



PREPARED
MONTessorIAN
INSTITUTE

Prepared Montessorian
Institute Academic Catalog
(January 1-December 31, 2023)

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

Our Approach

- Mission

The Montessori movement as a whole—from the works of Maria Montessori herself to the century of institutionalized knowledge of its practitioners and experts—contains educational wisdom that is unmatched in history.

The premise driving Prepared Montessorian is to take this wisdom and use it to engineer impactful trainings for educators and leaders. It is to use the Montessori method itself, extended and applied to adult learners, to create impact in the educational world.

- Method

"You must see this for yourselves. It is very necessary for you to observe children and notice these facts which are usually passed over." (Montessori, 1946 Lectures, L7/p.46)

Prepared Montessorian approaches training from the perspective that an effective Montessori educator needs knowledge—deep, rich knowledge of development, knowledge that can be applied in a nuanced way to Montessori educators.

That application isn't incidental. Part of what Montessori understood is that knowledge wants to and needs to be applied in order to be knowledge at all. Knowledge is a living thing, given life by the inner activity of the learner in her efforts to use it to make contact with reality. Those efforts are perforce integral to the knowledge.

Adult learners are not, no more than children are, empty vessels to be filled with knowledge that then sits, waiting to be deployed someday. Purported "knowledge" delivered this way is at best loose concepts that don't have the time or space to be deployed before they start rotting.

Prepared Montessorian delivers training on the premise that adult educators are organisms engaged in a process of constant growth and achievement, of shaping their lives and their worlds. Adult educators need materialized abstractions (real students in real learning environments). Adult educators need their own prepared environment in which to honestly grapple with deep theoretical ideas (seminars with experts and like-minded peers). Adult educators need to learn theory in a way that is synchronized with their needs as new teachers (blended learning, sequenced according to the cadence of a new classroom). Adult educators need content that is applicable and digestible (course content that offers timely essentialization of timeless principles).



Prepared Montessorian is premised on the idea that, done right, on-the-job training is the best way to learn high Montessori theory. It's Montessori training reconceived from the perspective of the needs of the minds of the aspiring adult educator.

Programs Available

Prepared Montessorian Institute (PMI) provides certification at every level that MACTE accredits. PMI may open opportunities to join partway through the academic year in a program that extends into the following academic year.

ACCREDITATION: The Prepared Montessorian Institute is accredited by the Montessori Accreditation Council for Teacher (MACTE). MACTE is the international standard setting and accrediting body for Montessori educator preparation. MACTE has been recognized by the U.S. Department of Education since 1995.

Quality Principles and Criteria

The term "Quality Principles" refers to the three principles by which Montessori teacher education programs are evaluated for purposes of accreditation. The MACTE Quality Principles indicate mandatory conditions or actions, and each applicant must achieve substantial compliance with each of them in order to be granted an accredited status. The three MACTE Quality Principles are:

Quality Principle I: Evidence of Candidate Learning: Understanding and Teaching Montessori Principles

Quality Principle II: Faculty Learning and Inquiry

Quality Principle III: Program Capacity

These quality principles are general statements. They are widely applicable to a variety of Montessori programs, and yet they avoid provisions that may be seen as arbitrary. They are qualitative and quantitative. They are designed to promote quality and stability while accommodating reasonable variations and special characteristics. MACTE Quality Principles are intended to acknowledge, respect, and complement the rights of programs and organizations to be self-defining and self-determining. Criteria accompanying each MACTE Quality Principle define the ways in which programs seeking accreditation are required to provide evidence that satisfies each principle. Substantial compliance with each of the criteria is required for accreditation. All courses and components are evaluated using the same quality principles, criteria, policies, and procedures.

LICENSING: Prepared Montessorian Institute is a private institution that it is approved to operate by the CA Bureau of Private Post-Secondary Education (BPPE) and that approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and 5, CCR.

CEC requires us to mention Prepared Montessorian Institute's involvement in any current bankruptcy process or any that has occurred in the past 5 years. Prepared Montessorian Institute is not and never has had a pending petition in bankruptcy, operated as a debtor in possession, filed a petition within the preceding five years, or has 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.).

- **IND Montessori Teacher Certification Infant & Toddler (Infant and Toddler)**

The infant program focuses on the first plane of development. Over the course of a year, adult learners receive over 200 academic clock hours and 400 practicum hours that include lectures, presentations with materials, and group discussions. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi that will be provided during the admissions process. This program prepares graduates to become Preschool Teachers, Except Special Education (SOCODE 25-2011).

Course Objective

The Infant and Toddler program is designed to prepare you to teach in Montessori classrooms that serve children from birth to age 3. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for children ages 0-3 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for children ages 0-3 years:
 - Sensory and Motor Experiences (Psychosensory)
 - Practical Life including self-care and care of the environment
 - Language experiences including art and music
 - Positive Social Experiences (Grace and Courtesy)
- Master the scope and sequence of the Montessori curriculum appropriate for the age-group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

***Check the Path At A Glance in Appendix I for requirements to complete the training**

- **IND Montessori Teach Education Certificate Program-Early Childhood (Early Childhood)**

The early childhood program continues to focus on the first plane of development. Over the course of a year, adult learners receive over 200 academic clock hours and 400 practicum hours that include lectures, presentations with materials, group discussions, and student teaching. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi. **This program prepares graduates to become Kindergarten Teachers, Except Special Education (SOCODE 25-2012).**

Course Objective

The Early Childhood program is designed to prepare you to teach in Montessori classrooms that serve children between the ages of 2.5 to 6 years. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for children ages 2.5 to 6 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for children ages 2.5-6 years:
 - Practical life
 - Sensorial
 - Language experiences including speaking, listening, reading, writing, art, cultural studies, geography, science, and music
 - Mathematics including counting, arithmetic, and geometry
 - Positive Social Experiences
 - Physical development
- Master the scope and sequence of the Montessori curriculum appropriate for the age-group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

***Check the Path At A Glance in Appendix I for requirements to complete the training**

- **IND Montessori Teach Education Certificate Program-Elementary I/II (Elementary)**

The elementary program focuses on the second plane of development. Over the course of a year, adult learners receive over 1,200 clock hours, 400 academic clock hours, and 800 practicum hours that include lecture, presentation with materials, group discussion, and student teaching. Though

candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi. This program prepares graduates to become Elementary School Teachers, Except Special Education (SOCODE 25-2021).

Course Objective

The Elementary program is designed to prepare you to teach in Montessori classrooms that serve children between the ages of 6 to 12 years. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for children ages 6 to 12 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for children ages 6 to 12 years:
 - Language Arts
 - Mathematics including geometry
 - Physical and biological sciences
 - Geography, history, and cultural studies
 - Art and music
 - Positive social experiences
 - Health and physical development
- Master the scope and sequence of the Montessori curriculum appropriate for the age-group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

***Check the Path At A Glance in Appendix I for requirements to complete the training.**

● IND Montessori Teach Education Certificate Program-Secondary I/II (Adolescent)

The adolescent program focuses on the third plane of development. Over the course of a year, adult learners receive over 1,500 clock hours, 500 academic clock hours and 1,000 practicum hours that include lecture, presentation with materials, and group discussion, and student teaching. Though candidates with a variety of backgrounds are encouraged to apply, this course is taught at a graduate level. Academic schedules, content, competencies, and objectives as well as expected adult learner performance and standards for completion can be found in your syllabi. This program prepares graduates to become Middle School Teachers, Except Special and Career/Technical Education (SOCODE 25-2022).

Course Objective

The Secondary program is designed to prepare you to teach in Montessori classrooms that serve adolescents between the ages of 12 to 18 years. This program covers the following objectives:

- Understand and apply Montessori philosophy
- Understand human growth and development for adolescents ages 12 to 18 years
- Demonstrate and implement within the classroom: Classroom leadership including health and safety, authentic assessments, Montessori philosophy and methods, partnering with parents and the community, professional responsibilities, innovation and flexibility.
- Demonstrate ability to provide Montessori learning experiences in the following areas for adolescents ages 12 to 18 years:
 - Language Arts
 - Mathematics including geometry
 - Sciences
 - Economic experiences
 - Geography, history, and cultural studies
 - Art and music
 - Positive social experiences
 - Health and physical development
 - Education beyond the classroom: outdoor, service, and college/career readiness.
- Master the scope and sequence of the Montessori curriculum appropriate for the age-group including correct use of Montessori materials, preparing the environments, partnering with parents and the community, observation skills, lesson planning, assessing through observation, reflective practices, intervention for learning differences, culturally responsive methods.

***Check the Path At A Glance in Appendix I for requirements to complete the training.**

In-Residency Studies

MACTE requires all of its accredited programs to include the following in-person training components. All learners enrolled in PMI's teacher certification programs at all age levels need to meet the requirements in order to graduate.

In-Person In-Residency Hours Required

- Nido & Toddler & Children's House: 120 hours
- Elementary: 180 hours
- Adolescent: 180 hours

In-Person In-Residency Format

- Nido & Toddler & Children's House: 3-week full-time in-person training at Prepared Montessorian Institute's MACTE-accredited training site
- Elementary: 2-week full-time in-person training over 2 summers (4 weeks in total) at

Prepared Montessorian Institute's MACTE-accredited training site

- Adolescent: 2-week full-time in-person training over 2 summers (4 weeks in total) at Prepared Montessorian Institute's MACTE-accredited training site

Training Site: 10 Orchard Rd Suite 200, Lake Forest, CA 92630

Getting In

• Admission Procedure and Criteria

1. To apply to attend any of the PMI training courses, the prospective adult learner provides PMI with the following:
 - A completed application form explaining why the applicant is interested in pursuing Montessori teaching training. The application will include questions about the applicant's relevant personal and professional background information, experiences, motivation, and personal commitment to child development.
 - A recommendation from the applicant's Head of School or other relevant professional reference.
 - Note: this letter may be collected in the form of an online form or survey rather than a formal letter of recommendation.
 - Professional resume.
 - Copies of transcript(s) or diploma(s) of the highest completed degree. Please note that Elementary program requires an undergraduate degree as a prerequisite to admissions.

*All learners must have the appropriate immigration status in order to attend the in-residency portions of our training in the United States. Prepared Montessorian Institute does not provide visa services in relation to this.

English Proficiency

Our instruction is in English though many of our learners are native speakers of other languages. English proficiency levels in reading, writing, speaking, and listening equivalent to a high-school graduate are required, but we do offer support in Mandarin Chinese and Spanish to understand the requirements and expectations throughout the program. At this time, we do not offer English as a Second Language courses. For those who did not graduate high school from an English-speaking institution, PMI will first assess the English proficiency level in the writing submitted in your application to the programs to see if it meets our standards. If we determine you need to prove English level proficiency further, we will administer an online test to determine you have at least a high-school graduate level proficiency.

2. Once received, depending on the individual's qualifications and experience, PMI may contact the prospective adult learner to schedule an interview.
3. The Prepared Montessorian Institute admissions team will evaluate all application materials.
4. The Prepared Montessorian Institute admissions team will contact the prospective adult learner regarding the admissions decision and tuition information.
5. To finalize the offer of admission, the prospective adult learner will need to complete and sign the acceptance letter, pay the registration fee, and return it to PMI along with the tuition payment.

Please note that admission does not guarantee successful completion of the course.

Enrollment Deadlines

The deadline to enroll is one week prior to the first class meeting of any class unless otherwise noted. All paperwork and payments must be received by this date.

Practicum

Prepared Montessorian Institute is affiliated with a large network of high-quality Montessori schools that provides access to a wide variety of potential practicum sites nationwide. Adult learners who are unable to take advantage of these opportunities or wish to complete their practicum elsewhere may submit the location for director approval. Each practicum site will be evaluated on basis of quality and quantity of authentic Montessori materials, proper age-span of children in environments, and qualifications of that site's faculty.

Entry

- The adult learner will execute a practicum site agreement with the practicum site and provide PMI with the electronic copy.

Practicum Hours

- The Adult learner will log practicum hours on a spreadsheet on a weekly basis.
- Supervising teacher or site director will monitor and initial the entries on a monthly basis and provide his/her signature at the end of practicum phase.

Paying for your Education



• Fees

- Infant and Toddler (0-3) Teacher Training Course:
 - \$150 registration fee, \$5,000 tuition
- Early Childhood (3-6) Teacher Training Course:
 - \$150 registration fee, \$5,000 tuition
- Elementary I & II (6-12) Teacher Training Course:
 - \$150 registration fee, \$6,500 tuition
- Adolescent I & II (12-18) Teacher Training Course:
 - \$150 registration fee, \$7,500 tuition

Adult learners should budget approximately \$500 for course-related expenses such as books and other related expenses. Tuition does not include associated travel or lodging expenses possibly needed to attend in-residence portion of training. All learners need to arrange the travel and lodging, etc. to attend the in-residence portion of training on their own.

*While we do not have any dormitories or housing options, we can recommend housing locations near the training location. **Please check Appendix II for our housing recommendation.**

Adult learners are responsible for covering the cost for a field consultant to travel for in-person site visit including transportation and lodging, at a fixed cost of \$2,000. However, we have several mechanisms in place to reduce this cost: 1. The adult learner can seek a qualified field consultant locally to reduce their cost. 2. If there are more than one adult learner who are doing their practice teaching within 25 miles of each other, they may split the cost evenly. 3. Prepared Montessorian Institute has many field consultants who may be local or may be in a local area temporarily. If one happens to visit the adult learners' city, the site visit can be arranged without any additional cost. Please discuss with our team to find a solution that will work best for you.

In addition, CA residents must pay a fee of \$2.50 for each \$1000 of tuition and other charges into the Student Tuition Recovery Fund. This is non-refundable. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

***Please check Appendix III for detailed information**

Financial Aid

Prepared Montessorian Institute does not accept federal financial aid at this time. We do, however, offer need-based financial aid. This aid is provided internally by the Prepared Montessorian Institute. All aid is awarded on an as-needed basis to adult learners based on a review of each individual learner's financial situation. All personal information will be kept confidential to protect the privacy of the individual. If you wish to apply, please contact the admission team at hello@preparedmontessorian.com. Prepared Montessorian Institute does not discriminate based on any protected class in the awarding of financial aid.

Cancellation and Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student withdraws from the course, refunds will be provided within 45 calendar days of withdrawal.

We refund tuition that has been paid to Prepared Montessorian Institute for any portion of the training not yet attended or scheduled to attend. We calculate the amount to be refunded by applying a tuition rate per clock hour of the course. Each hour attended in seminars, completed during practicum components, or completed asynchronous video and assignments is tracked through Altitude completion cards and trackers. You will be refunded the amount owed to you for the portions of the program you have not finished. For example, the Elementary program is 1200 hours in length. If prior to your withdrawal you attend 100 hours of classes, and complete another 300 hours of asynchronous assignments, and 300 hours of practicum, you would have completed 700 total hours and be due a refund for the remaining 500 hours of the program you had not completed or attended.

When calculating refunds, the official date of a student's withdrawal is determined in one of the following ways:

1. The last date of recorded attendance.
2. When PMI receives notice of the student's intention to discontinue the training.
3. When the student is expelled for violation of a published school policy which provides for termination.
4. When a student fails to attend classes for 30 calendar days without notice the status change to PMI.

If a student starts to take a phase of the training but doesn't finish it, tuition will be charged for the entire phase. Even though PMI does not participate in federal student loan programs, some learners in our program may seek a private loan on their own. If a student does obtain a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received

federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Completing the Course

- **Course Requirements and Schedule**

A detailed academic schedule, educational goals and objectives, competencies, and completion standards will be provided to each cohort of adult learners at the beginning of their training in the format of a course requirement checklist, syllabus, and agenda.

- **Attendance**

A minimum attendance of 90% is required for each course component of the training. Attendance implies both presence and active participation in classes. A student who expects to be late, who is ill, or who cannot attend a class is required to email the staff prior to the start of that day's class. In all programs, an absence of more than 15 minutes to any session is tracked as an absence.

- **Class Make-up Policy**

For Early Childhood programs, if a student misses more than 15 minutes of a session, the student will be invited to make up the missed live session in a future cohort and complete all assignments as scheduled to the satisfaction of the instructor.

For Elementary program, if a student misses more than 15 minutes of a session, the student will be marked absent for that session and required to complete a) A make-up assignment consisting of a summary of the missed session, and b) All regularly assigned homework associated with that session.

- **Leaves of Absence and Extensions**

Adult learners requiring a leave of absence must consult with the director and submit a written request for a leave. To be placed on leave, the student's tuition must be paid in full for the portion of the course which they did attend. All leaves of absence and reinstatements are granted at the discretion of the director.

Extensions to finish incomplete work up to three years beyond the program's standard timeline are at the discretion of the director. All requirements must be completed for a diploma to be granted. If the adult learner does not complete the graduation requirements within the three years, they will be dismissed from the program in the process described in the dismissal and withdrawal section of this handbook.

- **Assignment and Assessment Procedure**

Each program level has an assignment and assessment schedule for all courses within the program, which includes evaluation methods and due dates for assessments.

Assignment and Assessment Management

Altitude is a Learning Management System (LMS) that Prepared Montessorian Institute uses for all its trainings. Altitude houses the following components of the overall training experience:

- **Administration:** overview of learning journey, course syllabus, schedules, training structure, log-in information for Zoom, progress records
- **Resources:** readings, assignments, instructions and supporting resources for practicum components
- **Video library:** library of all training videos and material presentation videos
- **Assessment:** attendance, completion status, homework and assignments, and other types of assessment
- **Progress tracking:** tracking of training progress and completion status towards graduation
- **Announcements:** communications from Prepared Montessorian Institute and training team

Note: Altitude is not the platform for live virtual sessions. Zoom is the platform for live virtual sessions. Information on course schedule and Zoom links can be located on Altitude.

• Grading

Course requirements must be met in the timeline specified by the trainer. Any work which does not meet acceptable standards will require resubmission on the agreed date by the adult learners and trainer.

The PMI training courses are given on a Pass/Fail basis. No letter grades are assigned to any component of the course; however, rubrics and other authentic assessment tools are used to provide feedback to the adult learner. Deadlines will be given for assignments. Adult learners have a grace period of 24 hours. Four weeks that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

You will be assessed based on the following:

- Attendance and active participation in class settings. You must attend at a minimum 90% of the sessions.
- Formative assessments such as quizzes, written assignments, videos demonstrating practicing providing lessons, submitting samples of lesson plans, projects, and being observed during practicum phase while practice teaching.

- Summative assessments including exams for each area of the Montessori curriculum, performance assessments during your practice teaching, and providing video examples of your aptitude delivering Montessori lessons.
- All coursework, assessments, and attendance trackers will be submitted via the Altitude learning platform and instructors will approve completion and comment on quality in this system.

Transfer of Credit

In general, PMI does not accept portions of training from other courses, but adult learners may submit prior Montessori coursework for consideration. Regardless of prior coursework, or prior experiential learning, it is strongly recommended that the entire sequence of PMI curriculum components is taken.

The transferability of credits you earn at Prepared Montessorian Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Montessori Certification you earn in our Diploma Courses is also at the complete discretion of the institution to which you may seek to transfer. If the Montessori Certification that you earn at this institution is 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 Prepared Montessorian Institute to determine if your Montessori certification will transfer.

At this time, Prepared Montessorian Institute has not entered into an articulation or transfer agreement with any other college or university.

Student Verification in Distance Education

Prepared Montessorian Institute takes multiple measures to ensure that the adult learner who registers in a distance education course is the same adult learner who participates in and completes the course and receives academic credit. By using online video conferencing software such as Zoom, instructors can see the course attendees and ensure that they are the adult learners who registered for the course. We require that all attendees have their cameras on during live sessions to facilitate the discussion and build comradery, so all attendees will be seen by default. For now, the instructors will verify attendance and record it on the attendance tracker while we work to integrate the attendance tracker electronically. Many assignments require video, so submissions will provide proof that the registered attendee completed the assigned work. For video sessions, adult learners will certify their participation electronically on a weekly basis.

Each training location offers a seminar room equipped with furniture and technology for lectures, class discussions, and collaborative projects and an appropriate mock-Montessori classroom with the learning materials and layout designed for working with children in the age-range of the program set up to practice utilizing the learning materials and giving practice presentations that will prepare learners for use in their classrooms with children.

Practicum Prerequisites

Adult learners must complete the intensive portion of the course prior to starting practicum. Please check the course syllabus for specific hour requirements as they may vary by course level.

Practicum Evaluations

Adult learners will be evaluated during the practicum phase. Three visits are required if the adult learners are guided by a supervising teacher and four visits are required if practicum is self-guided. Visits are conducted in a combination of virtual and in-person formats.

Graduation Requirements

To be eligible for graduation, the adult learner must achieve the following:

1. Completion of all courses, hours, sessions, assignments, and assessments as outlined in the course syllabus.
2. Passing grades for all components of each course.
3. Good standing account

Adult Learner Support Services

As we operate much of our program through distance education, you will have frequent access to our instructors for feedback from your submitted work. In general, we provide feedback between 1 and 30 days from submittal depending on the size and scale of the assignment or assessment. In addition to providing academic advising that the Prepared Montessorian Institute provides as part of its programming, PMI maintains a list of recommended providers of non-academic advising and health care options.

Career information and Placement Assistance

Prepared Montessorian Institute is affiliated with a large network of high-quality Montessori schools that provides employment opportunities nationwide. At the same time, Prepared Montessorian Institute does not and cannot make any guarantees or promises regarding future employment, future salary, or future opportunities for occupational advancement.

Staff to Student Ratio

Currently, a team of staff members and guest lecturers assist the director in conducting the courses and support adult learners with an average of 1:10 staff to student ratio.

All faculty of Prepared Montessorian Institute are experienced Montessori educators and/or hold advanced degrees in related fields. We value on-the-ground experience in Montessori schools, formal Montessori training, and at a minimum a bachelor's degree from an accredited college or university.

With its extensive library of resources to empower the individual learner, Prepared Montessorian Institute is currently capable of providing instruction to its quality standards at 1:30 staff to student ratio.

Grievances

Prepared Montessorian Institute is committed to providing instruction that meets the needs of its adult learners, so we encourage open dialogue with instructors about any questions or concerns. If concerns are unable to be resolved, formal grievances should be submitted to the PMI director:

Joel Mendes
10 Orchard Rd Suite 200, Lake Forest, CA 92630
(949) 339-1957

Formal grievances will remain on file for five years. If you are not satisfied with the resolution of your grievance, you can submit to the following accrediting and licensing bodies for review:

Montessori Accreditation Council for Teacher Education

420 Park Street
Charlottesville, VA 22902
(434) 202-7793

info@MACTE.org

California Bureau for Private Postsecondary Education (BPPE)

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

Illinois Board of Higher Education's (IBHE)

Learners can file a complaint with the state of Illinois via the [Illinois Board of Higher Education's \(IBHE\)](http://www.IBHE.org)

10 ORCHARD ROAD, SUITE 200
LAKE FOREST CA 92630

WWW.PREPAREDMONTESSORIAN.COM

(949) 339-1957

[Complaint System](#) or to the IBHE at 431 E. Adams, 2nd Floor Springfield, IL 62701-1404

Complaint Hotline: 217-557-7359.

Important Policies

- **Non-Discrimination Policy**

The Prepared Montessorian Institute does not discriminate on the basis of age, race, sex, gender, religion, ethnic origin, disability, or any other protected class.

- **Code of Ethics**

The Prepared Montessorian Institute is committed to fostering integrity and ethical practices in its faculty and adult learners. Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited. Similarly, inequitable treatment and all other forms of unethical practices by adult learners are grounds for dismissal.

- **Dismissal and Withdrawal**

Prepared Montessorian Institute may dismiss any student engaging in unprofessional behavior, poor attendance, inability to perform academic work successfully, non- payment of tuition of fees, as well as violation of our policies. Before dismissal is enforced, adult learners may be placed on probation for one or more of the above reasons. Reinstatement of a student is at the discretion and judgment of the director. Tuition refunds for dismissal and withdrawal can be found in the Cancellation and Refund Policy of this handbook.

- **Retaining Student Information**

In order to ensure compliance, we maintain transcripts which can be made available to students at any time and maintain student records are for a period of at least 5 years from the student's date of completion or withdrawal.

Student Success Data

- **Enrollment and Graduation**

July 1, 2021 – June 30, 2022

Program	Enrollment	Graduate*	Withdrawal
Nido & Toddler	217	40	40
Children's House	203	16	12
Elementary	41	3	1
Adolescent	0	0	0

*Note: On average, it takes between 18 months to 3 years for a learner to complete the diploma program
Most enrolled learners are still on their path to graduation.

In order to remain in compliance with the California Education Codes (CEC), we retain student records and personal information about each person who attends our courses in the manner in which the CEC requires. For more information about these requirements see CEC §94900, 5, CCR §71810 (b)(15) and §71920.

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 (1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818), (www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897, 916) 574-8900 or by fax (916) 263-1897.

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 or by completing a complaint form, which can be obtained on the bureau's internet Web site (www.bppe.ca.gov).

I, the undersigned, hereby confirm that I have reviewed the Academic Catalog and School Performance Fact Sheet.

I, the undersigned, hereby grant to Prepared Montessorian Institute permission to use, adapt, modify, reproduce, distribute, publicly perform or display, in any form now known or later developed, my video presentation assignments throughout the world, by incorporating them into publications, catalogues, brochures, photo exhibits, motion picture films, videotapes, and/or other media or commercial, informational, educational, advertising, or promotional materials relating thereto.

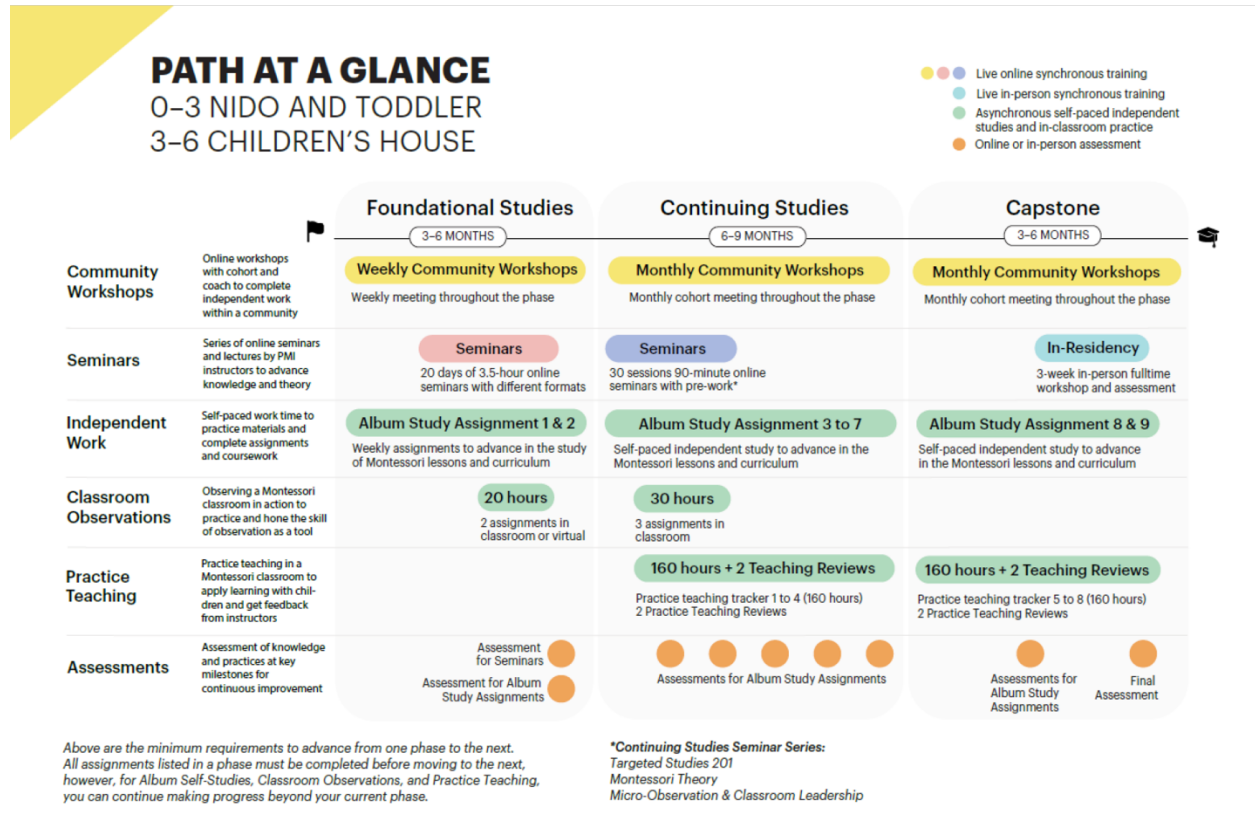
I, the undersigned, hereby confirm my acceptance of the Montessori MACTE-Accredited Diploma Training provided by the Prepared Montessorian Institute.

Signature:

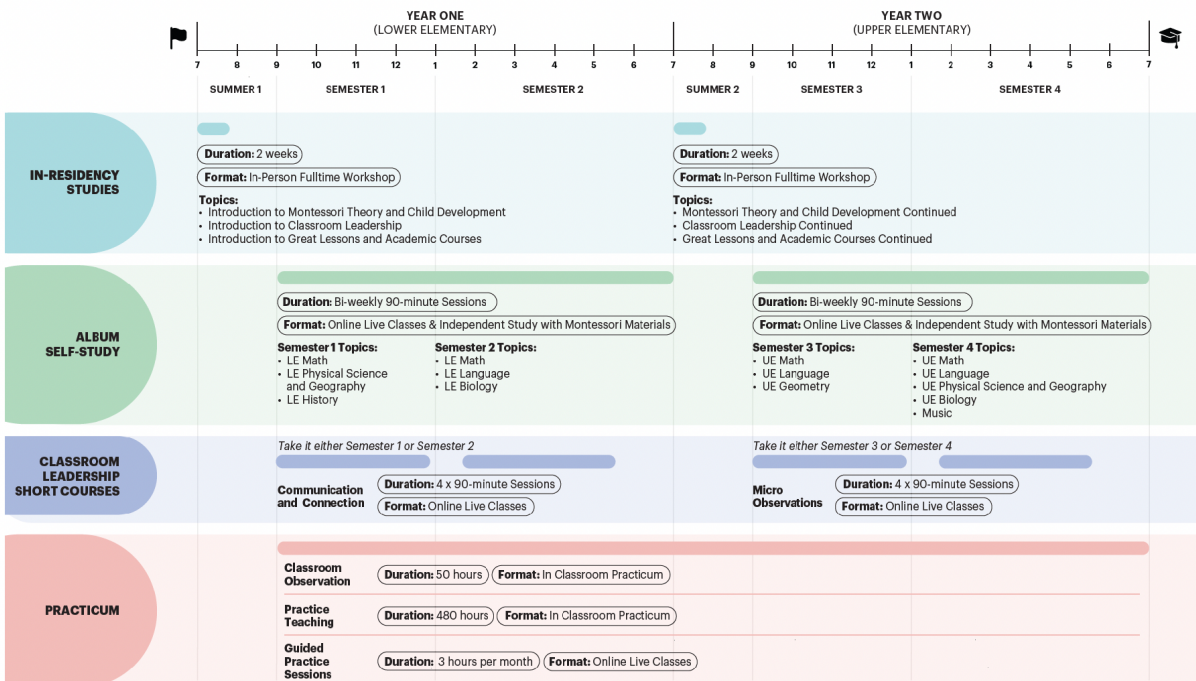
Print Name:

Date:

APPENDIX I. PATH AT GLANCE



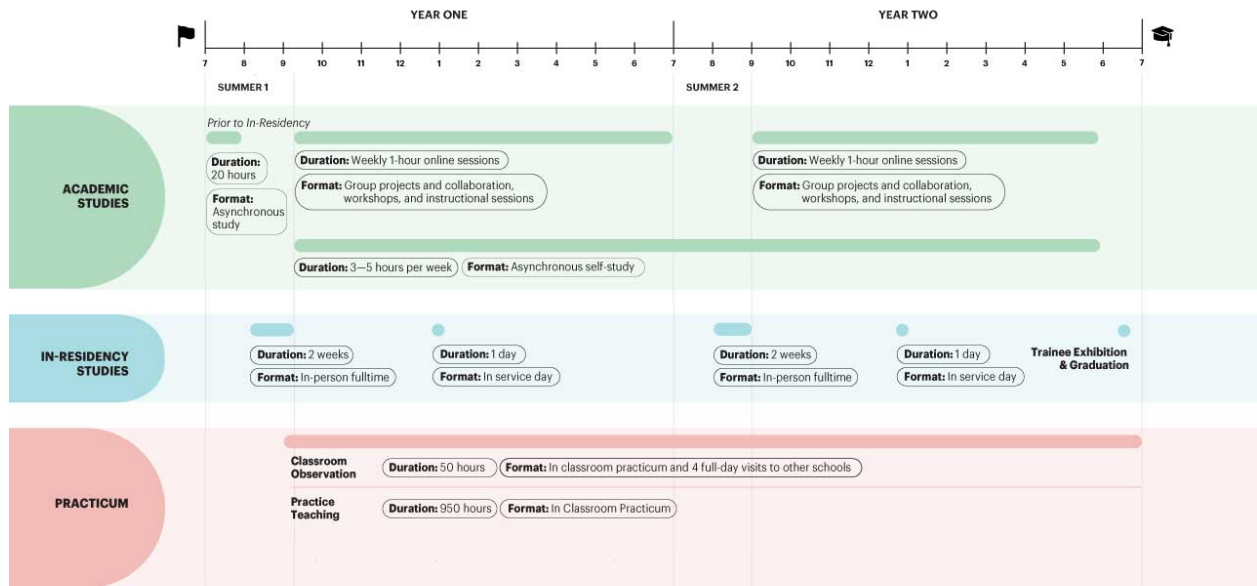
PATH AT A GLANCE 6-12 ELEMENTARY



Note: Start dates in the fall and winter are available. If you start in the fall or winter, you will follow a different sequence of learning but the core components remain the same as above. You need access to a Montessori elementary classroom for the practicum and to practice with materials. A Bachelor's Degree is required in order to get the MACTE diploma. If you do not have a bachelor's degree, you can receive a MACTE accredited Associate's Diploma until you complete your Bachelor's Degree.

PATH AT A GLANCE

12-18 ADOLESCENT





Lake Forest, California

Lake Forest is a quiet and very safe suburb in Orange County, California. Like much of California, unless your hotel is located within walking distance of a plaza with amenities, you'll likely need to use a car to get to grocery store, restaurants, convenience store, etc. There are about a handful of hotels within walking distance (within 30 minutes) from PMI's training center.

In our search, we have found that hotel rooms and AirBnB on average range between \$130 to \$200 per night depending on the time of booking and/or type of rooms. In speaking with the hotel management in the area, they note that summer is a busy time of year in the area. **Making your hotel booking as earliest as possible is recommended to protect yourself from rate hikes.** The tax rates are currently quoted at 10.0% but are subject to change at any time without prior notice.

Hotels within walking distance from the PMI training center

**ordered by distance from training center*

Hotel	Address	Distance from training	Walking Time	Hotel Number
<u>Staybridge Suites Irvine East/Lake Forest</u>	2 Orchard, Lake Forest, CA 92630	0.1 miles	5 mins	(949) 462-9500
<u>Hampton Inn East Irvine/Lake Forest</u>	27102 Towne Centre Drive, Foothill Ranch, CA 92610	1.2 miles	25 mins	(949) 859-4000
<u>Hilton Garden Inn East Irvine/Lake Forest</u>	27802 Towne Centre Drive, Foothill Ranch, CA 92610	1.2 miles	25 mins	(949) 859-4000
<u>Holiday Inn Express & Suites Lake Forest - Irvine East, an IHG Hotel</u>	20768 Lake Forest Dr, Lake Forest, CA 92630	1.3 miles	30 mins	(949) 900-1288
<u>Courtyard Foothill Ranch Irvine East/Lake Forest</u>	27492 Portola Parkway, Foothill Ranch, California, 92610	1.6 miles	30 mins	(949) 951-5700

Hotels with Group Discount Secured under PMI

**ordered in alphabetical order*

We have secured the following discounts for you to consider when booking your lodging. When booking, please review the notes to ensure that you request your discount accordingly. Rates for July 2023 in-residencies are available below. Information for future in-residencies rates will be posted at a later time. Please see



each hotel's information for other details such as parking rates, deposits, free breakfast, etc.

Hotel	Distance from training	King Bed Room Rates / night (excluding tax)	Double Queen Beds Room Rates / night (excluding tax)	Deadline to book:
Courtyard Foothill Ranch Irvine East/Lake Forest 27492 Portola Parkway, Foothill Ranch, California, 92610	1.6 miles Free Parking	July 2023: \$129	July 2023: \$129	June 9, 2023
Laguna Hills Lodge 23932 Paseo De Valencia, Laguna Hills, CA 92653	5.6 miles Free Parking	July 2023: \$130	July 2023: \$130	April 1 or April 31, 2023 (see below for further details)
Staybridge Suites Irvine East/Lake Forest 2 Orchard, Lake Forest, CA 92630	0.1 mile Free Parking	July 2023: \$189 * One King Bed and One sofa sleeper	July 2023: \$159 * One Queen Bed and One sofa sleeper	May 19, 2023
SpringHill Suites by Marriott Irvine Lake Forest 23632 Rockfield Blvd, Lake Forest, CA 92630	4.7 miles \$13 Parking / night	July 2023: \$189	July 2023: \$189	June 6, 2023
TownePlace Suites by Marriott Irvine Lake Forest 23150 Lake Center Dr, Lake Forest, CA 92630	4.8 mile \$13 Parking / night	July 2023: \$189	July 2023: \$189	June 6, 2023

Courtyard Foothill Ranch Irvine East/Lake Forest - Booking Instructions:

27492 Portola Parkway, Foothill Ranch, CA, 92610

PH: (949) 951-5700

This hotel is about a 30 minute walk to the training center. The walk path is safe and there a sidewalks throughout the walk. Rates are the same for a king bed room and a double queen bed room. The rate is \$129/night + tax and the rate will expire on June 9, 2023.



To book, directly call Marriott Reservations at 1(800) 321-2211 or (949) 951-5700 on or before each respective Cutoff Date listed above, (the "Cutoff Date") to make their sleeping room reservations. Please advise guests to identify themselves as part of the Higher Ground Education group staying at the Courtyard Foothill Ranch Irvine East/Lake Forest, located at 27492 Portola Parkway, Foothill Ranch, CA 92610.

Laguna Hills Lodge - Booking Instructions:

23932 Paseo De Valencia, Laguna Hills, CA 92653

PH: (949) 830-2550

The rates per night will be the same for each reservation at \$130 plus tax. Each room upon arrival will require a \$100 deposit and will be released at check out as part of the incidental policy. The rooms on hold look like this:

- For June 11th to July 1st, we have 10 rooms on hold with 2 queen beds each. Deadline to book is April 1, 2023.
- For July 9th to July 29th, we have 10 rooms on hold with 1 king bed each. Deadline to book is April 31, 2021.

Each guest will need to put their own names/credit cards to acquire a room and emails if they wish for a confirmation. The group name will be under **Prepared Montessorian Institute**. If you have any questions or need to book, please call: (949) 830-2550.

Staybridge Suites Irvine East/Lake Forest - Booking Instructions:

2 Orchard, Lake Forest, CA 92630

PH: (949) 462-9500

This hotel is right next to the training center is a less than 5-minute walk. It's designed for extended stays.

July rates (July 11-30, 2023):

- \$159.00 + tax - Standard Studio Suite with One Queen Bed and One sofa sleeper
- \$189.00 + tax - One Bedroom Suite Suite with One King Bed and One sofa sleeper

The above rate(s):

- are good two days before and after the time blocks
- include a Full American Breakfast Buffet daily



- includes an evening social reception that provides dinner Monday through Thursday.

Anyone that has questions or would like to book can call the Reservations Office at 949-462-9500, and identify themselves as attendees of the Higher Ground Education or Prepared Montessorian Institute Group.

Staybridge Suites Lake Forest will take reservations until **May 19, 2023**, or until the block is full, whichever comes first. After this date the hotel will take reservations on an availability basis and at prevailing hotel rates. All reservations must be guaranteed to a valid credit card. Individual cancellations are accepted up to 72 hours prior to arrival. If the hotel is not notified at least 72 hours prior to arrival, an amount equal to the first night's room and tax will be charged to the credit card on file.

SpringHill Suites by Marriot Irvine Lake Forest – Booking Instructions:

23632 Rockfield Blvd, Lake Forest, CA 92630

PH: (949) 951-1019

This hotel is right next to the TownePlace Suites by Marriot Irvine Lake Forest Hotel. It is newly renovated. Rates are the same for a king bed room and a double queen bed room. The rate is \$189/night + tax and the rate will expire on June 6, 2023. They offer a full complementary hot breakfast buffet. To book the SpringHill Suites, click on the link and follow the instructions:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1674694353703&key=GRP&app=resvlink>

TownePlace Suites by Marriot Irvine Lake Forest – Booking Instructions

23150 Lake Center Dr, Lake Forest, CA 92630

PH: (949) 461-0470

This hotel is right next to the SpringHill Suites by Marriot Irvine Lake Forest Hotel. It is newly renovated. Rates are the same for a king bed room and a double queen bed room. The rate is \$189/night + tax and the rate will expire on June 6, 2023. They offer a full complementary hot breakfast buffet. To book the SpringHill Suites, click on the link and follow the instructions:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1674754068120&key=GRP&app=resvlink>

APPENDIX III

FOR CALIFORNIA RESIDENTS:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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