



Introduction to Montessori Classroom Practice Application & Enrollment Agreement for 2024-25 Online Course

MMTEI is pleased to offer a 40-hour certificate course for early childhood Montessori assistants. 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 _____ City _____ State _____ Zip _____
Phone _____ Email _____

Highest degree earned _____ Year Awarded _____
Institution Name _____ Location _____

Are you working in a Montessori classroom for the 2024-2025 school year? _____
If yes: Role _____ School Name _____
Location _____

Please describe your interest in pursuing this course, including any experience you may have working in a Montessori classroom. _____

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 13, 2024, and is scheduled to end February 23, 2025. 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 Montessori Early Childhood school and more than one employee will be enrolled in this course, your tuition is \$300.

I will be financially responsible for my own tuition.

A third party is contributing to my tuition. Billing statement will be sent to the student and contributor.

Organization _____

Contact Name _____

Address _____

E-mail _____ Phone _____

Authorized Signature Representing Organization _____

- Should you choose to withdraw from the course prior to the start of the third week (November 3, 2024), MMTEI will refund 75 percent of your tuition. Should you choose to withdraw prior to the start of the fifth week (November 17, 2024), a 50 percent refund will be issued. If you withdraw after November 17, 2024, 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