early Childhood Overview Course: 32 clock hours in person plus 8 hours additional:** (For those Elementary candidates without a Montessori Early Childhood (Primary) Credential)

Students will learn about the characteristics and needs of the three to six year old child; examples of spontaneous activity (self-motivated learning); features of a Montessori classroom environment that contribute to the development of independence, freedom of choice, freedom of movement, and decision-making; methods, activities and materials that the Montessori teacher uses; ways that a Montessori teacher fosters an atmosphere of respect, empathy, and compassion; and the professional responsibilities of the adult to the environment, the child, and their role as a Montessori teacher/guide.

Additionally, Elementary-II candidates must provide documentation of an Elementary I credential or completion of Elementary-I academic coursework from an education center recognized by the American Montessori Society prior to beginning. They must complete a 1080-hour Externship including all assignments. Only one Externship is required for Montessori Elementary. If the Externship has been completed during Montessori Elementary-I, no additional Externship is required. **Note:** American Montessori Society credential requires a bachelor's degree.

Additionally, Early Childhood candidates must submit a transcript indicating successful completion of a college-level Child Development Course. **Note:** American Montessori Society full credential requires a bachelor's degree. An AMTEP graduate with no bachelor's degree qualifies for an AMS associate credential.

Requirements for Graduates to Practice.

Teacher certification is not required to teach in Arizona's private schools. Arizona law provides that teachers within charter schools do not need to meet state certification requirements, but employee qualifications must be specified in the charter application and resumes for all employees and must be maintained by the school and made available upon request by parents or others. National requirements vary for private and charter schools. A valid fingerprint clearance card is most likely required.

To obtain Arizona teacher certification, applicants must hold a bachelor's degree from an accredited college or university. Additionally, the state's department of education requires specific coursework based on the desired teaching area of focus and the passing of specific exams.

Placement Assistance

Arizona Montessori Teacher Education Program does not offer placement assistance. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. While demand for Montessori teachers has been high for several years, we imply no guarantee of employment, salary, or occupational advancement.

Arizona Montessori Teacher Education Program Payment Plan

Students attending AMTEP have several options to pay for their education including:

1. Cash, cashier's check, or money order.
 2. Employer tuition assistance or reimbursement.
 3. Registration fee of \$200.00 is due with signing of the enrollment agreement.
 4. Payment Plans:
 - A. **Payment for Early Childhood:**
 - a. \$5,500 if paid in full by May 15
 - b. \$6000 after May 15
- Payment schedule: \$3000 by June 1
 \$1000 by July 1
 \$1000 by September 1
 \$1000 by January 15

- B. **Payment for Elementary-I:**
a. \$6000 if paid in full by May 15
b. \$6500 after May 15
 Payment schedule: \$3000 by June 1
 \$1500 by July 1
 \$1000 by September 1
 \$1000 by January 15
- C. **Payment for Elementary-II:**
\$4000 paid in full by June 1

Arizona Montessori Teacher Education Program has limited Sponsorships. The Program does not supply educational loans. There is a \$500 discount for full payment of tuition prior to beginning Montessori Elementary I or Montessori Early Childhood.

The American Montessori Society awards teacher education scholarships yearly. For an application, see <https://amshq.org/Educators/Montessori-Careers/Become-a-Montessori-Educator/Teacher-Education-Scholarships>

Cancellation and Refund Policy:

Course Cancellation

AMTEP may cancel a course prior to its start date due to lack of enrollment. If this occurs, any and all paid fees, deposits, and tuitions will be refunded within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

An applicant denied by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three business days of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three business days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the \$200.00 Non-Refundable Registration Fee.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 10 consecutive class days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. **Tuition charges/refunds:**
 - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition less the \$200.00 Registration Fee.

B. After the commencement of classes, the tuition refund, less the \$200.00 Registration Fee, amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's official withdrawal, by the total number of clock hours in the program.

Books, supplies and fees:

Montessori books and supplies for personalizing Montessori manuals are the property of the student. No separate refunds will be made.

Refunds:

Checks will be issued within 30 days of the date of student notification, or date of school determination that the student has dropped. Students will be dropped after ten (10) days absent consecutively. A student may apply for reinstatement and will be notified, in writing, in 5 business days if or when classes may be resumed.

Student Services to be provided by the Institution:

Student services are provided by the coordinator, director, and your classroom instructor. AMTEP does not provide non-academic counseling, housing, or health care but will make every effort to help in attaining them, if needed. AMTEP takes great pride in helping its students navigate their way into becoming Montessori professionals. Just come and talk with us. Your success is also our success!

Special Needs: AMTEP strives to provide an inclusive learning environment to foster student success. Reasonable accommodations for limitations due to any disability, including learning disabilities, may be requested from the Director. Please make an appointment with the Director to discuss any accommodations. AMTEP may request reasonable documentation related to the disability or disabling health condition and students may be expected to provide such documentation prior to AMTEP providing an accommodation.

Academic Policies:

Admission Requirements or Program Registration:

All prospective students must submit an Application including fee, two professional references, one personal (non-relative) reference, a personal essay stating why you wish to be a Montessori teacher and what personal attributes will contribute to your success in the field (250 words), and a diploma for the highest degree attained. An admissions interview will then be scheduled.

Attendance Requirements

Students are expected to arrive on time for class having completed any assignments and with proper materials. An overall attendance rate of at least 90% is required to successfully complete the programs at Arizona Montessori Teacher Education Program. Make-up assignments are required for all absences.

Students who are unable to continue classes for medical reasons or severe personal problems are required to interrupt their education and drop out until they are able to return to class. Due to the brevity of the training programs, a Leave of Absence is not available. Students may join a new cohort when able.

Satisfactory Academic Progress

Students receive weekly feedback on assignments. Using rubrics or checklists, each assignment is marked as “accepted” or “resubmit.” Since each assignment is carefully chosen with specific objectives in mind, each must be resubmitted until considered “accepted.”

A student receiving “resubmit” on an assignment will have 2 weeks to raise the standing of the assignment to “accepted.” If the assignment is not accepted, the student may be withdrawn from course(s). The director, after consultation with all parties involved, makes the final decision. After appropriate advising, a student may be allowed to repeat the course(s) during the next cohort.

Late assignments: An assignment is late if not submitted on its due date or if it remains unacceptable after two weeks. A fee may be required to assess late assignments. More than two late assignments indicate unsatisfactory progress and an action plan will be developed with the adult learner. Action plans will be signed by the adult learner, the instructor, and the Level Coordinator.

Action Plans may include attending scheduled make-up days or having Practicum visits and/or performance exams rescheduled until the adult learner is current with assignments.

Adult learners who are behind in coursework and fail to respond to AMTEP communication are considered academically at risk and may be subject to dismissal.

Grading System: See rubrics and checklist in Student Handbooks and syllabi.

Students will be issued “pass” or “incomplete” at the end of each course. Digital transcripts are available upon request.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind is not allowed at any time on school property. Smoking is not permitted on the school campuses. Any violation of AMTEP policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. There is an appeal process. See Grievance Procedure.

The School Director may suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate advising, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance and reinstatement into the program of study.

Previous Credits

Arizona Montessori Teacher Education Program does not award credits for previous training or education, with the exception of proof of elementary-I academic coursework/accreditation or Early Childhood credential from a MACTE accredited programs, proof of 40-hour Montessori Early Childhood Overview course, and a transcript of a college level child development course. The Program

does not award credits for experiential learning. The Program may accept previous Montessori training if it occurred at the same course-level at another AMS-affiliated and MACTE-accredited institution and is fully documented by that institution on a transcription of some kind, with a score or grade that verifies successful completion of that portion of the program. Contact AMTEP director for more information.

Please Note: The candidate must: 1. Be within the three-year time limit following the original academic phase. 2. Be a current member of AMS. (See AMS requirements Elementary Policy Handbook Pg. 9-10, Early Childhood Policy Handbook Pg. 14)

Additionally, the Program does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Records

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. Official transcripts will be provided to the student at no charge, additional copies are available for \$5.00.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

Grievance Committee and Procedure

Published in AMTEP Catalog, Policy Handbooks, and posted in each class.

Any adult learner finding themselves in disagreement with AMTEP over an action or policy is expected to go through appropriate channels to resolve the issue, **first** bringing the issue to the person or staff member involved to try to informally resolve the matter. The Level Coordinator must approve any solutions arranged in this manner and if further help is needed, one should seek assistance from the Program Director. Adult learners are expected to express concerns respectfully and only share concerns with those persons directly involved. Every effort to resolve the concern will be made through the Level Coordinator and/or AMTEP's Director and those concerned. AMTEP's Director may include a professional mediator/counselor to help resolve the issue at her discretion.

If the concern remains unresolved, the complaint may then be referred to AMTEP's Grievance Committee which will determine if a hearing is necessary.

Purpose

1. To help resolve significant complaints or grievances by adult learners, staff, or Practicum Supervisors.
2. To decide on a course of action in response to a grievance, which will be binding on all parties involved in it.

Composition of the Committee

1. The Program Director or their designee.
 2. One faculty member of the program, appointed by the Director.
 3. One of the adult learners enrolled in the program, elected by their cohort during the academic session.
- Note: Any individual named in a formal written grievance will not serve on the Arbitration Committee.

AMTEP's Grievance Committee will consider grievances against the program and its management and staff in the following areas:

1. Incomplete or seriously deficient training during the program.
2. The program's failure to meet AMS requirements during the practicum phase.
3. The program's failure to meet financial obligations to anyone due those obligations.

Grievance Procedures

1. Grievances must be submitted in writing within 30 days stating the specific nature of the grievance. Upon receipt of this formal written grievance, AMTEP's Director will convene the Grievance Committee within 14 days. The Grievance Committee will review the complaint and all related information and issue a written statement concerning whether there is sufficient evidence to convene a formal hearing.

2. If the Committee determines that a hearing is needed, the hearing will be scheduled at a mutually convenient time for all parties concerned (note, this meeting may take place by video conference).

3. In the event of a hearing, the Committee will hear from both sides of the dispute and attempt to arrive at a satisfactory solution through compromise, recommendation, and/or agreed action in so far as the action does not conflict with the policies or requirements of AMTEP, AMS, or MACTE. If a satisfactory resolution is not arrived at, the Committee shall decide, by majority vote (two out of three), upon a course of action that shall bind all parties. The Grievance Committee will issue a written notification of all decisions and recommendations within 10 days of the hearing.

If the parties are not satisfied with the results of this process, they may contact the Montessori Accreditation Council for Teacher Education (MACTE) and/or the American Montessori Society (AMS). See below

MACTE reviews complaints that relate to a program's compliance with the Quality Principles and Standards. MACTE is interested in the sustained quality and continued improvement of Montessori teacher education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or adult learners. **MACTE does not investigate anonymous complaints.**

A copy of the appropriate Standards and/or the MACTE policy and procedure for submission of complaints may be obtained by contacting the MACTE office.

MACTE

420 Park Street Charlottesville, Virginia 22902

Phone: (434) 202-7793 Fax: (888) 525-8838

Email: accreditation@macte.org,

Website: www.macte.org

If a problem brought to the teacher education program's grievance committee is not resolved, the complainant may contact the AMS office of teacher education in writing.

AMS

Attn: Teacher Education

211 E 43th Street, 7th floor # 262, New York, NY 10017

Phone: 212-358-1250 Fax: 212-358-1256

Email: ams@amshq.org

Additionally: If the complaint cannot be resolved after exhausting the institution's Grievance Procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board contact information and address is:

Arizona State Board for Private Postsecondary Education

1740 W. Adams St. Phoenix, AZ 85007

Telephone: (602) 542-5709 Fax: (602) 542-1253

Website: <http://ppse.az.gov>

Class Schedule

Classes are held from 8:00 am until 12:00 pm and 1:00 pm until 5:00 pm Monday through Friday during June and July. See class calendar for the schedule of classes from September through May. Additional time for makeup work and individual tutoring will be scheduled as requested or needed by the instructor. A schedule of proposed class start dates for Montessori Elementary-I, Montessori Elementary-II, and Montessori Early Childhood will be provided to you at the time of enrollment. Start dates for the programs are subject to change.

All courses are in person classroom based instruction and/or directed study with the exception of Early Childhood seminars and Family involvement/Education.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by email, phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Veterans Day	

Acknowledgements

Catalogs are available to students and prospective students in a written or electronic format. Within 10 days from the date of a catalog revision, the revised catalog shall be submitted to the State Board.

Facilities

Montessori Elementary classes are held at Serrine Montessori Center, 591 W Mesquite St., Chandler, AZ 85225. Montessori Early Childhood classes are held at Montessori Education Centre, 2834 E. Southern Avenue, Mesa, AZ 85204 or 815 N. Gilbert Road, Mesa, AZ 85203. There is ample parking for 20 students and visitors at each. All classrooms are designed to be user friendly and have been equipped with the full complement of Montessori materials needed to successfully complete the desired program of study.

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