AMI Elementary Training Course
Student Handbook
2019-2021

Montessori Training Center of Minnesota
(DBA Montessori Center of Minnesota)

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Saint Paul, MN 55106
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Licensed by:
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Montessori Center of Minnesota is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
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MONTESSORI ORGANIZATIONS
Association Montessori Internationale
Association Montessori Internationale/USA
Association Montessori Internationale/Elementary Alumni Association
North American Montessori Teachers Association
Montessori Training Center of Minnesota
DBA Montessori Center of Minnesota (MCM)

ELEMENTARY COURSE STUDENT HANDBOOK

CONTACT INFORMATION
1611 Ames Ave
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E-mail: mtcm@mtcm.org
Web site: www.montessoricentermn.org

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Association Montessori Internationale
Founded in 1929 by Dr. Maria Montessori (b. 1870-d. 1952)
Headquarters:
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The Netherlands
Phone: 31.20.679.8932
Fax: 31.20.676.734
Email: info@montessori-ami.org
Website: www.montessoriglobal.org
Philip O’Brien, President
Lynne Lawrence, Executive Director

MISSION STATEMENT
Our mission is to transform lives and society by broadening access to the power of Dr. Maria Montessori’s proven method of education.

VISION STATEMENT
All humanity working for the common good in our shared world.
VALUES
Transformation: Provoking powerful change in our shared world.
Work: Engaging in meaningful and purposeful activity.
Community: Building connections to foster human solidarity.
Intentionality: Bringing clarity and thoughtfulness to all we do.
Civility: Acting with respect, courtesy, and compassion.

APPLICATION AND ENROLLMENT
Application Materials
Candidates will be considered for admission after completion of the application form, payment of the application fee, and receipt of all supporting documents including university transcripts, reference forms, a brief autobiography, a resume/curriculum vitae, and handwritten answers to the questions posed on the Elementary Course Application for Admission. Once all application materials have been received a personal interview with the Director of Training will be scheduled. If a trainee holds an AMI diploma at another level, one recommendation must be from their previous Director of Training.

Application Procedures
When to apply: Prospective trainees should apply as early as possible. Once the course has been filled, a waiting list for future courses may be established.
How to apply: Forms are online and can be requested by mail, phone, or e-mail, and should be returned completed with all supporting documents and fees to:

Montessori Center of Minnesota
1611 Ames Ave
St. Paul, MN 55106

Enrollment Policy
Trainees wishing to enroll for the Elementary Training Course should do so as soon as possible, to ensure placement availability and proper processing of their application. All applications are considered and processed based on availability of spots. Applications submitted close to the start of the course, will be considered on a case-by-case basis. Once full enrollment has been reached a waiting list may be established.

International Trainees
International trainees must ensure that they have all appropriate governmental permissions prior to arrival at the MCM. The MCM has been approved for student visa status by the United States Department of Immigration. Requirements include: Proficiency in English as determined by the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score (which must arrive before the first day of class), financial documentation demonstrating the ability to pay tuition and living expenses, and a valid passport. For more information and a complete list of requirements visit www.ice.gov/sevis, the official website of US Immigration and Customs Enforcement. All transcripts not in English must be translated into English. While it is preferred that transcripts be certified as equivalent to a bachelor’s degree, exceptions for these documents may be made by the Director of Training. (Certification of documentation can be obtained from the World Education Service, P. O. Box 745, Old Chelsea Station, New York, NY 10011, Phone: 202.460.5644, www.wes.org).

All components of the course will be conducted in English. Applicants whose native language is not English are required to complete the TOEFL with a minimum score of 550 on the paper-based test or 80 on the iBT, or the IELTS with a minimum score of 6.5. This requirement is waived for applicants who have a baccalaureate or graduate degree in the United States or Canada. If the TOEFL is not taken, such
as in the case of a candidate living in an English-speaking country for many years, in regards to albums and exams, the student will be considered to have English proficiency as a native speaker.

**Course Prerequisites**
A bachelor’s degree in any field of study is required. However, under special circumstances the Director of Training may make exceptions to this requirement based on other studies, work, or life experience.

**Motivation**
The MCM recognizes that intellectual ability alone does not necessarily make a good student. Interest and motivation often may be the determining factors of a student’s performance. Accordingly, the MCM will review academic records, work history and life experiences. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity, independence, and the aptitude for psychological insight and understanding.

**Foundation Course**
The Foundation Course is an intensive course and immediately precedes the Elementary Training Course. The Foundation Course is designed to give knowledge of portions of the Primary Training Course as it forms the basis of and is related to the work of the Elementary Training Course. It does not qualify the candidate to teach at that level. For those applicants who do not hold an AMI Primary Diploma, successful completion of the Foundation Course is a prerequisite.

**Probationary Status**
Trainees accepted into the Elementary Training Course on a probationary basis are notified of this status at the time of acceptance into the course. This probationary acceptance is effective through the first seminar, at which time if the trainee is in good standing, the probationary status will be lifted and the student will be notified in writing. If a trainee is not in good standing by this time, the Director of Training will make a final review of the trainee’s participation in the course and a decision will be made as to the trainee’s continued participation. This decision will be based on an evaluation of work-to-date, extenuating circumstances, attendance, class participation, and the trainee’s commitment to the completion of the course requirements.

If a trainee’s conduct or work appears to be unsatisfactory during the course, the trainee may be placed on probationary status. Unsatisfactory conduct or work could include but is not limited to habitual lateness to lectures or practice sessions, written assignments which contain many errors and/or do not cover the assigned materials, the submission of late work on more than two occasions, and poor use of the supervised practice sessions. The Director of Training will notify the trainee if placed on probationary status. A trainee placed on probationary status must meet with the Director of Training to discuss the situation and create a plan for satisfactory participation in the course. This plan will be specific to the trainee’s situation and will include a timeline for bringing the student into good standing.

**OPPORTUNITIES FOR FURTHER EDUCATION**
**St. Catherine University**
Trainees who hold a bachelor’s degree may enroll simultaneously in the St. Catherine University MAED program or the St. Catherine University licensure program. Please contact the MCM Course Administrator at info@mtcm.org, for more details, or visit https://www.stkate.edu/academics/graduate-degrees/academic-programs/maed-montessori.
TRAINING COURSE

Course Title
The formal title of the course is The Elementary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 6 through 12 years.)

The Diploma of the Association Montessori Internationale
The Association Montessori Internationale Elementary Diploma for working with children ages 6 to 12 years is granted upon satisfactory completion of the course requirements; attendance at lectures and demonstrations; observations and submission of observation notes and accompanying assignments; practice teaching; supervised practice sessions with materials; submission of teaching manuals (reference albums) containing illustrated notes on the Montessori materials; samples of classroom materials constructed during the course; passing marks on both final written and oral examinations conducted by Examiners of the Association Montessori Internationale, and upon recommendation of the Training Staff of the MCM.

The MCM is very proud of our Association Montessori Internationale affiliation; our purpose is to deliver a course according to AMI standards. This is an internationally recognized training program, drawing trainees worldwide. We want our trainees to choose this training because it is what they want and how they wish to learn.

The diploma is recognized in the United States and internationally. It qualifies the holder to work in a pre-existing classroom or to start a new classroom. All AMI diplomas state the holder has "studied the principles and practice of the Montessori method for children from 6 - 12 years of age" and has “passed the written and oral examinations.” By itself, the diploma does not automatically qualify the holder to teach. The state or country in which the holder wishes to work may have other teaching requirements that must be fulfilled. Note that the diploma does not qualify the holder to train other teachers, and so states as such.

Course of Study

<table>
<thead>
<tr>
<th>Course of Study: Montessori Elementary Teacher Training</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>Psychology, Child Development and the Philosophy of the Montessori Method I</td>
<td>20</td>
</tr>
<tr>
<td>Psychology, Child Development and the Philosophy of the Montessori Method II</td>
<td>20</td>
</tr>
<tr>
<td>Classroom observation</td>
<td>120</td>
</tr>
<tr>
<td>Resources in Montessori Schools</td>
<td>20</td>
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<tr>
<td>Montessori Programmed Learning I</td>
<td>63</td>
</tr>
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<td>63</td>
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<td>Montessori Programmed Learning III</td>
<td>63</td>
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<tr>
<td>Montessori Practicum</td>
<td>120</td>
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<tr>
<td>Montessori Curriculum &amp; Methods: Mathematics I</td>
<td>30</td>
</tr>
<tr>
<td>Montessori Curriculum &amp; Methods: Mathematics II</td>
<td>36</td>
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<tr>
<td>Montessori Curriculum &amp; Methods: Mathematics III</td>
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<td>Montessori Curriculum &amp; Methods: Language I</td>
<td>23</td>
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<tr>
<td>Montessori Curriculum &amp; Methods: Language II</td>
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<tr>
<td>Montessori Curriculum &amp; Methods: Language III</td>
<td>14</td>
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<tr>
<td>Montessori Curriculum &amp; Methods: Geometry</td>
<td>30</td>
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<tr>
<td>Montessori Curriculum &amp; Methods: Geography</td>
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<td>Montessori Curriculum &amp; Methods: History</td>
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<tr>
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<td>30</td>
</tr>
<tr>
<td>Montessori Curriculum &amp; Methods: Music and Art</td>
<td>36</td>
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Total clock hours 800
The Elementary Training Course presents an examination of the development of the child in accordance with Dr. Maria Montessori’s principles and philosophy. Particular emphasis is given to children between the ages of six and twelve years old. The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), demonstrations, construction of materials, supervised practical sessions with the Montessori apparatus, as well as observation and practice teaching in AMI approved Montessori classrooms. Written and oral exams are conducted by AMI representatives; trainees reaching a satisfactory standard at these examinations and whose course work is satisfactorily completed will be awarded the AMI Elementary Diploma.

Instruction is in residence at the Montessori Center of Minnesota, with class size capped at 40 trainees. The course is conducted from July 2019 through August 2021. The Foundation Course, required for those trainees not holding an AMI Primary diploma, begins on June 17, 2019, continuing through July 18, 2019. The Elementary Course begins on July 22, 2019, and continues through two more summers, including online mid-year seminars, ending with graduation.

Lectures and Demonstrations
Lectures are delivered by the Director of Training and pedagogical staff on the Montessori Method, including philosophy, psychology, and their practical applications. The lectures also include demonstrations of all exercises. Periodic sessions to be held with guest lecturers will be announced. Opportunities will also be provided for discussion of presented material.

THE PERSONAL RECORDING OF LECTURES, AUDIO OR VIDEO, IS NOT PERMITTED. UNDISCLOSED RECORDING OF ANY KIND WILL RESULT IN THE DISMISSAL FROM THE COURSE.

An introduction and detailed demonstrations of Montessori activities will be presented in each of the following nine areas of work: Theory, Geography, Biology, History, Mathematics, Geometry, Language, Music, and Art. Additional content will cover the development, organization, and administration of the prepared Montessori environment.

Albums
Each student will complete a personal reference album of written and illustrated exercises for each of the nine areas as noted above. These exercises must be written out according to the prescribed format, and must include individual sketches illustrating the exercises. All charts, demonstrations, and impressionistic material must be illustrated carefully and placed within the body of the text. Use of printed material to represent the Impressionistic charts is subject to approval by the Director of Training. Only materials presented on this course should be included in the album.

Notes taken and sketches made during the lectures are the basis from which the student prepares course albums. Taking of full notes is required. The process of writing and illustrating albums is an internalization and restatement of the presented material that verifies that the student has understood and is able to prepare a coherent written record of presentations appropriate for children age six to twelve.

Please note:
• Submission of unoriginal work, or that of another person, constitutes cause for immediate dismissal from the course. Both parties involved in the passing and sharing of work will be held responsible, and accordingly will be accountable and subject to consequences. No inclusion of illustrations, diagrams, photographs, etc. downloaded from the internet or obtained from a
source other than the staff of MCM and guest lecturers on this training course will be permitted. If questions arise about originality of work, staff will contact the trainee.

• All trainees who assist classmates with work, and who accept assistance from other members of the class for legitimate reasons (such as illness or additional clarification) must inform the Director of Training immediately as to avoid misunderstandings and complications. Both parties are required to obtain and submit a Shared Notes Form for this purpose.

• The albums, which trainees prepare and submit for examination, are intended for their own personal use with children and may not be printed, published, distributed or reproduced in any form for any other use. Additionally, all course handouts are for the personal use of trainees and may not be published or reproduced for purposes other than their own studies.

**Supervised Practice and Independent Practice with Montessori Materials**

Supervised practice grants the trainee opportunities to solidify understanding and techniques of the didactic apparatus before entering the classroom to work with children. Trainees must practice a minimum of 140 hours under the supervision of MCM staff. The purposes of practice sessions are to provide the student with opportunity for active manipulation with the materials and the accompanying verbalization. During the time set aside for supervised practice, trainees are expected to manipulate the materials, rather than edit notes or make materials. Only practice with the materials meets the AMI requirements for practical sessions. Two and a half hours of supervised practice are scheduled each day, and trainees are required to attend and participate.

Independent practice is the time for each student to become more familiar with each exercise before attempting to write that exercise as demonstrated. Further, trainees are expected to independently explore each demonstrated exercise soon after its presentation, recording questions and difficulties they would like addressed during supervised practice.

The MCM is open for independent practice before and after class time, including over the lunch hour, and during normal business hours. Weeknight and weekend hours for independent practice are available, but are the sole responsibility of the trainees to pre-schedule dates and times with MCM staff. These hours will be considered subordinately to scheduled events hosted by MCM.

**Required Individual Homework**

Trainees should be advised that a considerable number of hours should be allotted for their course work outside of scheduled classes and activities. A minimum of twenty hours of work each week is usually needed for preparing albums, illustrating exercises, making materials, reading and studying. All illustrations and album writings are to be done outside of class hours.

**Course Supplies**

To complete the requirements of the course, trainees will want to have a variety of supplies. These supplies will aid in the careful preparation of albums and materials. Some items that may be useful are as follows:

- Grid/graph paper, isometric grid paper, writing paper, notebook
- Colored pencils or water-based paints
- Ruler or straight edge
- Computer and computer related supplies (including paper, printer, etc.)

**Dropbox and MCM Website Use and Protocol**

Dropbox for the Elementary Training Course is managed by MCM course. These materials are provided as a resource for trainees enrolled in the course. All items are to support training and work with children, and are not to be shared with others without direct permission from course staff.
“View-only” access is given so that the files cannot be inadvertently deleted or removed. Trainees will need to download items onto their devices they wish to use before any changes can be made. In addition, trainees are permitted to share files with the cohort they feel may benefit study and practice by emailing them to the Elementary Course Assistant. Those files will be placed in the folder within Dropbox called “Student File Sharing.” Note that files will be shared at the discretion of the Director of Training. At the conclusion of the course, Dropbox will be closed.

The MCM website will also host files required for the course, such as chart images, while Dropbox will contain non-required files that may be useful for the future (such as for making materials for the prepared environment).

**Required Materials**

Material making is a required component of the Elementary Training Course. In order to lead an elementary Montessori class successfully, the prepared environment must contain a full complement of materials, which includes a complete set of colored charts, (including corresponding pieces), history timelines, and various teacher-made materials. Generally speaking, the bulk of the materials should be made by the trainee, but for this aspect of the course, it is okay to collaborate with others.

The MCM advises that trainees budget a total minimum of $1800 for course related expenses such as binders, books, paper, timelines, charts, miscellaneous materials etc., over the three summers. Please honor the due dates for materials submissions, which will be distributed in advance. *Note: if the purchase and personal coloring of charts (see below) is not chosen, this budgeted amount may increase.*

Laminating is not required for the course. If lamination is desired, it is not recommended until *after* materials have been checked for accuracy by elementary course staff.

To successfully complete the course, each trainee will need to meet three aspects of the material making requirement:

1. **Acquire a full set of impressionistic, factual, and working charts, and provide proof of purchase from one of the MCM approved sources, OR submit personally colored charts for review by course staff:**

   **Geography:** Charts 1a-12a; 14a-28a, 1-30, GW1-GW5 plus accompanying pieces, U1-U5
   
   *For the River Charts, substitutions for a continent other than N. America are acceptable*

   **Biology:** Charts A-Q, S

   **History:** Charts H1, H2, H5, H5a, H6, H7, H10

   The chart options are as follows. A selection will be required during first days of the course. If the third option is not chosen, please provide a proof of purchase (in the form of a scanned receipt) to MCM email by the end of the first summer.

   **Colored and printed charts from our local Minnesota printer** (information for the printer will be provided the first week of the first summer). For the protractor chart, you will need to print the moveable piece to size to fit the base. All geography work chart pieces will need to be made to size to fit the charts. Often, printing bulk orders can be discounted. If you chose this option it is encouraged to connect with other trainees who are planning to do the same to see if there is a cost savings. Trainees will need to provide a proof of purchase (in the form of a scanned receipt) to MCM
by the end of the first summer. Should the trainee choose this option, additional material making is required from Lists A and B below.

**Digital files from AMI Digital, which you will then have printed in your locale.** See the specific inventory that the Director of Elementary Training has selected to meet the requirements of this course. Print the charts in a large size; A2 or local equivalent is preferred. Trainees will need to provide a proof of purchase (in the form of a scanned receipt) to MCM by the end of the first summer.

**Black and white line drawing charts, which you will paint or color.** If this option is chosen, coloring the charts will complete part 3 of your material requirement; no additional materials from that list will be necessary.

2. Make/prepare (includes coloring or painting) the following timelines:
   - Timeline of Life (control)  *note that the blank timeline and pieces are not required for graduation*
   - First Timeline of Human Beings
   - Second Timeline of Human Beings
   - The Black Strip
   - The Hand Timeline

3. Make additional materials:
   Materials must be attractive, durable, and pedagogically correct to be accepted. Alternative material making proposals may be accepted at the discretion of the Director of Training.

**Part A: Chose one selection from Part A, plus one selection from Part B:**
   - Kingdom Vegetalia, envelopes and contents
   - Kingdom Animalia, envelopes and contents
   - Timeline of the history of the child’s own country
   - History Question Chart cards for the child’s own country
   - Verb tense materials *(three packets of To Love – active voice, passive voice, negative form; To be; To have; optional: To Love – subjunctive; To Love – each word on an individual card)*

**Part B: OR Choose four selections from Part B:**
   - Body function materials
   - Animal story material (four+ examples)
   - Question and answer game cards for animals, including animal pictures for classifying
   - 4-beat measure patterns, first sixteen cards
   - Set of simple numbered songs
   - Word study charts (suffixes, suffixes classified, compound words, prefixes, word families)
   - Parts of Speech charts: Noun family, Verb family, Adverb/Verb/Pronoun
   - Comparison of adjective cards (both sets)
   - Noun classification cards (at least six sets of cards and corresponding booklets)
   - Classification charts (noun and adjective)
   - Language bundle: article grammar box cards, personal pronoun cards
   - Verb tenses (past tense strong and weak charts and slips; present tense cards)
   - Fraction bundle (common fractions: prepared problems to stay in limits of the materials, strips, labels for pieces; decimal fractions: decimal points, four aids to understanding)
   - Botany nomenclature booklets
   - Geometry nomenclature booklets
Required Readings and Writings
Each student will be required to read selected materials, participate in discussions and occasionally write on assigned topics throughout the course. For mid-year, online seminars there will be assignments due. Seminar assignments will be distributed at the end of the first and second summers for the subsequent seminars.

Reading List
Books may be purchased through the MCM.
*Required reading for the Elementary Training Course

By Dr. Maria Montessori
Child Education
Child, Society and the World
Creative Development in the Child, Vol. 1
Creative Development in the Child, Vol. 2
*Education and Peace
Education for a New World
*From Childhood to Adolescence
Psychoarithmetic
*Psychogeometry
*The Absorbent Mind
*The Advanced Montessori Method – Volume One
*The Advanced Montessori Method – Volume Two
The Child in the Family
The Discovery of the Child
*To Educate the Human Potential
The 1946 London Lectures
The Formation of Man
The Secret of Childhood
What You Should Know About Your Child

By Mario Montessori
Education for Human Development – Understanding Montessori
*The Human Tendencies and Montessori Education

By E. M. Standing
Maria Montessori – Her Life and Work

By Angeline Stoll Lillard
Montessori: The Science Behind the Genius

By Paula Polk Lillard
Montessori, a Modern Approach
Montessori Today

By Paula Polk Lillard and Lynn Lillard Jessen
Montessori from the Start: The Child at Home from Birth to Age Three

By Silvana Montanaro
Observations
Observation is an essential skill for guiding a Montessori Environment. Observing environments with children of different ages and looking for specific elements common to all children, but varying in manifestation with the particular age, develop these skills. The emphasis in training the ability to observe is twofold: first to develop the skill itself of observation, and second to use the skill in implementing practices that correspond to meeting the needs of the developing elementary child.

Trainees are required to schedule and complete ninety (90) hours of observation in the classrooms of two AMI elementary trained teachers. This observation takes place during the first academic year of the course in two, two-week observation sessions, for a total of four weeks. The trainee must arrange to stay full school days at the observation site over two consecutive weeks for each session, and will be required to travel to select schools that meet the approval of the Director of Training. Suggestions for two sites and AMI teachers should be presented to the MCM for approval on the first day of the first summer of the course, using the observation proposal form provided upon acceptance to the course. In the event that the trainee does not make the necessary arrangements, he or she may have to observe at a school that is less economically convenient, but meets the AMI qualifications. Trainees are generally not permitted to observe at schools in which they work. If you would like to complete observation hours in a city or a non-USA country that has an AMI Elementary Training Center, MCM requires approval from the Director of Training prior to making your arrangements.

For ideas or suggestions about schools or classrooms to visit:
- Refer to http://amiusa.org/training-center-locator/
• Search online from AMI Elementary teachers in your area
• Contact us at MCM and/ or request advice from the Director of Training
• Contact the head of school at an AMI affiliated school who could suggest qualified teachers working at that school

Additionally, two days (9 hours) of observation in an AMI primary trained teacher’s classroom is required, for those trainees enrolled in the Foundation Course. These observations may take place during the two, two-week observation sessions explained above, if the same school has available environments, and the aforementioned 90 hours are completed.

When considering your placement options, feel free to stay local or travel elsewhere, including outside of your own country. This can be a wonderful opportunity to build relationships with various schools and see a variety of classroom situations and environments in both the private and public sectors.

Practice Teaching
Practice teaching affords the trainee opportunities to work with children using the Montessori approach and apparatus. Through these opportunities trainees are able to assess first-hand their abilities to work with children of this particular age group.

During the second academic year, following the second summer of the course and the required periods of observation, trainees will practice teach in pre-approved and assigned AMI classrooms. Trainees will spend two consecutive weeks at two sites, for a total of four weeks, and will work full-time so as to fulfill the required 120 hours minimum of practice teaching. Trainees must meet their observation requirement before they begin their teaching practice. Please note, a trainee’s course work must be at a satisfactory level in order to be placed for practice teaching.

Trainees must submit names of two AMI teachers on the first day of the second summer of the course, with whom they wish to practice teach. The names are subject to approval by the Director of Training, who can also give suggestions if needed (see above under observation, for location suggestions). MCM will then assign teaching supervisors who will visit during teaching practice. Trainees need to practice in a city in which a supervisor can be secured. The trainee is responsible for coordinating the practice teaching dates and the supervising visits with acceptable AMI elementary teachers. Trainees are generally not permitted to student teach at schools in which they work. If you would like to complete practice teaching hours in a city or a non-USA country that has an AMI Elementary Training Center, MCM requires approval from the Director of Training prior to making your arrangements.

Written Examinations
The final written examinations consist of one three-hour written exam regarding Montessori theory, and two two-and-one-half hour written exams on the practical aspects of the Montessori Method. Written exam dates will be announced at the start of the third summer, and scheduled approximately in the middle of the third summer. Examinations are administered by course staff during the three-day period:

Day 1: Exam A, Montessori Theory
Day 2: Exam B, Practical Applications of the Material
Day 3: Exam B, Practical Applications of the Material, part II

Oral Examinations
Each student is required to demonstrate his/her knowledge of all subjects, during an oral examination before an examining committee selected by the Association Montessori Internationale and the Director of Training. Oral exam dates will be announced as soon as they are known, typically at the start of the
third summer. Oral exam dates are determined by the Executive Board of the Association Montessori Internationale in Amsterdam, Holland, and are likely to be scheduled in the last week of the third summer. Any student sitting for oral examinations is required to be in residence during the entire examination period.

SYSTEM OF EVALUATION

Evaluation of Work
All assignments must be completed to the satisfaction of the training course staff. A “satisfactory” “unsatisfactory” grading system is used for course work. This system of grading applies to written papers, reference albums, practice with Montessori apparatus, practice teaching, material construction, and general course assignments. Work must be complete in order to be considered Satisfactory. Numerical grading is used for final written examination papers and final oral examinations. Letter grading will be used for trainees enrolled in the St. Catherine University graduate program. All late assignments affect the final grades in the course.

Trainees submit regular album assignments that are read by training course staff or AMI elementary trained teachers. Only complete, fully illustrated work will be read. The work is then returned with written comments. Trainees are advised to keep all comment sheets and to make needed corrections as soon as possible, while the content is fresh and while staff can assist with questions. No claim is made or implied that all omissions or content errors will be found by readers. Also, a lack of comments and corrections on these assignments does not guarantee acceptance of the albums when assignments are compiled and reviewed at the final check. In the case of work submitted via USPS, FedEx, UPS or similar, the package should include tracking if a student would like confirmation of arrival.

Evaluation Records
The training course staff is available as advisors to the trainees throughout the course, and keeps detailed records of academic progress in regard to album work, practice teaching, materials construction, practice sessions, observation notes, and theory papers. Successful completion of the course will be based on records reflecting complete and satisfactory work during the course, as well as satisfactory completion of the final written and oral examinations.

Trainees may request a progress conference with training course staff during the course and are encouraged to keep in close contact with the Director of Training. Trainees may request conferences with the Director of Training at any time, by appointment.

Deadline for the Completion of Course Work
It is our experience that trainees who turn in their work consistently on time are better prepared for the final written and oral exams. To this end, due dates are firm and it is expected that all work will be turned in on time; trainees will be notified well in advance of work deadlines. The trainee may be placed on probationary status as a result of the submission of late work on more than two occasions (see Probationary Status above). There will be no guaranteed return date of work submitted late. Exceptions to this policy must be discussed prior to deadlines with the Director of Training. Trainees in the St. Catherine University graduate program will receive a grade deduction for late work.

Changes, Corrections, and Resubmissions of Album Work
Typed or neatly handwritten, illustrated records of each demonstrated activity are to be handed in for review as scheduled. Any or all work that does not meet the satisfaction of training course staff must be corrected and resubmitted until it is satisfactory to ensure the papers demonstrate clear thought, use correct grammar and spelling, and are complete. The trainee should change the text or the illustrations in the albums if the reader has indicated them to be incorrect, unclear, insufficient, or missing. If the
student is uncertain about the action required by a comment, the student should contact training course staff as soon as the work is returned for assistance. When small corrections are required, there is no need to re-print the album pages. A neatly hand-corrected (with white out or similar) page will suffice.

If all course work and albums (and their corrections) have not been submitted in a timely manner for final album examination, a trainee may not sit for written and oral exams. Once a trainee has completed albums and course work within the extended timetable set by the Director of Training, the trainee may ask to sit for oral exams at another certified AMI elementary course the following year. The trainee will have only twelve months in which to complete the examinations.

There will be a $125 fee assessed for each late album and/or charts and materials submitted after the final album’s due date. The final album and materials due dates will be provided to trainees prior to the third summer.

**Grading Criteria**
An AMI Elementary training course is demanding and exacting, comparable to graduate level work. Throughout the course, the Director of Training will make periodic evaluations of the theory and practical work of the trainees. Any student not performing at the expected standards may be asked to withdraw from the course.

**Grading Criteria for Albums and Papers**
- Submission of album work by the date due
- Clear and complete written presentations
- Accurate reflection of the presentations given on the course in which the trainee is enrolled. Note that only albums that reflect this elementary training course can be evaluated toward this requirement.
- Evidence of understanding the nature of the assignment
- Neatness and legibility, easy to read font, and adequate line spacing
- Edited for correct grammar and spelling, including complete sentences, paragraphs, and subtitles (when applicable)
- Adequate and accurate illustrations—absolutely no downloaded internet material should appear in reference albums
- MUST BE THE STUDENT’S ORIGINAL WORK. **Plagiarism is grounds for dismissal from the course.** See “Scholastic Conduct”.

**Grading Criteria for Materials, Charts**
- Submission of materials by the due date
- Completeness, care, and accuracy of materials
- Attention to aesthetics, including neatness, and legibility
- Includes the name of the student written on the back of each material

**Grading Criteria for Observations and Practice Teaching**
Written observation notes pertaining to specific topics will be due three weeks after each observation period. Raw notes addressing each aspect of the assignment, as well as the paper assigned, are required for a Pass.

During each of the practice teaching assignments, trainees are required to complete records for a Pass, and submit them by the assigned due date.

**Grading Criteria for Written Examinations**
As previously noted, the final written examinations consist of one three-hour written exam regarding Montessori theory, and two two-and-one-half hour written exams on the practical aspects of the Montessori Method. For the theory portion, a trainee will select four out of seven questions to answer. The practical portion, tested over two days, requires the trainee to answer one of two questions for each of six areas of study: mathematics, language, geometry, biology, geography, history. Each question is worth 25 points and a passing grade of 50% is required for each of the two portions of the exam.

To receive a passing score, the trainee must answer all parts of the question; reflect an understanding of Montessori theory and the ability to relate examples to theoretical points. The answer must include definitions of all relevant terms. All papers are read in the blind by an evaluator. Any paper failing to receive a passing grade will be read by at least one additional evaluator. Any trainee failing a written paper will be allowed to re-take once within twelve (12) months of the published results.

Trainees for whom English is a non-native language and who have taken the TOEFL or IELTS exam for course admission will be allowed the presence of a paper dictionary with their first language to English during the written exam and will be allowed an additional one-third of the allotted time each exam day. In accordance with AMI guidelines, no digital dictionaries are allowed.

Trainees with a documented learning difference will be allowed accommodations as determined to complete the written exams, once documentation is presented and accepted by the Director of Training. (See below, Disability Statement).

**Grading Criteria for Oral Examinations**

Each trainee is required to demonstrate his or her knowledge during an Oral Examination before an examining committee from the Association Montessori Internationale. Committee members are selected from AMI Training Centers and others who are qualified Examiners by the AMI. An AMI appointed examiner heads the examination team. A grade of 12.5 out of 25 points in each of six areas (History, Geography, Geometry, Biology, Mathematics, and Language) is required to pass the oral examination. To receive a passing mark in each subject, a trainee must demonstrate the following knowledge:

- How to present the concept of the material written on the slip chosen in a blind draw
- The purposes, direct and indirect aims, and the ages of the child/ren to whom the material is presented
- The exercises that precede the presentation, those that would follow it, and what the exercise prepares for
- The control of error, if applicable
- Some general theory about the particular area
- The highlights and progression of each of the subjects

**General Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent Denotes high achievement and indicates intellectual initiative beyond the objectives of the course</td>
</tr>
<tr>
<td>B</td>
<td>Good Denotes work that meets the objectives for the course and intellectual command expected of a graduate student</td>
</tr>
<tr>
<td>C</td>
<td>Unsatisfactory Denotes work of inferior quality compared to the objectives of the course; It is the lowest passing grade</td>
</tr>
<tr>
<td>F</td>
<td>Failure Academic Dismissal</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn Authorized departure from the course without completion; does not enter into the grade point average calculation</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Denotes that work remains to be submitted and evaluated; trainees may...</td>
</tr>
</tbody>
</table>
not graduate with a grade of “I” in any course of their record (St. Catherine University trainees may not continue each subsequent semester with a prior grade of “I” remaining on their record.)

### Notification of Results

#### Album Work

An assignment sheet will be regularly distributed that lists the work required each week. Evaluators will make written comments for refining or correcting work and copies will be returned with the work to the trainee. All changes must be made before the final album examination. It is best to make the necessary changes immediately after the work is returned.

To be eligible to sit for oral exams, all albums must be submitted by the prescribed due dates for final album examination. (See also above, Changes, Corrections, and Resubmits of Album work)

#### Exams

Each trainee will be notified of their results of the oral examination. For those not passing the exams, a letter outlining the steps for completion of the course will be given to the trainee. The decision of the AMI examiners is final.

Trainees must complete the course with the grade of “Pass,” both in the written examinations and in the oral examinations, in order to graduate and be granted the AMI elementary diploma by the Association Montessori Internationale.

#### Make-up or Retake of Work or Examinations

Trainees not satisfactorily completing any portion of the course work must make special arrangements for completion with the Director of Training. All work must be submitted within 12 months of the end of the course, or trainees may be required to retake the full course for certification. As previously stated (see “Changes, Corrections, and Resubmits of Album work”), the charge for late albums or late materials is $125.00 per item.

Trainees failing any portion of the final written or final oral examinations, or those unable to sit for oral examination as a result of incomplete work, may retake the failed portions of the examinations the following year. These examinations may be taken the second time at any certified AMI Elementary Training Center during their regularly scheduled examination periods, with written prior approval given by that center. Additional practice with the apparatus, written work, and/or attendance at lectures may be required as a prerequisite for retaking the examinations. Final examinations may only be taken twice, and no later than one year after the first sitting. At MCM the fee to retake written and oral exams is $350 for each; the training center at which a trainee sits or re-sits for the examination will impose a financial assessment for this service.

#### AMI Requirements for Certification

The Advanced Diploma of the Association Montessori Internationale is granted upon satisfactory completion of the course requirements as follows:

- At least 90% attendance of lectures
- Observation as scheduled in AMI classes and corresponding assignments
- Practical sessions with materials
- Personally prepared reference albums containing illustrated notes on demonstrations and lectures
- Assigned material-making projects and mid-year assignments
• Practice-teaching as scheduled in AMI classes and corresponding assignments
• Passing grades on both written and on oral examinations conducted by Examiners of the Association Montessori Internationale

Admission to the training course does not guarantee certification. When necessary or by request, trainees are given progress conferences at the end of the first summer. Trainees not fulfilling any part of the course, or any part of the course examination, must retake or complete that part the following year, after complying with recommendations made by the AMI Board of Examiners. Trainees not fulfilling any part of the course are given only 12 months to make up the work.

AMI Elementary Diploma
The Association Montessori Internationale will award the diploma to those trainees who completed the above requisites to the satisfaction of the AMI examiners. The diploma must bear the signatures of the Director-General and the Chairman of the Association Montessori Internationale, and be signed by the Director of the Training Course. The AMI diploma certifies that the person has successfully completed the AMI Elementary Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children between the ages 6 to 12, and be employed as a Montessori elementary classroom teacher. Please make a copy of the diploma and store the original in a safe place. AMI/MCM does not issue duplicate diplomas.

The above guidelines are set forth in order to prepare for the task of guiding children and bringing the trainee’s work in the elementary course to the level required for the AMI examination. Although the course is unique in nature with regards to its instruction, intensity, and the importance of continuity, MCM will accept written records of previous education and training of all trainees. Appropriate credit will be given by MCM and the training period may be shortened proportionately at the discretion of the Director of Training.

Trainees enrolled in the MAED program must complete all requirements for certification to earn the graduate degree.

STATEMENT OF CONFIDENTIALITY AND ACCESSIBILITY OF FILES
The Montessori Center of Minnesota maintains records throughout the conduct of the course. Attendance records for lectures and supervised practice are maintained on a daily basis by the training course staff. Evaluations of course work including album work are maintained in the center’s administrative office.

Upon completion of the course or at the time of a student’s withdrawal from the course, a permanent file is created and maintained in the archives. This file contains all of the following, or the appropriate portion thereof:

• Complete application for admission
• Individual student record from the course (course transcript)
• Photo release form
• Summary evaluations of the Materials Reference Books (albums), materials, observations, and practice teaching
• Observation and Practice Teaching hour record with locations
• Practice Teaching supervisor report
• Summary of written and oral examination scores
• Copy of the signed and dated Montessori diploma
All trainee files are held in the strictest confidence and are accessible only upon written request and authorization by the trainee to the MCM. All parts of the permanent file remain in the sole possession of the MCM and the Director of Training.

For purposes of schooling or employment, a trainee may wish for a verbal reference to be given by the Director of Training. After requesting this from the Director of Training, the trainee will need to put this permission into writing.

**LEAVE OF ABSENCE POLICY**
In the event of a need for a leave of absence (LOA), the trainee must provide a written, signed, and dated request that includes the reason for LOA prior to the LOA. However, if unforeseen circumstances prevent providing a prior written request, MCM may grant the request if the trainee provides supporting documentation for the reasons and a written request at a later date. A trainee who has missed an excessive amount of time from the course may appeal to the Director of Training to meet the attendance requirement at another approved AMI course. The trainee may incur additional fees as a result of attending a course different than the one originally enrolled.

**RE-ENROLLMENT OR TRANSFER OF CREDIT**
Re-enrollment of any trainee for any reason is at the discretion of the Director of Training. MCM honors transfers to and from AMI accredited institutions only. All transfers to or from this program are subject to approval from AMI. To begin a transfer, please contact the Director of Training for proper forms and processes.

**COURSE RESPONSIBILITIES**
In order to preserve and protect the rights of the trainees, the MCM is committed to the following Standards of Fair Practice:

**Admissions**
- To provide prospective trainees with a complete and accurate picture of the course; to encourage them to visit the course site as well as local Montessori elementary schools
- To provide trainees with a written admissions procedure and related policies
- To maintain a clear policy regarding job placement services

**Academic Program**
- To describe course requirements clearly and accurately
- To prepare course descriptions that accurately reflect the course that is offered
- To provide the facilities and learning resources required by an AMI affiliated Montessori teacher training course
- To employ qualified instructors who will offer complete, quality instruction in theoretical and practical elements of all aspects of the Montessori Method
- To regularly monitor the trainee’s work and behavior; to advise them adequately of their progress
- To provide fair and reasonable evaluation of academic work and inform trainees regularly of academic progress
- To dismiss a student only for appropriate cause after due process
- To award certification only when merited, after all stated requirements have been satisfied

**STUDENT RESPONSIBILITIES**
In response to the Standards of Fair Practice to which the MCM is committed, the MCM expects trainees to make their commitment to the following fair practices:
- To represent themselves honestly in applying to the course
• To submit an application for enrollment based upon a desire to learn and to serve children by implementing Dr. Montessori’s principles
• To be fully informed about the total cost of the course and make all required payments in a timely manner
• To read and fully comprehend contracts before signing them; to fulfill all obligations required by signed contracts and to keep a copy of all contracts and receipts
• To be prompt and constant in class attendance and attend a minimum of 90% of lecture sessions. The administrator will notify trainees failing to maintain at least 90% attendance
• To read and be fully informed regarding the policies and conditions iterated in the Elementary Course Student Handbook
• To seek permission from the Director of Training to be absent when that absence is not due to illness.
• To be responsible for making up all work missed during an absence and to inform the Director of Training as to the source of the work provided
• To study all materials given in the course and to complete all assignments in a timely manner
• To fulfill the requirements of the course by creating the eight instructional albums, one theory album, and making the materials required for graduation
• To disclose the need for special considerations/accommodation with regard to learning style within four weeks of beginning the course; the trainee is responsible for providing the MCM with a written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids
• To fulfill all course requirements in a timely manner
• To demonstrate polite and professional conduct with classmates and course personnel; mutual respect of individuals is expected at all times
• To produce work that is solely personal and not taken from the work of current or previous trainees
• To sign the Code of Ethics Policy and AMI Requirements for Certification

COURSE SCHEDULE AND RELATED POLICIES

Schedule and Course Calendar
The training course staff has the responsibility and the authority for guiding the usage of time in lectures and in supervised practice. The general schedule follows below; however, there are times when changes may be made to best suit the needs of the course. The trainees will be informed of all changes in advance.

Foundation Course:
June 17 - July 18, 2019: 8:30 a.m. - 4:45 p.m., (closed Thursday, July 4, 2019)

Elementary Course:
Summer I: July 22 - August 16, 2019
First Year Online Seminars: November 23, 2019 and April 4, 2020 (tentative dates)
Summer II: June 22 - August 14, 2020
Second Year Online Seminars: December 5, 2020 and March 27, 2021 (tentative dates)
Summer III: June 21 - August 13, 2021

Summer hours are Monday through Friday, as is follows:
8:30 - 10:30 a.m.    Lecture
10:45 a.m. - 12:00 p.m.  Supervised Practice
12:00 – 1:15 p.m.    Lunch, material making, album work
1:15 - 3:15 p.m.    Lecture
Attendance Policies
Full attendance and satisfactory participation are required for all lecture/demonstration sessions and online seminars. AMI requires attendance records to be kept. Lectures begin promptly at the scheduled hour. As a prerequisite for the final examinations, trainees must observe punctuality and regular attendance to lectures, practice classes, observation, and practice teaching. Due to the intensity of the course work, trainees are urged to keep their absences to a minimum. Trainees are requested to notify the MCM in advance of an anticipated absence. Excessive absence will impair the trainees’ prospect of graduation, and trainees must attain at least 90% lecture attendance in order to sit for the written and oral exams. Trainees must arrange with the training course staff to make up work missed due to excused absence.

If you are ill or cannot attend class, please inform the MCM in a timely manner. Phone messages will be taken at the MCM at 651.298.1120, and email messages at mtcm@mtcm.org.

Absences are difficult to make up, and therefore affect academic and practical performance. The staff will notify trainees failing to maintain attendance in all aspects of the course. If attendance fails to improve, the Director of Training, acting at their discretion, may dismiss a trainee for unsatisfactory attendance. Seven absences will be grounds for dismissal of that trainee from the elementary training course.

A trainee who has missed more than four days of the elementary training course may appeal to the Director of Training to make up lectures at another course. If another course is willing to accommodate the trainee, who then is able to make up the lost time and work, the trainee may continue at MCM. The trainee may incur additional fees as a result of attending a course different than the one originally enrolled.

Please note that the use of wireless Internet service during a lecture or supervised practice will count as an absence and be noted as such on the trainee record.

Complaints
Should you have complaints or concerns regarding some aspect of the course or environment, please contact the Director of Training immediately. It is the intent of the course to channel all energies positively, and a quick resolution of misunderstandings will aid this endeavor.

Questions and Clarifications
During the course of lectures there will be a designated time for questions and clarifications regarding concepts and ideas presented. As we move at a rapid pace and have much important content to cover, the time for questions will often be at the end of a lecture or otherwise scheduled by the lecturer. We do ask that trainees wait until the appropriate time to ask questions, and not interrupt lecture. Questions you have may also be of value to others, so further clarification is invited, when desired. The Director of Training and other training course staff will also entertain questions privately as needed. You are required to understand the concepts presented by the instructors in order to complete the course. Reading your notes at the end of the day is a great help in assessing this understanding.

The entire class benefits from an open mind and course instructors draw upon their own personal experience in life. Although the ideas are stated theoretically, they originate from direct experience with children in and out of the classroom environment. Please arrange a private appointment with the lecturer for clarification should your personal experiences differ.
Internet Policy
Wireless internet is available for student use (with your own computer or phone) in the MCM facilities before or after class, or during the lunch hour. Trainees are not permitted to use the internet while attending a lecture or in supervised practice. If a trainee is found during these times to be using the internet, the lecture or practice will count as an absence and be noted as such on the trainee record.

Social Media Policy
Trainees are expected to maintain confidentiality and demonstrate strong professional ethics on all aspects of the course including but not limited to observation, student teaching, MCM organization happenings, etc. Note that posting on social media about experiences with children or schools is a breach of this confidentiality. In addition, we ask trainees to work with staff to resolve issues and not post negatively about the MCM or the course on their social media accounts.

Grievance Policy
A grievance is defined as a written statement which alleges a specific violation of procedures, rules, or regulations infringing on the personal and professional rights of the complainant. Before a grievance can be filed formally, an informal meeting to resolve the problem must be requested and held. An informal meeting may reach a resolution to solve the problem, however if no decision is reached, or if an appeal is requested, the following procedure must be followed:

Letter of Appeal
A letter of appeal to the Director of Training, giving a factual statement or evaluation of the problematic area is required to request a formal hearing. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures, rules, or regulations which are the basis for the grievance.

Response
A response from the Director of Training must be forthcoming by personal service or Certified Mail within 10 days. The response must name the place, date, time, and individuals who may be present. The hearing must be held within 30 days. A member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director of Training or a designee shall be a member of the hearing board. The Director of Training or a designee shall be present. Any witness whose testimony is to be considered must be present.

Formal Hearing
The formal hearing will be governed by procedures set by the advisory board and administered by the Director of Training or a designee. Robert’s Rules of Order will be used. Each meeting will be recorded to provide a record of the hearing and the record will be kept in the office of the Director of Training until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the complaining party, the complaining party shall file a written request for appeal with the Director of Training within 10 days and request that all materials then are sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the complaining party, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.
The Director of Training, training course staff, and the Montessori Center of Minnesota will give every reasonable assistance to all trainees in the work of the course.

**Scholastic Dishonesty**
The MCM broadly defines scholastic dishonesty as any act violating the rights of another trainee in academic work or involving misrepresentation of the trainee’s own work. Scholastic dishonesty includes, but is not limited to, cheating on assignments or examinations; undisclosed audio or video recording; plagiarizing, misrepresenting as your own work any part of work done by another; or interfering with another student’s work. The MCM staff will investigate charges of scholastic dishonesty. When charges are upheld, the trainee may be placed on disciplinary probation, suspended, or dismissed from the course.

**Lecture Policy**
Lectures given by MCM staff may not be recorded as these are the intellectual property of the speaker. Theory lectures are available to listen to before and after class by signing out the recordings with the Course Administrator. These recordings must stay on site and may not be published, copied or shared. The use of speech-to-text programs, smart pens, or similar recording technology is strictly prohibited during lectures without prior written permission from the Director of Training. To this point, transcripts of lectures, course handouts, album pages, etc. should not be published to the Internet or otherwise distributed without prior written permission from the MCM.

**Student Grade Reports and Transcripts**
Trainee academic records are maintained by the MCM. You may obtain a certified transcript by sending a letter of request to the MCM. These are on a pass/fail basis only. Trainee records are not released to anyone other than the trainee without the express written consent of the trainee for that particular release.

**Dismissal/Authorized Departure of a Student**
Individual trainees may be dismissed from the training course for behavior that creates a safety hazard to other persons at school, is disobedient or disrespectful to a trainee or faculty member, for plagiarized work, or any other stated or determined infraction of conduct. Trainees may be asked to discontinue the course for medical, academic, or other cogent reasons.

MCM believes that a positive and constructive working relationship between the training center and trainee is essential to the fulfillment of our mission. Thus, MCM reserves the right not to continue enrollment for a trainee if MCM reasonably concludes that the actions of the trainee make such a positive and constructive relationship impossible. Trainee behaviors that are neither respectful of nor conducive to community, including irresolvable differences regarding policies, seriously interfere with the training center’s accomplishment of its educational purposes and the success of the student.

Trainees are expected to abide by the conditions established for the training course and any arrangements made for their training during the course. Tuition refunds will be determined by the MCM in accordance with the Refund policy and the circumstances of the dismissal.

**Dropping Out**
Trainees who drop out or request a leave of absence (see aforementioned policy for LOA) for legitimate reasons such as medical emergency, death in the family, etc. must make arrangements in order to complete the course requirements and take the examinations. With the permission of AMI, these arrangements may include attending the next three-summer course offered by an AMI Training Center.
or applying to a different summer format course. If another course is able to accommodate the trainee, the trainee may incur additional fees as a result of enrolling in a different course.

**Disability Statement**
Trainees must disclose the need for special considerations/accommodations with regard to learning style before the course begins. In this regard, the student is responsible for providing the MCM with a copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids. Instructors are not required to compromise essential elements of the course or the AMI evaluation standards. While MCM will provide reasonable accommodations as needed, academic success is the student’s responsibility.

**Financial Aid**
SELF Loans are available through the State of Minnesota ([www.selfloan.org](http://www.selfloan.org)). Trainees using the SELF loan are required to sign a document acknowledging the receipt of funds as the funds are delivered directly to the MCM. Financial support is also available through AMI’s MES Fund. AMI identifies schools interested in sponsoring candidates online at [https://amiusa.org/school-sponsorship-list-2/](https://amiusa.org/school-sponsorship-list-2/). Trainees who are simultaneously enrolled in the Elementary Training Course and St. Catherine University Masters of Arts in Education program are eligible for federal loans through St. Catherine University. Certain schools may sponsor a trainee according to private arrangements between the school and trainee. Please contact the MCM for more information about financial aid.

**TUITION AND OTHER FEES AND EXPENSES**
*Tuition and other Charges for the Elementary Training Course*

**Application Fee:** $125.00  
**Course Deposit:** $1,500.00 | **Total Tuition:** $17,500.00

<table>
<thead>
<tr>
<th>Course Deposit: $1,500.00</th>
<th>First Summer Tuition: $7,000.00</th>
<th>Second Summer Tuition: $4,500.00</th>
<th>Third Summer Tuition: $4,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due with signed contract to Training Center</td>
<td>Due 7/1/2019 to Training Center</td>
<td>Due 6/1/2020 to Training Center</td>
<td>Due 6/1/2021 to Training Center</td>
</tr>
</tbody>
</table>

The above tuition fees include the cost of the Foundation Course. Trainees with an AMI Primary diploma will receive a $2,000.00 discount (applied to the first summer tuition) and are exempt from the Foundation Course.

**Additional Course Expenses and/or Possible Fees**

| Estimated Expenses for Books and Materials | $1,800.00 |
| Fee to Retake Written Exams at MCM | $350.00 |
| Fee to Retake Oral Exams at MCM | $350.00 |
| Late Fee Per Final Album Examination or Resubmitted Album for Albums Submitted After Due Date | $125.00 |
| Late Fee for Final Materials Examination or Resubmitted Materials Submitted After Due Date | $125.00 |
| Shipping/Mailing Costs for Returned Work and Materials | Cost will vary |

All delinquent payments incur a 1% monthly finance charge.
BUYER’S RIGHT TO CANCEL
If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give written notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. You will be provided a prorated tuition, fees and other charges refund minus a 25%, up to $100 administrative if you provide a written notice of your withdrawal after your program has begun, but before 75% of program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges. MCM will not accept returns or reimburse for charts or other materials purchased by trainees throughout the course.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last day of attendance.

- Tuition may be transferred once to an alternate school term only upon the prior approval of the Montessori Training Center of Minnesota and the Director of Elementary Training.
- Students enrolled through St. Catherine University are subject to their Refund Policy.

FACILITIES
Location of the Montessori Center of Minnesota
The MCM is located at 1611 Ames Ave in St. Paul, Minnesota 55106. The building is near the intersection of Maryland Avenue and White Bear Avenue.

Transportation and Lodging
Trainees are responsible for their own transportation to and from class at the MCM and during the academic years to schools for observation and practice teaching. Trainees are responsible for their own lodging during the summers and school visits.

Parking
Parking at the far end (the right side when you enter) of the Boys & Girls Club lot across the street is available for trainees. The MCM lot is reserved for staff and Cornerstone Montessori School parents. Street parking is also available. However, experience has shown that the narrow streets and high volume of traffic can make parking on the street difficult and unsafe. Please be careful not block driveways or other parking lots that may cause any inconvenience to the neighbors. Trainees are requested to observe proper safety procedures when leaving the building (see Safety).

Bus Route
Bus connections are on Maryland Avenue and White Bear Avenue.
Days and Hours of Operation
The MCM is open to trainees from 8:00 a.m. – 5:00 p.m., Monday through Friday. We are closed on the following holidays; New Year’s Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. Class hours are Monday through Friday, 8:30 a.m. – 4:45 p.m. If you are in the classroom unsupervised you have the responsibility for the safety of the environment.

If the main door is locked, ring the bell. You will be buzzed into the vestibule. Ring the doorbell for the door to the right if it is not opened. Course staff will buzz you into the facility. Please do not enter Cornerstone Montessori School (door to the left) unless you have permission.

Use of Facility
Lectures, demonstrations, seminars, workshops, practice with apparatus, and other activities of the course take place in the lecture room and practice rooms, unless otherwise arranged by the staff of the MCM, in which case trainees will be given advance notice. Observations and practice teaching with children will be done in AMI accredited and affiliated Montessori schools during the academic year in a location arranged by the student and approved by the training course staff. The practice room contains a full complement of Montessori apparatus to enable each student to practice with all the materials.

The Material Making studio provides space for trainees to make the required materials for the course. It includes a copier, laminator, paper cutter, sewing machines and limited amount of other supplies. **Trainees are required to notify MCM staff when materials are running low, and supplies will be replenished as appropriate.** Trainees are required to have a demonstration of the laminator before using it.

MCM will provide basic janitorial service, but the care of the environment throughout the day is the primary responsibility of the trainees. The trainees will design a system for the accomplishment of these tasks during the first days of class. This includes the upkeep of the coffee bar, lecture room, bathrooms, and related spaces. Outdoor spaces at the front of the building and outside of the lecture room are available for your use.

Trainees are not allowed to use staff computers at any time and staff cannot print any documents for you. There is a copier in the Material Making Studio for trainees to use.

Wireless internet is available for use in the coffee bar area during breaks and before and after class. Please refrain from using the internet during lectures.

Username: MTCM
Password: HPLaserjet5si

Enrollment of trainees’ children at MCM’s on-site school, Cornerstone Montessori School (CMS), or at the on-site charter school, Cornerstone Montessori Elementary School (CMES), is not guaranteed. Those interested in enrolling children in either school may contact the head of school for admissions information by calling 651.774.5000. Out of respect for other trainees and your child’s developmental needs, children may not be brought to class during any part of the course.

Safety
Staff and trainees need to take appropriate precautions when arriving and leaving the MCM facility. It is important to remember to notify people regarding your coming and going; to park in a designated and safe, well-lit area; lock your vehicle; beware of weather conditions; be alert when arriving and leaving...
the MCM and follow common sense safety precautions. Trainees who elect to stay into evenings may move their vehicles to the MCM parking lot once staff has left for the day.

Closing Due to Inclement Weather
Trainees will be contacted by telephone and/or e-mail when the MCM is closed.

Dress
The dress standard of the MCM is casual and each student will take personal responsibility for maintaining an appropriate appearance and manner. Trainees are required to dress in a professional manner for observations, practice teaching, and practical examinations.

Food and Beverage
The front entry way is a shared space and must be kept clean at all times. There are dishes in the coffee bar area for your use. You may eat in the coffee bar area or outside at the picnic table. There is a dishwasher in the coffee bar area for your use. Please fill it during the day and run it as needed. You may also hand wash your dishes, but please scrape the dishes clean before washing, the sink cannot take on large particles of food. Soap is to the left of the sink in the lower cupboard. Please clean up after yourselves.

Trainees may bring their lunch to school or purchase food from nearby stores. A microwave and refrigerator are available for heating and storing daily lunch. Please remove food containers from the refrigerator at the end of each day. Any containers left in the refrigerator are subject to removal. Food should be in sealed containers or securely wrapped.

Food, gum, and drinks (other than water in a covered container) may not be brought into the lecture room, practice room, conference room or material making studio. Absolutely no food, gum, or beverage, including water, may be brought into the museum.

Protection of Personal Articles
The MCM strongly urges trainees to protect their valuables and cautions against leaving valuables unattended, even in the classroom. Backpacks and other large bags are to be stored in lockers. Do not leave valuables in your car. The MCM is not responsible for any theft or loss of valuables or personal items. Because of limited space in the lecture room, trainees are urged to bring only those items necessary to class.

A small storage shelf is provided to each student for work in progress in the Material Making Studio. Additionally, each student will have access to a locked cubby in the Material Making Studio upon request. Lost key charge is $25.

Smoking
The entire MCM campus, including its external grounds, is non-smoking.

Drug Policy
Except for medications prescribed by a doctor, drugs are completely forbidden and will not be tolerated under any circumstances while attending the training, or participating in any other activity at MCM. Further, any prescribed drugs must be kept out of reach of children who may be in school at MCM.
Telephone
The telephone in the Material Making Studio is available for the trainees. Texting, other cell phone use, using the internet, and undisclosed recordings are not permitted during class. Cell phones should be turned off prior to the start of class and taken out only during breaks. Students may give out MCM’s main number, 651.298.1120, to be contacted for emergency purposes during course hours.

When using cell phones, students are asked to keep their location, discussion, and volume appropriate to the professional atmosphere of the building. Those who phones become a distraction will be asked to place them in a designated container while in class.

Visitors
Visitors, such as family members of trainees, may tour the classroom when class is not in session and with approval of the MCM staff. Permission to audit MCM course lectures may be obtained from the Director of Training for trained Montessorians who wish to review specific content. The materials in the practice room are for the use of the MCM trainees only.

PERSONAL AND LEGAL CONCERNS
Child Protection Reporting
As professionals involved in education and childcare, we are mandated by Minnesota State Law to immediately report information to local authorities when we believe or have reason to believe an incidence of child neglect or physical or sexual abuse has occurred. Trainees should immediately report any incidence to the MCM Director of Training.

Ethical and Legal Conduct
The MCM affirms the dignity and worth of every person, and values the contribution each makes to the learning community. It is expected that all trainees and staff will conduct themselves in an appropriate and ethical manner consistent with the philosophy espoused by Dr. Maria Montessori, the MCM, and the AMI. Specifically, it is important to represent oneself physically, mentally and emotionally as an ethical and appropriate model for the purpose of guiding the child in their education.

Because individuals will be spending time in the school systems and the MCM shares space with the Cornerstone School, a background check on each student will be required. Additional background checks may be required by schools at which trainees are observing or student teaching; the trainee is responsible for completing these requirements.

Sexual Harassment Policy
The MCM does not condone any form of sexual harassment. All staff and trainees of the MCM are to be treated with respect and dignity.

Sexual harassment includes unwelcome physical touching or sexually offensive language that interferes with an employee or trainee’s performance. While it is recognized that not every advance or comment of a sexual nature constitutes harassment, employees or trainees should not create a hostile atmosphere. Whether a particular action or incident constitutes harassment requires a determination based on all the facts and surrounding circumstances. If an employee or trainee believes they have been sexually harassed, they should discuss the matter with the Director of Training or the President of the MCM.

Commitment of Time
It is to your advantage to keep all outside activities and part-time work to a minimum since the course is both time-consuming and demanding. The greater time commitment you can make to the work of the
course, the better your ability will be to prepare yourself for the AMI examinations, and for your work with children.

**General Attitudes**
A professional and positive attitude must be maintained at all times during summer work, observations and student teaching. Additionally, a high degree of independence is required for success throughout all aspects of the course. Characteristics of behavior and qualities of personality will be taken into account and related observations may be discussed with you throughout the training. This policy is instituted in fairness to yourself, other trainees, the faculty and staff, and the children and their parents with whom you will be working during the academic year. Please feel free to discuss your observations and opinions with the Director of Training.

**Job Placement**
The MCM receives many employment notifications and this information is made available to the trainees. Employment placement information is also available through communication with the Montessori community, addresses of which are made available to trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand worldwide. The demand always surpasses the availability of teachers. In some countries additional requirements may be requested. The MCM does not assure employment guarantees.

**Equal Opportunity Statement**
The Montessori Center of Minnesota is an Equal Opportunity Employer. Applicants will be considered regardless of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance. MCM is committed to building, strengthening, and maintaining a diverse workforce and strongly encourages those who self-identify as persons of color, Indigenous persons, disabled, and LGBTQIA to apply.

**MONTESSORI ORGANIZATIONS**

**Association Montessori Internationale**
The Association Montessori Internationale (AMI) is the recognized authority of Montessori education and directs schools and studies in affiliated teacher-training institutes on five continents. It was established in 1929 by Dr. Maria Montessori and was directed by her son Mario Montessori until his death in February 1982. AMI uses its internationally recognized authoritative voice regarding the unique nature of childhood and natural human development to advocate for the rights of children and adults to have access to nurturing, developmentally appropriate, educational environments. AMI does this by preserving the legacy of Maria Montessori’s vision whilst continuing to innovate and increase the impact and reach of Montessori principles and practice. The vision of AMI is to support the natural development of human beings from birth to maturity, enabling them to become the transforming agents in society leading to a more harmonious and peaceful world.

Membership in AMI is open to all interested individuals and members are entitled to receive the official publication *Communications*, published at intervals throughout the year.

Lynne Lawrence, Executive Director
AMI Head Office
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1075 CN Amsterdam
The Netherlands
Phone: + 31 20 6798932
Fax: + 31 20 6767341
Association Montessori Internationale/USA
AMI/USA is the national affiliate representing AMI in the United States. It serves to unify efforts to promote the work of Dr. Montessori in this country. Membership is required during course, included in the cost of tuition, and paid to AMI by MCM. If membership has been paid for by another institution or by the trainee, a refund may be negotiated with MCM.

Debra Riordan, Executive Director
AMI/USA
206 N. Washington, Ste. 330
Alexandria, VA 22314
Phone: 703.746.9919
E-Mail: montessori@amiusa.org
Website: www.amiusa.org

Association Montessori Internationale/Elementary Alumni Association
The AMI-EAA, a member-run professional association of AMI elementary teachers and trainers, provides a supportive community for the exchange of ideas and promotes the principles of Montessori education. The AMI-EAA Newsletter, available only to members, features lesson extension stories from teacher-trainers as well as great tips, booklists, reviews, websites, articles and resources shared by members. An Internet list-serve is available to current members for online discussions. AMI-EAA also hosts an annual summer conference and co-hosts the annual refresher course. All members hold an elementary diploma, issued by AMI.

Website: http://www.ami-eaa.org/
E-Mail: chair@ami-eaa.org

North American Montessori Teachers Association
For 40 years, NAMTA has provided schools, teachers, and parents vital services.

• Parent-friendly publications and DVDs describing Montessori practice from birth to adulthood.
• Theme-based conferences that bring together superb Montessori trainers with current experts on timely topics ranging from emotional development to math, geography, and social justice.
• Proceedings of conferences are available in current and back issues of The NAMTA Journal.
• Up to the minute job listings connecting available teachers with schools and schools with potential hires.
• For research and study, a database of 20,000 citations of Montessori courses and articles from 1909 to the present.
• Summer in-depth Montessori intensive studies with 5 weeks devoted to teachers who want to learn more about adolescent (middle and high school) Montessori environments.

Jacquie Maughan, President
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Seattle, WA 98102
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E-Mail: staff@montessori-namta.org
Website: www.montessori-namta.org
ABOUT THE MCM
Montessori Center of Minnesota
The Montessori Center of Minnesota was founded in 1973 under the auspices of the Montessori Foundation of Minnesota. The late Mr. A.M. Joosten served as the first Director of Training. The MCM is currently directed by Molly O'Shaughnessy, who is also the Director of Training for the Primary Course. The MCM offers an academic-year Primary Course, a three-summer Elementary Course directed by Alison Awes, and Assistants Courses for both Primary and Elementary.

MCM moved to its new, completely renovated location in 2008, which also houses Cornerstone Montessori School and the International Montessori Museum. The building is 22,000 square feet in total, with approximately 10,000 square feet dedicated to training facilities. In addition, we have 4,500 square feet of modular classrooms and a home next door that is available for rent to trainees.

MCM’s state-of-the art lecture room is outfitted with audiovisual equipment, and we have a stunning practice room for students and a stocked Material Making Studio (which includes a copier, laminators, sewing machines, and other supplies). A large coffee bar area is available for student use. Ample space is provided for each student to keep personal items, books, and work in progress. We are situated on 3.5 acres of land, close to restaurants, shopping, and major interstates.

Montessori Center of Minnesota is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Faculty and Staff
Alison Awes has directed the Elementary course since 2010 and serves as an adjunct faculty member for Saint Catherine University. She holds AMI diplomas for Primary and Elementary levels, a B.A. in Art History from Smith College, a M.A. in Latin American Studies from Tulane University, and a M.Ed. in Montessori Education from Loyola University in Maryland. She has taught in both six-to-nine and nine-to-twelve classrooms. Alison is an AMI examiner and consultant and has served on the boards of private and charter Montessori schools. A former board member of the AMI Elementary Alumni Association, she currently acts as a Pedagogical Advisor. An international lecturer and keynote speaker, she has given numerous workshops and short courses on a wide variety of topics, including dyslexia, art and the work of the hand, and the moral development in the digital age. An advocate for children with reading challenges, she also holds Level I Orton Gillingham training. She has worked on the faculty at training centers worldwide, including those in Thailand and South Africa, and directed courses in England and Switzerland. Alison attended Montessori school until the age of twelve.

Malinda (Mindy) Holte serves as Senior Elementary Course Assistant. Mindy earned a Bachelor’s Degree in French and Humanities from the University of Minnesota. She received the AMI Elementary Diploma in 1994. Mindy has been an Elementary teacher for over 20 years at both the lower and the upper elementary levels and served as course assistant on all of the previous elementary courses at MCM. Mindy also has served on the boards of AMI-EAA and Lake Country School.

Liesl Taylor, Course Assistant, is the Director of Elementary Pedagogy at Cornerstone Montessori Elementary School. She came to Cornerstone as a guide with ten years experience in public charter Montessori environments, to join the team founding the elementary program in 2011. Liesl holds her AMI Elementary Diploma from the Montessori Center of Minnesota and her Elementary State Teaching License from St. Scholastica. Liesl’s undergraduate degree is in Psychology and Family Studies from St.
Olaf College. Prior to her Montessori career, Liesl worked in Early Intervention as a Cognitive Development Specialist. Liesl found Montessori through her three now-grown children, who sparked her passion to increase access for all children to high quality Montessori programs.

**Kristen Campbell**, Course Administrator serving both the Primary and Elementary courses, received her AMI Primary Diploma from the Montessori Center of Minnesota in 2010. She holds bachelor’s and master’s degrees in journalism from Northwestern University, as well as a master’s degree in teaching from Hamline University and theological studies from Garrett-Evangelical Theological Seminary. She holds a K-6 (elementary) license from the State of Minnesota. She served as a Primary guide at Cornerstone Montessori School and Cornerstone Montessori Elementary School.

**Molly O’Shaughnessy**, Director of Primary Training and MCM President has provided strategic leadership for the Montessori Center of Minnesota since 1996. She is an accomplished AMI trainer, as well as a consultant and lecturer, Molly is a highly requested speaker at both national and international conferences. She has presented keynotes and workshops across the United States as well as in Canada, Mexico, Australia, China, and Europe. Additionally, she serves as a community faculty member for Metropolitan State University and as an adjunct faculty member for St. Catherine University. Molly previously served on the board of AMI in Amsterdam and was a longtime member of the AMI Trainers Group. She is currently a member of the board of the North American Montessori Teachers’ Association. Additionally, she serves on the board of the Mario Montessori 75 Fund, which provides financial assistance for future AMI Montessori teacher trainers, and was recently appointed to the Montessori Leaders Collaborative. Molly earned her AMI Primary Diploma from the Montessori Training Center of Minnesota in 1976 and holds a M.Ed. from Loyola University Maryland.

**Liza Davis**, Director of Special Programs and an AMI Primary Trainer, earned her AMI Primary Diploma from the Montessori Training Center of Minnesota in 2001. She holds an undergraduate degree in art history and American racial and multicultural studies from St. Olaf College. Liza served as Primary guide in St. Paul and Germany and was previously Head of School at Cornerstone Montessori School and Cornerstone Montessori Elementary School.

**ACKNOWLEDGEMENT**

The MCM reserves the right to change, correct, modify, add to, or delete sections in this handbook as deemed necessary and will provide each trainee with a copy of all changes to enable the trainee to keep their handbook current. It is the responsibility of each trainee to read and abide by the policies and procedures of the MCM and to keep their handbook current.

A separate copy of the below statement and acknowledgement will be provided to trainees during course orientation. Signed copies must be submitted no later than 10 days after the beginning of the course.

I have read and understand the contents, policies, and procedures outlined in the 2019-2021 Montessori Center of Minnesota Elementary Training Course Student Handbook.

Trainee Signature: ___________________________ Date: __/__/____

Printed Name: _______________________________

Address: ___________________________________
REQUIREMENTS FOR CERTIFICATION FOR AMI (6-12) TRAINING COURSES

A separate copy of the below statement and acknowledgement will be provided to trainees during course orientation. Signed copies must be submitted no later than 10 days after the beginning of the course.

Eligibility

A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:
   * theory lectures;
   * demonstrations of materials in each area;
   * discussions/reviews as organised by the training course;
   * the required reading seminars on Montessori books as stipulated by the training course.

   Attendance at supervised practical sessions (minimum 140 hours)

Certification

B. In order to receive a diploma at the end of the training course the following requirements must be met:

1. A pass mark for written (Papers A & B1/B2) and oral examinations

2. To complete:
   (i) compilation and submission of acceptable and original albums in all areas;
   (ii) compilation and submission of acceptable materials as required by the course;
   (iii) observation and observation reports;
   (iv) practice teaching as scheduled

Deferral Examination

Students deferred for any part of the examinations (see B1) must re-take that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by the AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees charged by the host centre.

AMI/Ref:012/Elementary Course Agreement/Schedule II
Failure to Complete Course Work

Students failing to complete any part(s) of the requirements (see B2) must fulfill that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

Issue of Diplomas

In both cases (B1 and B2, as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalised.

Courses Offered Once Only in Current Location

Students deferred who are enrolled at a training centre that is offering a one-time course will be informed by the Director of Training of the nearest centre where s/he can appear in the examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All the expenses involved are for the account of the student.

Fail status

Students who fail Paper A, Paper B and three out of six subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI diploma it will be necessary to re-take the entire course.

Academic Honesty

The Centre has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty that will result in suspension or dismissal from the course are:

- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student
- Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course
- Undisclosed recording of any kind on the premises of the Training Centre

The undersigned declare that these 'requirements and conditions' have been presented to the student, who has read and agreed to the contents.

Date:

Signature Student: (please print name under the signature)  Signature Director of Training: (please print name under the signature)
CODE OF ETHICS
A separate copy of the below statements and acknowledgement will be provided to trainees during course orientation. Signed copies must be submitted no later than 10 days after the beginning of the course.

- I will follow the highest standards of honesty and integrity. My behavior will be professional and nondiscriminatory.
- I will represent the Montessori Center of Minnesota and the general Montessori community in an exemplary manner.
- I will discuss confidential information only with authorized persons.
- I will follow the doctrine of the Montessori philosophy of childhood to the best of my ability.
- I will strive to work cooperatively within the Montessori community to promote goodwill and maximize communication.
- I will not knowingly falsify or misrepresent records or facts about myself, other trainees, children, parents or colleagues and will work to actively avoid or suppress gossip and other harmful behaviors.
- I will not let personal affairs interfere with my responsibilities or my professionalism.
- I will adhere to the policies and procedures as set forth in the course handbook.
- I will demonstrate respect for myself, others, and for the environment.
- I will treat others with kindness, fairness and respect.
- I will seek to resolve conflict in a fair and responsible manner.
- I will respect the privacy of others.
- I will submit work that represents my own efforts and originality.

ACKNOWLEDGEMENT
The undersigned declare that this Code of Ethics have been presented to the trainee, who has read and agreed to the contents.

Trainee Signature: 
Date: / / 

Printed Name: 

Address: 

______________________________________________________