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# Montessori Training Center Catalog

The Montessori Training Center is a private institution licensed to operate through  
STATE OF CALIFORNIA - DEPARTMENT OF CONSUMER AFFAIRS  
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capitol Oaks Drive, Ste 400  
Sacramento, CA 95833

P.O. Box 980819  
West Sacramento, CA 95798-0818

1-888-370-7589  
[BPPE@dca.ca.gov](mailto:BPPE@dca.ca.gov)

**Montessori Training Center**  
**2011 - 2012 School Year (Revised 3/12)**  
**July 11, 2011 – June 29, 2012**  
**Early Childhood Teacher Education**  
**Elementary I Teacher Education and**  
**Elementary I-II Teacher Education**

Full affiliate status with the American Montessori Society (AMS)  
116 East 16<sup>th</sup> Street, New York, NY 10003-2163

Accredited by the Montessori Accreditation Bureau for Teacher Education – MACTE  
313 Second Street SE, Suite 112, Charlottesville, VA 22902  
Rebecca Pelton, Executive Director

Revised 4/96; 5/96; 11/97; 4/98; 4/99; 6/00; 6/01; 6/03; 6/04; 2/06; 3/06, 6/06, 7/07, 11/1, 3/12

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## TRAINING CENTER LOCATION

Montessori Training Center (MTC) is located at the Shingle Springs campus of the California Montessori Project, a public charter Montessori school in Shingle Springs, CA. Classes are held at the following address:

4645 Buckeye Road, Shingle Springs, CA 95682

The campus consists of a training center office and on-site lab school classrooms, including several Preschool/Kindergarten and Elementary school environments.

## TRAINING CENTER OBJECTIVES

The mission of the Montessori Training Center is to provide an enriching Montessori training that will inspire teachers to successfully educate children using the principles and practices of the Montessori Method. A successful Montessori classroom requires a skilled and well-trained teacher who creates a positive learning environment for children. The child's play and learning experiences are focused around the purposeful development of order, concentration, coordination and independence. The classroom provides the child with a large variety of activities that are designed with specific purposes and procedures in mind. Montessori Training Center serves the Sacramento Valley and Foothills region with Montessori teacher education programs that provide the highest standards of instruction and scholarship. Our training teaches you how to organize a classroom and how to use Montessori and other manipulative materials, with an understanding of rationale and sequence. It also includes training in other educational techniques that complement the Montessori environment.

## ADMISSION REQUIREMENTS

Montessori Training Center is open to all persons who are at least 18 years of age. Applicants for the Associates Early Childhood program must have a High School Diploma or equivalent. Applicants for the Early Childhood Teacher, Elementary I and Elementary I-II programs must have a Bachelors Degree. Applicant should submit a completed application and essay questions, one original transcript, have an interview with the director or staff member, and prove to benefit from the instruction offered. All applications are considered without regard to race, gender, sexual orientation, age, disability, and/or religion. Success in college level courses requires effective reading, writing, and math skills. Proficiencies in these basic skills are required and may be verified by high school and/or college transcripts. All instruction is delivered in English, so written and verbal fluency in the English language will also be necessary for successful completion of the program. Fluency will be verified using the application essay questions and the interview. It is preferred that the applicant have some previous experience with children. Transfer students from programs accredited by MACTE are also considered on a case by case scenario, based on transcripts and former program relationship. Applicants from other countries must arrange for their own visas and all associated charges.

## EARLY CHILDHOOD TEACHER EDUCATION PROGRAM COURSE DESCRIPTIONS

300 total hours of coursework and 540 hours of practicum experience

### **Foundations of Montessori Education**

**Clock Hours: 30**

Orientation to Montessori Principles, Practices and Programs through guided readings in Montessori text books (these books are included in the fee). Major topics covered in this course are historical overview;

formative periods; the study of Montessori concepts of normalization; development of intelligence, discipline, and order; the classroom environment, the role of the teacher, and lesson presentations to children; and the study of teaching strategies used to promote learning such as structuring the environment, demonstrating classroom materials, modeling appropriate behavior and using verbal strategies. Methods of instruction include lecture, group discussion and cooperative learning, observation, group projects, selected readings, written assignments, and quizzes.

**Early Childhood Methods and Curriculum-Practical Life**

**Clock Hours: 35**

The development of order, concentration, coordination and independence within the young child is rooted in the activities of Montessori's curriculum of Practical Life. Major topics covered in this course are the materials and exercises in Practical Life: care of self, care of the environment, grace and courtesy and control of movement. In this course the student learns how to recognize the needs and abilities of the young child and how to present the specific equipment designed by Dr. Montessori to further the development of the total child. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, designing and creating original activities for the classroom, and quizzes.

**Early Childhood Methods and Curriculum-Sensorial**

**Clock Hours: 35**

Within the Sensorial area of the classroom, the development and refinement of the senses is the purpose. In this course the student learns how to recognize the needs and abilities of the young child and how to present the specific equipment designed by Dr. Montessori to further the development of the total child. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, designing and creating original activities for the classroom, and quizzes.

**Early Childhood Methods and Curriculum-Mathematics**

**Clock Hours: 35**

The development of the mathematical mind is the direct aim of the Montessori math materials for the young child. Using the materials designed by Dr. Montessori, the student will learn how to spark the interest of the young child by sequentially teaching mathematical concepts. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, designing and creating original activities for the classroom, and quizzes.

**Early Childhood Methods and Curriculum- Language**

**Clock Hours: 35**

Major topics covered in this course are the materials and exercises that foster reading and writing development in the young child. Included will be skill development in storytelling, literature based reading readiness, phonics, beginning reading activities, poetry and song. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, designing and creating original activities for the classroom.

**Early Childhood Methods and Curriculum- Cultural**

**Clock Hours: 35**

Exercises in the Cultural subjects will be introduced. Zoology/Botany includes introductions to the animal and plant kingdom. Astronomy/Physical Science includes development of classroom activities that will present the fundamental concepts of astronomy, geology, physics, and chemistry. Geography/History includes materials and ideas to develop classroom activities that will present the fundamental concepts of air, water, and the earth, and land formations. History will be taught in the format of countries, flags and national costumes. Art includes a variety of techniques with a wide variety of art media. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, designing and creating original activities for the classroom.

**Child Development, Family and Community**

**Clock Hours: 35**

Major topics covered in this course are theories of the stages of physical, cognitive, emotional and social development of the child and the multicultural effects of the family and community on a child's development.. Methods of instruction include lecture, group discussion, development of case studies, selected readings, written assignments, group projects, and quizzes.

**Observation of the Child**

**Clock Hours: 45**

Major topics covered in this course are types of observational tools in relation to: children's responses to the classroom environment, child initiated activities, work cycles, child's use of materials, levels of

concentration, work patterns, atmosphere of the classroom, social relationships, teacher-child interaction, behavior issues, and discipline. Methods of instruction include lecture, discussion, direct observation of children and instructional personnel in a variety of classroom settings, research, written reports, essays, and quizzes.

**Classroom Leadership, School Administration and Environmental Design Clock Hours: 15**

Major topics covered in the course are; strategies of classroom leadership that gain the child's confidence, cooperation and attention, thereby helping to develop a pattern of respect for authority and the physical environment, fostering parent-educator partnerships that enhance the educational process and techniques of environmental design that can be applied to any classroom situation.

**Montessori Practicum**

**Clock Hours: 540**

Working in the classroom on a daily basis under the supervision of a master teacher, the student will have an opportunity to observe and to put into practice all of the course work required for the Montessori certification. The student shall develop objectivity and proficiency in observing and interpreting child behavior. Monthly reporting is required and reviewed as an ongoing vehicle of support to the student.

**Final Examination**

A comprehensive written final examination is administered upon completion of all 300 hours of

ELEMENTARY TEACHER EDUCATION PROGRAM COURSE DESCRIPTIONS

Elementary I program consists of 360 total hours of coursework and 1080 hours of practicum experience  
Elementary I-II program consists of 600 total hours of coursework and 1080 hours of practicum experience

**Introduction to Montessori Education**

**Clock Hours: 45**

Major topics covered in this course are a historical overview of the Montessori Method and comparison of Montessori to other methods of early childhood education; study of Montessori concepts of normalization, development of intelligence, discipline, concentration, coordination, order and independence, the Montessori classroom, the role of the teacher, and lesson presentation to children.

**Foundations of Elementary Education**

**Clock Hours: 30**

Major topics covered in this course are historical overview, formative periods, development of intelligence, normalization, discipline, order, imagination, role of the teacher, lesson preparation and comparative studies.

**Lower Elementary Methods and Curriculum-History/Geography**

**Clock Hours: 60**

Major topics covered in this course are the materials and exercises in the field of history and geography as they relate to the core cosmic curriculum. Basic work in the concept of time is presented through numerous Time Lines. Students will learn lessons to these Time Line activities and experiments to go along with them. Students will learn lessons in Geography to include; land and water forms, presentations of globes and maps, formation of the universe, stars, solar system, volcanism, stratification, erosion, gravity, velocity, and inertia. The seven continents are studied in detail.

**Lower Elementary Methods and Curriculum-Life Sciences**

**Clock Hours: 45**

Major topics in this course are the materials and exercises in Zoology and Botany as part of the core cosmic curriculum. Students will learn lessons in Zoology teaching the differences between vertebrates and invertebrates, the five classes of vertebrates, their skeletal structure, physical characteristics of vertebrates and invertebrates and animal classification. Students will also learn lessons in Botany teaching the life cycle of plants, parts of plants, needs of plants, and plant classification.

**Lower Elementary Methods and Curriculum-Language/Literacy**

**Clock Hours: 60**

Students learn a sequence in teaching reading including phonetics, sight words, and beginning readers. They are presented with a variety of supplementary activities to reinforce reading skills. Using a variety of

concrete materials, teachers learn to present the basic parts of speech and their function through symbols. Included in the study of language is the structure analysis of sentences, the history of the English language, etymology, affixes, verb conjugations, transitive and intransitive verbs, etc.

**Lower Elementary Methods and Curriculum-Mathematics/Geometry**      **Clock Hours: 75**

Major topics covered in this course are the materials and exercises in mathematics and geometry as part of the core cosmic curriculum. Students will learn Math lessons teaching place value, basic operations, properties, binomials and trinomials, powers of numbers, squaring, etc. Students will also learn Geometry lessons teaching basic shapes and solids, angles, intersections of lines, construction of polygons, triangles, angle measurement and operations with, etc.

**Lower Elementary Methods and Curriculum-Supplementary Subjects**      **Clock Hours: 45**

This course begins with an overview in order to gain understanding about the importance of this area in education of the whole child. Students then move to explore the five subjects in this section of the program; practical life, art, music, physical education, and computers in the classroom.

**Classroom Leadership and Environmental Design**      **Clock Hours: 30**

Major topics covered in the course are preparation of the environment, curriculum planning, daily scheduling, class meetings, promoting choices, tracking progress, discipline, workbooks, homework, field trips, nurturing the child, and promoting success.

**School Administration**      **Clock Hours: 15**

Major topics covered in the course are parent meetings, parent conferences, accurate observations, and reporting.

**Elementary Practicum**      **Clock Hours: 1080**

During this course an organizational assignment of 8 monthly reports and a year-end summary are submitted by the intern. These assignments will provide the student with the opportunity for personal and practical experiences as a Montessori teacher in the cosmic curriculum at the elementary level.

**Upper Elementary Methods and Curriculum**      **Clock Hours: 240**

Major topics in this course are the philosophy, materials and exercises specifically designed for the older Elementary age child. Lessons will include the following subject areas: Language, Math, Geometry, Economics, History, Geography, Science, Classroom Management and Philosophy. This course is for students enrolled in Elementary I-II program only.

**Final Examination**

A comprehensive written final examination is administered upon completion of all above courses.

## STANDARDS FOR STUDENT ACHIEVEMENT

Each class instructor determines the assignments, curriculum manuals and criteria for grading in the class being taught. The instructor will give students all the requirements for the class on the first day of class. There will be written assignments and tests throughout the instruction. Students will also develop curriculum units and make hand-made materials for the classroom. During the year, students will compile curriculum manuals that will include, but are not limited to, the areas of Language and Reading, Mathematics, Geometry, Botany and Zoology, History and Geography, Art, Music, Physical Education, Practical Life, Child Development, and Classroom Leadership. The training center will supply the basic lesson plans for the Montessori apparatus and the basic information for each of the manuals. Students will supplement their manuals with pictures and additional information. The campus has equipment such as a copy machines and paper cutters for the benefit of the student to make materials throughout the course for an additional fee.

Each class will be graded according to percentage scores given to any written assignments, oral exams, written exams, material making requirements, creation of a course album, and monthly reports.

Grades will be given based on a percentage of points received to total possible points. Letter grades will be given on the following scale:

90-100%	A
80-89%	B
70-79%	C
Below 70%	Incomplete (These items must be re-taken)

Upon successful completion of all requirements for the Early Childhood program, the student is awarded an AMS Early Childhood Credential for teaching children ages two and a half through six. Upon successful completion of all requirements for the Elementary I program, the student is awarded an AMS Elementary Credential for teaching children ages six through nine. Upon successful completion of all requirements for the Elementary I-II program, the student is awarded an Elementary I-II Credential for teaching children ages six through twelve.

### PLACEMENT POLICY

The Montessori Training Center is not responsible for employment, salary or occupational advancement of their students and graduates.

### ATTENDANCE POLICY

Attendance is required at all scheduled sessions of the Academic programs and during the student teaching year. In excess of ten percent (10%) un-excused absence is grounds for dismissal from the program. Students are responsible for making up work covered during their absence. This information is documented through the attendance system kept during the course work and student teaching practicum experience. A leave of absence may be requested in writing. Each individual case decision will be determined by the program director within five working days.

### FACULTY AND THEIR QUALIFICATIONS

All staff and faculty are directly supervised by Kimberly Yeager, director of the program. The minimum requirement of qualification for instructing in this program is a Montessori Credential in the specific area of instruction that they are providing: either at the Early Childhood or Elementary I or Elementary I-II Level and a minimum of three years as a classroom teacher.

We believe that the strength of an effective Montessori program rests upon a broad and thorough education of teachers in the Montessori curriculum. Principle faculty and staff are listed below. In addition to core instructors, other professionals in the field of education and child development are contracted through the college to present workshops, seminars and lectures to our students.

- Kimberly Yeager E1-2: Program Director, Elementary Coordinator and Instructor
- Danielle Ferroni-Paulsen EC: Early Childhood Coordinator and Practicum Supervisor
- Joanne Kutzman EC and Debbie Williams E1-2: Instructors and Field Consultants
- Angela Boley EC/E1, Desiree Thomas E1-2, Eileen Perkins EC/E1, Jenie Tice EC/E1, Jonathan Feagle E1-2, Krista Campbell EC/E1-2, Michelle Walz EC, Susie Nemer E1, Sylvia Loveless EC, Tamara Mohler EC and Teci Jarnagin E1-2: Instructors
- Additional Instructors TBA

## SCHEDULE OF CHARGES

<b>Early Childhood Fee Schedule</b>		<b>Elementary I Fee Schedule</b>		<b>Elementary II Fee Schedule</b>	
Non-refundable		Non-refundable		Non-refundable	
Application/Registration	\$200	Application/Registration	\$200.00	Application/Registration	\$200.00
Books and Manuals	\$500	Books and Manuals	\$600.00	Books and Manuals	\$350.00
Tuition	\$3300	3-6 Overview	\$350.00	Tuition	\$1800.00
Association Fees	\$330	Tuition	\$3960.00	Association Fees	\$330.00
Non-refundable STRF fee	\$10	Association Fees	\$330.00	Non-refundable STRF fee	\$7.50
		Non-refundable STRF fee	\$12.50		
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Total Cost	\$4340	Total Cost	\$5452.50	Total Cost	\$2957.50

The fees for application, association, books and manuals must be paid prior to enrollment. A minimum of 33.3% of the tuition should be paid by July 1. The balance can be paid in 2 additional payments. A 10% discount will be given on tuition paid in full by July 1. This discount does not apply to application, book and manual or association fees less the amount of refund.

### **Tuition Paid in Full (Price includes discount)**

#### **Due: July 1**

Early Childhood	\$2,970
Elementary I	\$3,879 (minus \$315 if Early Childhood Certificate held)
Elementary II	\$2,220

### **Tuition Paid in Three Installments**

#### **Due: July 1, November 1, March 1**

Early Childhood	\$1,100
Elementary I	\$1,437 (minus \$117 if Early Childhood Certificate held)
Elementary II	\$600

## FINANCIAL INFORMATION

Montessori Training Center does not offer financial aid or participate in any federal or state financial aid programs. If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest.

Montessori Training Center does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## CANCELLATION, WITHDRAWAL AND REFUND POLICIES

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid (less the application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. Notice of cancellation must be in writing.

At any time a student may choose to withdraw from the program. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the student has completed 60 percent or less of the period of attendance required, the

student will receive a prorated refund of tuition for instruction not yet received. Other fees such as application, books and materials, and association fees are non-refundable. If the student has completed more than 60 percent of the period of attendance required, tuition will not be refunded.

## DISMISSAL-RETENTION POLICY

A. It is the policy of this institution to assist students having difficulties whenever possible. However, there may be times when a student elects not to follow the principles of the program. If a student is having continuous unresolved problems, the Director will send a letter to the student notifying him/her of the problem and a time limit for remediation of the problem. If the student does not comply with the instructions in the letter during the time allotted, the student would be asked to withdraw from the program.

B. Grounds for dismissal include but are not limited to:

1. Excess of 10% unexcused absences during the academic workshop or during the student teaching year
2. Failure to complete assigned projects and assignments when due
3. Continuous unsatisfactory progress towards the objectives of the course as evaluated by the administration

C. Steps before Dismissal

1. Regular evaluation will be given regarding performance to assure compliance is satisfactory
2. A plan of correction will be stated and discussed verbally and in writing with student when performance is not satisfactory
3. The student has 30 days to comply
4. If the student fails to comply, the student is subject to being dropped
5. All reasonable avenues of aid will be suggested to help the student to complete the course, i.e. professional psychological counseling, career counseling, medical physical exam, etc.

D. Code of Conduct

Students are expected to conduct themselves with dignity and respect for faculty and staff of this institution, supervising teachers, administrators, and other staff at their student-teaching sites. They are also to be aware at all times that it is a privilege to be working with children and are to treat the children as individuals with privileges and respect. Improper social conduct will be considered evidence of unsuitability to be a Montessori teacher and will therefore be grounds for dismissal.

E. Reasons for immediate dismissal:

1. Drinking on job or in class
2. Using drugs
3. Abusing a child
4. Leaving a child or class unsupervised
5. Falling asleep during work hours
6. Internship without approval
7. Engaging in malicious gossip
8. Excessive times being tardy and absences (over 10% of a 30 day month)
9. Insubordination

## GRIEVANCE POLICY

The staff of this institution is here to help and support students. Students are encouraged to communicate any difficulties encountered during any phase of the program to the Director of the center. It is our goal to support and serve our students in their self-developmental process of becoming Montessori teachers.

- A. The Montessori Training Center supports a commitment to integrity and ethical practices on the part of all participants.
- B. In case of a student grievance, the student should contact:
  - 1. The Course Instructor
  - 2. The Early Childhood or Elementary Coordinator
  - 3. The Program Director
- C. A Complaint that is not resolved after an initial verbal contact should then be stated in writing. Once a complaint is submitted to the Director of the Montessori Training Center, a problem-solving committee is established by the Director. The committee consists of the course instructor, a staff member, two student representatives, and an administrator.

If the student does not feel that the complaint has been resolved by the committee, the student may submit a formal written complaint within 30 days after the problems-solving committee decision.

- 1. AMS TEC  
116 East 16<sup>th</sup> Street  
New York, NY 10003-2163
- 2. MACTE Office  
313 Second Street SE, Suite 112,  
Charlottesville, VA 22902

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [222.bppe.ca.gov](http://222.bppe.ca.gov).

## STUDENT TUITION RECOVERY FUND

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The school closed before the course of instruction was completed.
- 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
- 3. The School's failure to pay or reimburse loan proceeds under a federally guaranteed students loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4. There was a materials failure to comply with the Act or the Division within 30 days before the school closed or, if the materials failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The state-imposed assessment for the Student Tuition Recovery Fund (STRF) is in the amount of \$2.50 per \$1000 of tuition paid.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed students loans, or personal loan, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you ahe a separate agreement to repay the third party

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Montessori Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the seat hours or credential you earn at the Montessori Training Center is also at the complete discretion of the institution to which you may seek to transfer. If the seat hours or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Montessori Training Center to determine if your seat hours or credential will transfer. The Montessori Training Center accepts seat hours from MACTE accredited training centers. These hours can be up to 75% of the total clock hours required for completion of the course.

### STUDENT SERVICES AND HOUSING

The program director is available to discuss academic issues pertaining to course and training center requirements. Counseling and healthcare resources and recommendations will be made by the administration using listings from the local phone book. The Montessori Training center does not have housing or dormitory facilities under its control or provide assistance to find housing.

### STUDENT RECORDS

In Accordance with the Family Educational Rights and Privacy Act, the Montessori Training Center guarantees confidentiality and access by the student to all of her/his records. Student records are maintained indefinitely in the administrative offices by the Program Director, Early Childhood Coordinator and Elementary Coordinator.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.