

# Midwest Montessori Teacher Training Center

Telephone: 1-847-276-0404, -0405

## Application Form

**PLEASE MARK THE PROGRAM OF YOUR CHOICE.**

Elementary I and Secondary I only: Applicants without any prior Montessori certification will need to take the Basic I course starting one week before your scheduled program start. The fee for the Basic I course is an additional \$350.00.

Students interested in the Basics training for assistants, parents, and non-Montessori teachers can find application forms and information in the News & Information - Articles section of the website.

Program:	Early Childhood <input type="checkbox"/>	Elementary I <input type="checkbox"/>	Elementary II <input type="checkbox"/>	Secondary I <input type="checkbox"/>
Registration Fee:*	\$250.00	\$250.00	\$250.00	\$250.00
Tuition Fee:	\$5350.00	\$5550.00	\$3850.00	\$5450.00
Program Fee:	\$5600.00	\$5800.00	\$4100.00	\$5700.00
Basic I (if required)	None	\$350.00	None	\$350.00
Total (incl. Basic I)	\$5600.00	\$6150.00	\$4100.00	\$6050.00

\*Not a refundable fee.

All fees must be paid on or before the start of the training cycle.

Name:		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:		
<i>Street</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
Home phone:		Work phone:
Email address:		U.S. Citizen:
AMS Membership number (EL II only)		Expiration date:

College	Dates attended	Date graduated

Additional Education:
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Present Position:	<i>Address</i>
Work Experience:	

### **ADDITIONAL REQUIREMENTS**

1. Submit a short essay stating your reasons for taking the Montessori training, what previous Montessori experience or training you may have had, and your experience in working with young children.
2. Submit an official transcript from your college or university. If your degree is from a foreign university, you must have your credits evaluated. Contact World Education Services at 1-800-WES-3898.
3. Submit three letters of recommendation, two professional and one personal letter.
4. Submit current resume.
5. Submit the registration fee. You will not be registered without submitting this fee.
6. All students enrolled in the Montessori program working toward certification as a Montessori Director/ress in Early Childhood or Elementary I/II must attend all summer classes and required Institutes scheduled during the cycle. All lectures, lecture demonstrations and all lab sessions are considered part of the AMS course hour requirements for certification. Attendance is mandatory. Any absences or missed class time must be made up before student will be recommended for certification.
7. Email accessibility is expected for all MMTTC students.

### **DISCLAIMERS AND POLICIES**

- MMTTC is a NOT-FOR-PROFIT educational institution.
- MMTTC adheres to a policy of truth in advertising and at no time does MMTTC or its staff knowingly disseminate false advertising.
- MMTTC accepts students of any race, sex, color, national, ethnic and religious origin and guarantees all rights, privileges, and activities generally accorded or made available to its students.
- MMTTC guarantees the confidentiality and access of student records in accordance with the Family Education Rights and Privacy Act.
- MMTTC may not be able to accommodate late registrants due to its limitation in enrollment capacity.
- MMTTC does not guarantee employment, salary and occupational advancement.
- In the event of an emergency with respect to facility, instructors, etc., MMTTC will do all it can to resolve the problem, however, MMTTC reserves the right to postpone a class or classes until a later time to ensure proper quality and thoroughness. MMTTC will guarantee no increase in tuition cost, but will not be responsible for any additionally incurred transportation or housing costs.

### **ATTENTION FOREIGN STUDENTS**

MMTTC will continue to aid students to secure work visas, however, due to recent revisions of immigration laws, we find that securing an I-20 visa has become more difficult. We suggest that you contact an immigration lawyer and you allow ample time for the application to be processed.

# Midwest Montessori Teacher Training Center

When applying for Early Childhood, or Elementary I, a classroom observation is required.  
Please complete the following form:

## Observation Report

I have observed \_\_\_\_ worked \_\_\_\_ in a Montessori classroom

Level observed:

- \_\_\_\_\_ Early Childhood
- \_\_\_\_\_ Elementary I
- \_\_\_\_\_ Elementary II
- \_\_\_\_\_ Secondary I

Name of School:

Address:

Please list any additional Montessori schools you have observed:

Please make a few brief comments on your observation:

## **CRIMINAL BACKGROUND CHECK FOR CERTIFICATION**

The Midwest Montessori Teacher Training Center (MMTTC) requires that prior to their initial field or practicum/internship experience in the schools, all candidates for Montessori certification submit to a criminal background fingerprint check. This is consistent with the state law that requires Illinois school districts to conduct criminal background investigations of applicants for certified and non-certified positions. A candidate whose background check results in a status of "no record" may be placed in the schools. Midwest Montessori Teacher Training Center will not accept criminal background check reports from sources other than Accurate Biometrics unless reviewed and approved by the Directors of the Center.

### **Policies and Procedures for Submission of Background Check**

Criminal background checks must be completed before the end of the summer phase of the course. It generally requires three - six days to obtain the results of a fingerprint check. Candidates can not begin an internship without a "passed" background check.

It is the candidates responsibility to contact the company and for all fees connected with this procedure.

The background check is submitted in a sealed envelope. Individual results will not be shared with the school. A candidate may not be placed in any school if the background check determines that he or she has been convicted of criminal behavior that, by law, automatically prohibits him or her from entering an internship and, therefore being ineligible for completing the requirements for AMS Montessori certification.

### **Where to go for a Background Check**

HYPERLINK "<http://www.accuratebiometrics.com/>" [Accurate Biometrics](http://www.accuratebiometrics.com/) is a company that performs background checks. Contact them toll free at 866-361-9944. Email: [www.accuratebiometrics.com](http://www.accuratebiometrics.com).

**PLEASE NOTE ATTENDANCE POLICY**

All students enrolled in the Montessori program working toward certification as a Montessori Director/ress in Early Childhood must attend all summer classes and three institutes scheduled during the year. All lectures, lecture demonstrations and all lab sessions are considered part of the AMS course hour requirements for certification. Attendance is mandatory. A student will be excused only in case of illness, death or birth in the immediate family. Any absences or missed class time must be made up before a student will be recommended for certification.

**SIGNATURE**

I have received and read the MMTTC disclaimer and policies explaining the requirements, costs, times, dates and the attendance policy of the teacher training program.

<i>Signature</i>	<i>Date</i>
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**YOUR APPLICATION WILL REMAIN INCOMPLETE UNTIL ALL REQUIREMENTS ARE MET.**

**Please mail completed application to:  
Midwest Montessori Teacher Training Center  
c/o Louise and Wolfgang Kunert  
813 Breman Court  
Libertyville, IL 60048**