

# **School Catalog**

## **Arizona Montessori Teacher Education Program**

**700 S Island Drive W**

**Gilbert, AZ 85233**

**(480) 926-0937**

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***Arizona Montessori Teacher Education Program holds Full Affiliate status for its Elementary I and I-II teacher education courses with the American Montessori Society through the year 2025.***

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

**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

Susanmarie Clark, Elementary Practicum Supervisor, Elementary-I Instructor  
Hollie DiCiccio, Elementary-I Instructor  
Rondi DuBrock, Elementary-I Instructor, Elementary-II guest lecturer  
Kimberly Flanary, Elementary-I Instructor  
Jane Lemon, Director, Elementary Coordinator, Elementary-I Instructor, Elementary-II Assistant Instructor  
Tammy Becker, Elementary-II Instructor  
Elizabeth Bush, Elementary-II Instructor  
Jennifer Goode, Elementary-II Instructor  
Jenny Shope, Elementary-II Instructor  
Judith Webster, Elementary-II Instructor  
Aime Augsburg, Early Childhood Instructor  
Patricia Barton, Early Childhood Coordinator, Practicum Supervisor, Early Childhood Instructor  
Davina Goff, Early Childhood Instructor  
Rachel Lichtenberger, Early Childhood Instructor  
Connie Selby, Early Childhood Instructor

## Staff Members

Rosemary Jones, Elementary-I Field Consultant  
Tessie Perez, Early Childhood Executive Assistant

## Program Offered:

### **Montessori Elementary-I: Certificate of Attendance, AMS Credential awarded.**

This program of academic coursework is 348 Clock Hours, 53 weeks in total length. 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 1<sup>st</sup>-3<sup>rd</sup> 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>+</u>	<u>Books/Supplies</u>
Montessori Elementary-I	\$6,500	\$200	\$6,700		

## Program Outline for Montessori Elementary-I 53 Weeks Total

<u>Course Title</u>	<u>Clock Hours</u>
Montessori Philosophy, Management, Mathematics I	60
Montessori Language Arts and Management	60
Montessori History, Montessori Science, Curriculum	52
Montessori Geography, Montessori Biology	48
Montessori Mathematics II, Montessori Geometry	48
Montessori Curriculum Design & Strategies	48
<u>Montessori Leadership, Administration, Peace, and Study Presentations</u>	<u>32</u>
Total Academic Coursework Clock Hours	348
Montessori Elementary Externship A & B	<u>1080</u>
Total	1428

### Course Descriptions for Montessori Elementary-I, (emphasizing 1<sup>st</sup> – 3<sup>rd</sup> grade curriculum)

#### **Montessori Philosophy, Management, Mathematics I: 60 Clock Hours**

Students will learn about the history and philosophy of Montessori education, as well as observation and the stages of development (emphasizing the 6-12-aged child). Various theories of human development and education complete the student's study. The Montessori Mathematics I portion focuses on arithmetic skills developed through work with Montessori manipulative materials. Students will learn how to present these Montessori materials to 1<sup>st</sup>-3<sup>rd</sup> grade children.

#### **Montessori Language Arts I and Management: 60 Clock Hours**

The Language Arts course focuses on all aspects of language, including the history of language, word study activities, reading, handwriting, spelling, and composition. Students will study materials focusing on the Parts and Functions of Speech, as well as Sentence Analysis, and how to present these to children. The Philosophy and Leadership portion focuses on observation and aspects of managing a Montessori classroom, including assessment.

#### **Montessori History I, Montessori Physical Science I, Curriculum: 52 Clock Hours**

In the History section, students will learn how to present the following: earth history, including fossils, timelines, time, and fundamental human needs. 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.

#### **Montessori Geography I, Montessori Biology I: 48 Clock Hours**

In the Geography portion, students will focus on physical, political, and cultural geography for 1<sup>st</sup>-3<sup>rd</sup> 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 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. Students will practice with materials appropriate for elementary children.

#### **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 Strategies: 48 Clock Hours**

This course focuses on planning curriculum, selection and creation of Montessori materials, and planning field trips. Students will plan practical life activities. They will experience music activities, movement and P.E., art projects and technology that they can share with their own elementary students.

**Montessori Leadership I, Administration, Peace, & Study Presentations: 32 Clock Hours**

In this course, students will 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 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 A & B: 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. Section A runs from August – December with section B, from January – May.

**Program Offered:**

**Montessori Elementary-II Continuation: Certificate of Attendance, Credential Awarded.**

This program of study is 180 academic Clock Hours, 5 weeks in length. Montessori Elementary has an Externship requirement of 1080 Clock Hours that 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 4<sup>th</sup>-6<sup>th</sup> 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	

**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	
<u>Montessori Art/Music/P.E. &amp; Movement</u>	<u>12</u>	
Total Academic Clock Hours	180	
Montessori Elementary Externship A & B		(if needed) <u>1080</u>
Total		1260

**Course Descriptions for Montessori Elementary-II, (emphasizing 4<sup>th</sup>-6<sup>th</sup> 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.

**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.

**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 4<sup>th</sup>-6<sup>th</sup> grade children. Topics include ancient humans, world history, United States history and government, and Arizona history and government. Thematic units will be designed. Students will discuss and plan how to meet the Arizona academic standards.

**Montessori Geography II: 4 Clock Hours**

In this course, students will learn the Montessori curriculum and materials for teaching geography to 4<sup>th</sup>-6<sup>th</sup> 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 animal, water, carbon and nitrogen cycles, human biology, and biomes and eco-systems. 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.

**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, and assessment. 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

**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.

**Montessori Elementary Externship A & B: 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. Section A runs from August – December with section B, from January – May. Note: Only one Externship is required for Montessori Elementary. If the Externship has been completed during Montessori Elementary-I, no additional Externship is required.

**Program Offered:****Montessori Early Childhood: Full or Associate Credential awarded**

This program of academic coursework is 288 Clock Hours. 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	\$6,000	\$200	\$6,200		

Early Childhood

**Program Outline for Montessori Early Childhood 51 Weeks Total**

<u>Course Title</u>	<u>Clock Hours</u>
Montessori EC Philosophy	33
Montessori Early Childhood Practical Life	40
Montessori Early Childhood Sensorial	40
Montessori Early Childhood Leadership	21
Montessori Early Childhood Mathematics	44
Montessori Early Childhood Language Arts	42
Montessori Early Childhood Social Studies	12
Montessori Early Childhood Science	12
Montessori Early Childhood Art	4
Montessori Early Childhood Music and Movement	6
Montessori Early Childhood Parent Involvement/Education	6
<u>Montessori Early Childhood Observation</u>	<u>28</u>

Total Academic Coursework Clock Hours	288
Montessori Early Childhood Externship	540
<b>Total</b>	<b>828</b>

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

**Montessori Early Childhood Philosophy: 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: 40 clock hours**

Students will learn the unique Montessori concepts of grace and courtesy, control of movement, and care of the person and environment. 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 Leadership: 21 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 is 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.

**Montessori Early Childhood Language Arts: 42 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. 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 Science: 12 clock hours**

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

**Art: 4 clock hours**

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

**Early Childhood Music and Movement: 6 clock hours**

Students will learn the rational 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.

**Montessori Early Childhood Parent Involvement/Education: 6 hours**

Students will learn skills in building parent/educator partnerships. The skills will include opportunities for collaborations, parent-child relationships, parenting styles, dialogue between parent and classrooms,



parent education on Montessori, stresses parents face in relation to Montessori theories, and communication with parents.

**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.

**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).

**Montessori Elementary-II Program Applicants Must Also:**

Provide proof of Elementary-I academic coursework completion and/or accreditation from a MACTE accredited program.

**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. They must attain a minimum grade of a B in each course.

**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.

**Additionally, Elementary-II candidates must** provide documentation of completion of 1080-hour Externship including all assignments. **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:** A bachelor's degree from an accredited college or university is required for national credential. An AMTEP graduate with no bachelor's degree qualifies for a national 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 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.

### **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 1
    - b. \$6000 after May 1
      - i. 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 1
    - b. \$6500 after May 1
      - i. 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 does not offer Scholarships. 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, please see <http://amshq.org/About-AMS/What-We-Are-Doing/Awards-and-Grants/Teacher-Education-Scholarships>.

**Cancellation and Refund Policy:**

**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 withdraw 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:

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
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:**

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

**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.

Students who are unable to continue classes for medical reasons or severe personal problems will be 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.

**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.

**Satisfactory Academic Progress:**

Students received weekly feedback on assignments. They must maintain an 80% average **i**n each course. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

**Grading System**

90 – 100 = A	Excellent
80 – 89 = B	Passing

Less than 80

Not Passing

Students will be issued grades at the end of each course.

### **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 campus. 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. 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.

**Student Grievance Procedure is Published in AMTEP Catalog, Policy Handbooks, and posted in each class.**

**In the event of a complaint, dispute or grievance, all students should follow the following procedures:**

1. Complaints directed at an individual staff or faculty member must be discussed directly with the individual involved. Many times, addressing the issue right away resolves the problem.
2. Grade appeals can be submitted for instructor errors, including miscalculation of grades. An appeal must be submitted within 10 days of course completion.

3. If after addressing the issue, you feel that the matter remains unresolved, you must submit a formal complaint, in writing, to the Director or their designee within five (5) business days. The Director or designee will respond, in writing, within five (5) business days.
4. If issue is not resolved, it is sent to the Arizona Montessori TEP's Problem-Solving Committee. Members include the Director, Level Coordinator (if different from the director), a Montessori instructor and/or Field Consultant (as applies to the situation or to make it an odd number), and a representative elected by the adult learners. (The committee must consist of an odd number of individuals).
5. If the Problem-Solving Committee deems that an issue is serious enough to warrant an Arbitration Session, it will schedule said session between the Committee and the person who initiated the complaint. After hearing both sides of the issue, the Committee will attempt to arbitrate a solution or, if that fails, will vote upon a binding course of action. Majority vote is required to pass the course of action.
6. If the parties are not satisfied with the results of this process, they may appeal to the Grievance Committee of the AMS Office of Teacher Education in writing, whose decisions are binding and without appeal.

Address of MACTE (Montessori Accreditation Council for Teacher Education):

MACTE

Rebecca Pelton, Ed.D., Executive Director

420 Park Street Charlottesville, Virginia 22902

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

Email: [rebecca@MACTE.org](mailto:rebecca@MACTE.org) Monday through Friday 9:00 - 4:00 EST

Address of AMS (American Montessori Society):

AMS

Attn: Teacher Education

116 East 16th Street New York, NY 10003

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

Email: [ams@amshq.org](mailto: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: [www.azppse.gov](http://www.azppse.gov)

## **Class Schedule**

Classes are held from 8:00am until 12:00pm and 1:00pm until 5:00pm 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.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by 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 Pomeroy Elementary School, 1507 W Shawnee Drive, Chandler, AZ 85224. Montessori Early Childhood classes are held at Bella Montessori School, 700 S Islands Drive W, Gilbert, AZ 85233. There is ample parking for over 50 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.

### **Board of Directors**

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