

Introduction to Montessori Classroom Practice Application & Enrollment Agreement for 2023-24 Online Course

MMTEI is pleased to offer a 40-hour certificate course for aspiring Montessori classroom professionals, including early childhood education assistants and teachers who are new to the Montessori approach. Prior teaching experience is not required. Please complete the following brief application, read the program policies and sign and submit the form to MMTEI at 5 Park Hill Rd. Kalispell, MT 59901, or teacher-ed@mtmontessori.com. Space is limited. Students will be notified of acceptance promptly and will be issued billing statements. Please contact the MMTEI office at any time with questions.

Name			
Address		State	Zip
Phone	Email		
Highest degree earned		Year Awarded _	
nstitution Name		Location	
Are you working in a Montessor f yes: Role	School		
Please describe your interest i working in a Montessori classro			

Your signature confirms your understanding of and agreement with the following policies:

- MMTEI adheres to a policy of non-discrimination in regard to race, color, religion, age, gender, disability or national origin in the process of student selection.
- Students are expected to conduct themselves with dignity and respect for MMTEI faculty and staff, one another, and any other adults or children they engage with as part of this course.
- This course begins October 8, 2023, and is scheduled to end February 25, 2024. Students are
 expected to participate in weekly online discussions, complete assigned readings in a timely manner
 and attend synchronous video sessions that will be scheduled in consultation with students once the
 course begins.
- This course will be conducted online and requires access to a computer and reliable internet access at sufficient speed to participate in synchronous video calls (e.g., Zoom).

- Students will practice the use of Montessori classroom materials. Any student who is not currently working in a Montessori classroom will need to make arrangements with a local school where materials can be used. MMTEI may assist in making introductions and requests.
 Tuition for this course is \$350 and must be paid to MMTEI in advance. If you are employed in a
- Tuition for this course is \$350 and must be paid to MMTEI in advance. If you are employed in a Montessori Early Childhood school and more than one employee will be enrolled in this course, your tuition is \$300.

☐ I will be financially responsible	or my own tuition.	
1 /	ny tuition. Billing statement will be sent to the student and contribu	utor
Organization		
Contact Name		
Address		
E-mail	Phone	_
Authorized Signature Represe	ing Organization	

- Should you choose to withdraw from the course prior to the start of the third week (October 22, 2023), MMTEI will refund 75 percent of your tuition. Should you choose to withdraw prior to the start of the fifth week (November 5, 2023), a 50 percent refund will be issued. If you withdraw after November 5, 2023, no refund will be issued. In order to receive a refund, MMTEI must receive written notification (email will suffice) of intent to withdraw on or before the above-stated deadlines. Refunds will be issued within 30 days of request.
- As part of this course, students will complete an observation in a Montessori classroom other than
 your own that will require at least three consecutive weekday daytime hours in February. Students
 are responsible for making proper arrangements for missed work time, child care, etc., to complete
 this assignment.
- Successful completion of this course may require minor costs not included in the tuition, including purchase of a three-inch three-ring binder and sheet protectors.
- Upon your successful completion of the course, you will receive a Certificate of Completion from the American Montessori Society. This does not constitute a teaching credential and does not qualify you to be a lead teacher in an Early Childhood Montessori classroom.
- In order to issue certificates of completion, AMS requires participants in this course to hold, at minimum, a high school diploma, GED or international equivalent.
- MMTEI is accredited by the Montessori Accreditation Council for Teacher Education (420 Park St. Charlottesville, VA 22902) through December 2028 and is a member of the American Montessori Society (281 Park Ave. S., Sixth Floor, New York, NY 10010) through December 2028.
- MMTEI is here to help and support students. Students are encouraged to communicate any
 difficulties encountered during this course, including problems or complaints, to their instructors, the
 Program Coordinator or the MMTEI Director, Sally Welder, who can be reached at 5 Park Hill Rd.
 Kalispell, MT 59901, (406) 755-3824.

I have read and understand the above policies:					
Print Name	Signature	 Date			