

East Bay Montessori Training

“Building Strong Foundations, One Child at a Time”



Adult Learner Handbook and Course Catalog

August 1, 2023-June 30, 2025

Early Childhood Montessori Teacher Certification

2 ½ through 6 years

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East Bay Montessori Training is owned and operated by the nonprofit

Christian Montessori Education Center of the East Bay INC.



“The vision of the teacher should be at once precise like that of the scientist, and spiritual like that of the saint. The preparation for science and the preparation for sanctity should form a new soul, for the attitude of the teacher should be at once positive, scientific and spiritual.”

-Dr. Maria Montessori
Spontaneous Activity in Education



East Bay Montessori Training

Introduction

Welcome Adult Learner

Welcome to East Bay Montessori Training (EBMT)!

Thank you for your interest in East Bay Montessori Training's Early Childhood Credential Course.

East Bay Montessori Training is a teacher education program that currently offers a year-round Montessori Early Childhood Teacher Credential Course designed to accommodate and support adult learners balancing professional and family responsibilities while building a career in Montessori education.

EBMT's Early Childhood Montessori Teacher Credential Course is held at Beginnings & Beyond Montessori, 1965 Colfax St., Concord, CA. It features two classrooms serving children ages 2 through 6. Classrooms are well equipped with inviting shelves displaying quality Montessori materials and a bright, open playground and children's garden. It is the perfect educational atmosphere for adults aspiring to further their careers in education. EBMT is conveniently located minutes away from Concord BART and both Highway 242 and 4.

We warmly welcome you into our program and we look forward to being part of your learning journey with the Montessori philosophy of education.

All references to the Montessori Accreditation Council for Teacher Education (MACTE) or the American Montessori Society (AMS) throughout this document are solely to indicate that those standards and requirement are being followed and in no way imply MACTE accreditation or AMS affiliation at this time.

Training Location:

East Bay Montessori Training (EBMT)

1965 Colfax St.

Concord, CA 94520

Phone: 925-395-7299

Email: EastBayMontessoriTraining@gmail.com



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Introductory

EBMT Adult Learner Handbook

This Adult Learner Handbook is designed to familiarize the Adult Learner with the standards and requirements in completing the Early Childhood Montessori Teacher Credential Courses offered at East Bay Montessori Training. EBMT offers a Montessori certification, or credential (if student has a Bachelor's degree) in the Early Childhood (2 ½ through 6) level only. Adult Learners must carefully and thoroughly read the detailed course requirements to gain a clear understanding of the objectives and expectations of each course. This handbook is a “work in progress”, therefore EBMT reserves the right to amend any of the policies contained in this Adult Learner Handbook.

History and Goals of East Bay Montessori Training

East Bay Montessori Training Center (EBMT) is a Montessori Teacher Education Program founded by the owners of Learn and Play Montessori School Incorporated (LAPMS), an early childhood school serving children ages 2 through 6 in the East Bay area since 2007. The founding of EBMT was their response to raise the standard and quality of the Montessori educational system in the community.

In 2020 EBMT was sold to Christian Montessori Education Center of the East Bay and moved to Concord, CA to continue and expand on the quality Montessori training that the previous owners started. We are expanding our commitment to educating children to cultivating adults building careers in Montessori teaching.

East Bay Montessori Training courses are held approximately every other Saturday at Beginnings & Beyond Montessori (B&BM). In response to a growing interest in Montessori education, we aim to prepare competent and qualified Montessori teachers and to improve the quality of education for young children. East Bay Montessori Training will prepare Adult Learners with the knowledge and skills to teach young children of 2 ½ through 6 years of age in a Montessori setting.

Mission Statement

The mission of East Bay Montessori Training is to build a solid foundation of teaching following Maria Montessori's Philosophy of Education as well as to nurture the qualities of observation and understanding of each child's spirit and individual needs.

EBMT believes that the heart of an authentic Montessori education depends upon the values and skills of the teacher as a model, mentor, and guide. EBMT is committed to provide teachers, professionals, and parents an opportunity to hone and develop these integral skills to be at their finest in helping children through each level of development.

EBMT achieves its mission by creating a positive learning environment for Adult Learners and by providing ample opportunity for working with highly experienced and qualified Montessori teachers. We strive towards making sure that upon graduation, our Adult Learners will be ready



in both skills and in spirit, to take on the important responsibility of teaching young children in the Montessori way of learning.

Licensed to Operate, Accreditation & Affiliation

EBMT is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in the state of California. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its website at www.bppe.ca.gov. See [Appendix 6](#) for more information

We hold Accredited Status for our Early Childhood Montessori Teacher Education Certification course level from the Montessori Accreditation Council for Teacher Education (MACTE), who is recognized by the USA department of Education, through the year 2025. We are affiliated with the American Montessori Society (AMS).

EBMT is a private institution, that it is approved to operate by the BPPE, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Fundamental Tenets of a Teacher Education Program

East Bay Montessori Training has adopted the American Montessori Fundamental Tenets for a Teacher Education Program.

1. Teacher educators model the Montessori principles (movement, choice, peer teaching, etc.) and abide by the AMS Code of Ethics and Teacher Education Program Rights and Responsibilities at the adult level so adults observe Montessori in action (*Modeling*)
2. An Atmosphere sphere respect for oneself, others, and the environment is fostered in all interactions. (*Respect*)
3. Recognition of the essential inclusion of Peace Education and the development of the community of learners where trust, diversity, and peaceful ways of working together and addressing conflict. (*Peaceful Community*)
4. The recognition of the vital importance of observation in the teaching / learning process and the necessity to develop ever increasing skills in observation, practice in observing other classrooms/ environments, and one's own classroom. (*Observation*)
5. A recognition that teaching/learning takes place through an interaction with the environment and, as a result, particular attention must be given to both the child/adolescent environment at the level of the course given and the environment conducive to the adult's learning. (*Prepared Environment*)
6. Assessments are a part of the teaching/learning cycle and come in various forms such as observation, allowing mistakes, giving specific feedback, permitting self-discovery, giving processing time, meeting learners where they are, and guiding them forward to meet the competencies of an effective Montessori teacher. (*Assessments*)
7. Recognition that the teacher education course is the continuation of a life-long journey of learning, growing, observing, reflecting, and researching. (*Life-long learner*)



8. As children/adolescents learn together in an active, engaged environment, so do adults. Adults of different ages and talents gathered together in residence replicates the experience of the Montessori classroom in action so that adult learners are immersed in the Montessori culture. Enriching interchanges occur with each other and the physical environment. (*Constructivist Theory*)
9. The developmental continuum is honored across time, place, and cultures through 1. Equal appreciation across all levels infancy through adults; 2. The child/adolescent and teachers learning from each other; 3. Montessori pioneers, current teachers, and aspiring teachers. (*Continuum*)
10. Understanding the underpinnings of cosmic education by constantly representing the unitary vision of the universe, through the connectedness of all things, indirect and direct aims, whole to parts to whole, integrated, spiral curriculum and the attitude that the universe is an evolving, self-organizing force that offers many possibilities. (*Cosmic Education*)
11. The outcome of the teacher education course should be the transformation of the adult with the spiritual preparation that solidifies the philosophy and the attitudes and dispositions inherent in the method such as love, flexibility, restraint, etc. (*Spirituality and Transformation of the Adult*)
12. The function of the practicum phase is to provide for the adult learner a supervised teaching/ learning experience and a period of observation, internalization, and further study to bring together the theory and practice of Montessori education under the guidance of mentors. (*Practicum*)

Admission to the EBMT Early Childhood Credential Program

The candidate applying for admission to EBMT for an Early Childhood Credential course should hold a Bachelor's degree from a regionally accredited United States college or university (or its equivalent). However, if the applicant does not have a Bachelor's degree from an accredited U.S. institution but holds a minimum of a secondary level state-approved/recognized high school diploma, GED or the international equivalent, they may be accepted into the program. Upon successful completion of all requirements the Adult Learner will receive an Associate Early Childhood Credential. Those with an Associate Early Childhood Credential should only represent themselves as holding an Associate Early Childhood Credential. Holders of an Associate Early Childhood Credential are strongly encouraged to obtain their Bachelor's within seven years of credentialing.

Applicants for the Early Childhood course who do not have a U.S. Bachelor's degree or its equivalent are required to sign a statement verifying that they understand that some locations or schools may not accept an Associate Early Childhood credential as the qualification for full teaching responsibility.



All applicants must be able to study in the USA legally. EBMT does not currently provide F1 Visas to foreign students who require them. Do to the requirement of the practicum, all applicants must be able to work in the USA with children.

Process

Candidates for admission may obtain an application packet from EBMT's office.

Application requirements:

1. A completed Application form
2. A signed, initial, & dated Student Performance Fact Sheet (SPFS)
3. A written intent in the form of a short essay or letter stating the reason for enrolling in the program. Include ideas and insights on teaching young children.
4. Provide copy of the highest education degree Diploma and any official transcripts of highest education attained (High School, GED, or College). To be official, unopened transcripts MUST be mailed directly to EBMT's office at 1965 Colfax St., Concord, CA, 94536. For degrees awarded outside the United States, an evaluation by a NACES-National Association of Credential Evaluation Services is required and a Transcript Analysis Report is required.
5. Two professional references (not relatives)
6. A non-refundable Application Fee of \$150

After completion of the application requirements above, an EBMT Director will review the documents and the applicant will be notified to schedule a personal interview. This interview will provide the Adult Learner with an opportunity to ask any questions, clarify components of the Early Childhood Certification Course and Adult Learner Handbook, review forms in the Adult Learner's file, and provide a tour of a host site. If the applicant does not have a bachelor's degree they will be asked to provide an essay-writing sample. Basic English (professional working proficiency) skills are necessary for the successful completion of the course, and applicants who have difficulties with written or spoken English may be asked to complete supplementary coursework. The Adult Learner will be notified by mail or e-mail regarding the status of his/her application within 30 business days following the date of the interview.

All courses are taught only in English. Level 3 Intermediate English proficiency in reading, writing, and spoken is required. An USA Associates Degree or higher can be used as evidence of proficiency. If one does not exist, adult learners need to show at least a high school diploma and a postsecondary transcript with an English class with a passing grade of B or better. If neither of these are available then a Test of English as a Foreign Language (as found at <https://www.ets.org/toefl>) will be required at the expense of the adult learner with a passing score of 18 in each part and a total score of at least 72. During the personal interview the director is expecting a dialog to assess communication skills and understanding of the information provided. A writing sample for adult learners who only possess a secondary degree will be assessed for ability to write to our expectations.

Enrollment Form Requirements:

1. Review Adult Learner Handbook and sign an acknowledgment agreement.



2. Admission Agreement
3. Photo Permission
4. Medical Emergency
5. Records Confidentiality acknowledgment

Credential Policies and/or Requirements

- 1. Bachelor's Degree from a Regionally Accredited U.S. College or University**
Please submit your transcript from a Regionally Accredited U.S. College or University with your enrollment forms.
- 2. Transcript Requirements for Adult Learners Who Do Not Have a Bachelor's Degree or Higher from a Regionally Accredited U.S. College or University**
A transcript from a non-U.S. regionally accredited college/university must be submitted to a recognized U.S. credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. Accredited colleges and universities in the United States may also make such evaluations. If the evaluation determines the non-U.S. transcript to be equivalent to a Bachelor's degree or higher in the U.S., the Adult Learner will satisfy the Bachelor's degree requirement.
- 3. Credential for Graduates Who Do Not Have the Equivalent of a Regionally Accredited U.S. College or University Degree**
Candidates who have a minimum of a Bachelor's degree from a non-U.S. college/university, who meet the admissions requirements and successfully complete the requirements of that course can still earn a credential. A credential is awarded to those whose degree is officially determined to not be equivalent to a U.S. Bachelor's degree from a regionally accredited college/university, but which still meets the nationally recognized post-secondary educational standard in the state, province, or country of issuance. This credential will state the degree earned and the name of the country in which the degree was earned.
- 4. Credential Advancement**
Holders of Associate Early Childhood Credential are encouraged to obtain their Bachelor's degree within seven years of credentialing. Applicants who hold an Associate Early Childhood Credential are eligible for an Early Childhood Credential upon completion of the Bachelor's degree requirements. To upgrade a credential, please talk with the Director at EBMT for requirements.
- 5. Post-Certification Professional Development Requirements**
Teachers who hold AMS Credentials issued on or after July 1, 2013 are required to complete fifty (50) contact hours of professional development every five (5) years to maintain active status of the AMS teaching credential.
If the professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met.
To maintain an active credential, verification of professional development is to be submitted to AMS 30 days in advance of the 5-year anniversary of the issuance of the credential and every 5 years after.



For further information about this requirement, consult the American Montessori Society website at www.amshq.org.

Ability to Benefit

EBMT strives to admit adult learners who can benefit from both its educational and social environment. EBMT will not accept applicants who do not meet the minimum requirements for enrollment unless it is anticipated that the adult learner will meet the requirements prior to the completion of the course.

Non-discriminatory Policy

East Bay Montessori Training, along with our parent company Christian Montessori Education Center of the East Bay, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Change of Contact Information

It is the responsibility of the Adult Learner to immediately notify EBMT of any change in address, phone number, or e-mail.

Tuition, Fees, and Payment Policies

Tuition is either paid by course, or in Full. Those paying in full will receive a 10% discount off tuition only. Upon acceptance please indicate which payment schedule you will be choosing. Adult Learners will not be allowed to attend classes without tuition payment. The tuition must be paid as arranged with the Program Director. There will be a 10% late charge per month on the remaining debt to EBMT. Please refer to [Appendix 2](#) of this handbook for the current Tuition, Fee and Payment Policies.

This institution has NONE of the following: pending petition in bankruptcy, is operating as a debtor in possession, has 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.

Loans

EBMT does not participate in the Federal Student Loan program. If the student obtains a private loan to pay for the EBMT Early Childhood Montessori Training, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund (which has been repaid to the loan). EBMT is not responsible for any aspect of a student's loan or repayment of it. EBMT does not disclose any loan information of a student unless required by law.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:



1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Additional Fees

Copy of Records

A former Adult Learner may request access to his/her records and a copy of his /her records or transcript in writing accompanied by a fee of \$15.00.

Returned Check Fee

A fee of \$30.00 will be charged for any returned check.

Late Submission or Resubmission of work

A late submission fee of \$25.00 per assignment is charged for any assignment submitted more than 1 month after the due date.

A resubmission fee of \$25.00 will be charged to review any work that is required to be resubmitted more than one time. This charge is required of each resubmission beginning with the third time the assignment has been turned in for evaluation. The resubmission fee is in addition to all other applicable fees, such as Extension of Time fees.

Missed Class Make-Up Day

If an adult learner is unable to make it to class session and needs to make up contact hours, they are required to either attend the session the following year during the normal schedule or schedule a day to make up the time. There is a \$100 fee for the day, and a summary of the day's topic is required to be turned in the following class session.

Books, Binders, and other Supplies

Books, notebooks, and supplies not covered in the fee schedule are the responsibility of the adult learner. Every effort will be made to keep these additional costs to a minimum.

Extra Practicum Visits

Practicum tuition includes the cost of three (3) field consultant visits during the practicum phase. If there are any additional visits, the Adult Learner will be charged \$100 each additional visit. If the Adult Learner is in a practicum site that is over 25 miles from EBMT's training location, the cost of transportation of the Field Consultant's visit is reimbursed directly to the Field Consultant by the Adult Learner at the current IRS mileage reimbursement rate and paid at the end of each Field Consultant visit.

Extension of Academic or Practicum Phase:

If for any reason the Academic Phase or the Practicum Phase is not completed within one (1) year of the end of the Academic Phase, an annual fee of \$150.00 will be charged to the Adult Learner for maintaining enrollment in the program. The Practicum must be completed within two (2) years after completion of the Academic Phase. In the case of an extenuating situation, a program may offer an Adult Learner an additional one (1) year to complete the practicum.



An adult learner who does not complete all Academic and Practicum Phase requirements within three (3) years of the end of the scheduled course completion, will be required to re-enroll in EBMT's program and be charged additional fees to cover organization fees, evaluation, and credentialing.

Travel Reimbursement Fee

Adult learners who select an internship site located more than 50 miles from the EBMT location will be assessed an additional fee to cover reasonable transportation, food, and lodging expenses of the Field Consultant.

Audit Fee

If a student needs to audit a course whether for additional credit or not the fee is 50% of the course tuition.

Financial Assistance - EBMT Scholarship

Depending on donations, EBMT will offer 1 scholarships per cohort. An Adult learner should contact EBMT's Program Director for details. EBMT does not disclose any scholarship information of a student unless required by law.

AMS does offer a few scholarships. If you are interested please visit www.AMShq.org to apply. These are available on the basis of financial need. You will need:

- a compelling personal statement,
- 3 original letters of recommendation,
- official verification of acceptance into an AMS-affiliated program.

Right to Withhold Transcripts and Grades for Non-payment of Tuition

Each Adult Learner is responsible for all financial obligations as advertised. An adult Learner will not be recommended for a Montessori Credential until all financial obligations are paid. The EBMT reserves the right to withhold an Adult Learner's transcript or grades if the Adult Learner has a default in financial obligations specified in the admission agreement.

Cancellation of Enrollment and Withdrawal Policy

An Adult Learner should carefully consider and discuss with the Program Director, any conditions that may necessitate cancelation of enrollment or withdrawal from a course or the program. The Adult Learner has the right to cancel the admission agreement and obtain a pro-rated refund of paid tuition up to 60% of the program. To do so the Adult Learner must send written notice of cancellation of enrollment by certified mail to EBMT's office at 1965 Colfax St., Concord, CA 94520. The date of the Withdrawal will be considered the date of the certified letter. No refunds will be given for non-refundable fees which include application fee, deposit BPPE STRF fee and non-institutional fees. If the student fails to notify the Program Director, no refund will be made. Non Instructional fees such as Adult learner fees paid to MACTE and AMS are non-refundable once paid.



Should an adult learner withdraw and owe EBMT tuition payment according to the payment schedule, EBMT shall be entitled to collect the amount owed plus the cost of collection of such debt; including but not limited to attorney fees, collection agency fees and court costs.

Refund Policy

EBMT will refund the entire Registration Tuition in the event an Adult Learner is not accepted into the program.

Adult learners have a right, according to the Bureau of Private Postsecondary Education of CA, to cancel by the first class session or the seventh day after enrollment agreement date, whichever is later. Student are entitled to a pro-rata refund of services paid for, but not received, up to and including 60% of the period of attendance (approximately June of the first year). A student who cancels within the right to cancel period is entitled to a refund of all charges, less the amount of application fee, deposit, BPPE STRF, contact hours attended and non-institutional fees. Refunds will be made according to the BPPE's calculation system. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Pro-Rata Refund Calculation steps

1. Determine **daily/hourly charge** for the program/course
 - Total Institutional Charge for whole program \div number of days or hours in the program
2. Identify numbers of **days/hours attended**, or was scheduled to attend, prior to withdrawal
3. Multiply daily/hourly charge by days/hours attended to determine **amount owed to the school**
4. Identify total **amount student paid**
5. Identify non refundable fees
 - Note: Non refundable fees must be clearly identified in the enrollment agreement the student signed
6. Calculate amount that the student has paid subject to refund from what student paid.
 - Subtract the non refundable fees from the amount student paid
7. Calculate refund due to the student.
 - Refundable Amount - Amount Owed to the School = Refund Due

AMS/MACTE fees are non-refundable as these are association fees not institutional charges.

Transfer Policy

Applicants transferring from a MACTE accredited Montessori program may transfer to the EBMT after a thorough review by the Program Director of all courses taken and course work completed. Reviewing courses costs \$50 per course other than Child Development (transfers free). The review includes assessment of transcripts, previous work, written and performance exams, and demonstration of competencies. The Program Director will assign instructional hours, assignments, assessments, and practicum time that are necessary to verify attainment of the AMS/MACTE competencies and standards and completion of EBMT course requirements. As per our accreditor, MACTE, and our approval agency, AMS. We are unable to accept any



credits earned at other institutions or through challenge examinations/achievement tests that do not also hold MACTE and AMS status. Applicants transferring from an institution without MACTE accredited status will be required to enroll in and complete the entire EBMT Early Childhood Montessori Teacher Certificate program. The institution has not entered into an articulation or transfer agreement with any other college or university, the institution however follows the following transfer policy.

Transfer Between AMS-Affiliated Programs

For transfer of a current adult learner from one AMS-affiliated teacher education program to another AMS-affiliated teacher education program:

The adult learner must:

1. Be within the three-year time limit following the original academic phase.
2. Be a current member of AMS.

EBMT will:

1. Review and evaluate previously completed academic and practicum work, and consider the cost of the review.
2. Notify the prospective adult learner in writing with the fees and time required to complete all transfer requirements.
3. Contact the original program to determine if the adult learner is in good standing, including fulfillment of financial obligations.
4. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

Transfer From Other Teacher Education Programs Recognized By AMS

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE-accredited programs) will be considered with verification of the following documentation.

The adult learner must:

1. Have a degree in keeping with AMS credential requirements.
2. Be a current AMS member, or be registered as an adult learner.

EBMT will:

1. Review and evaluate the credential and portfolio of the candidate, and utilize proficiency pretesting to plan a program of study, if applicable.
2. Determine the minimum requirements of the academic phase that the candidate must take to fulfill AMS qualifications.
3. Require all candidates take Montessori philosophy and theory
4. Determine that practicum requirements of the candidate meet the requirements of an AMS-affiliated teacher education course practicum.
5. Assess and evaluate proficiency as required by the AMS-affiliated teacher education program.
6. Ensure that all the requirements of the AMS-affiliated teacher education program recommending the adult learner for an AMS credential are met.
7. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.



Transfer From Teacher Education Programs Not Recognized By AMS

Transfer of credits, including online learning (distance education) credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

Early Childhood Montessori Teacher Credential Program

Course Objectives

EBMT's Early Childhood Credential Course strives to achieve the following objectives:

- Provide learning experiences and insights for Adult Learners to become committed and responsible educators with knowledge and understanding of the Montessori theories and principles with children ages 2 ½ through 6.
- Develop Adult Learners who will create a prepared environment that provides for the individual needs of each child's growth and development.
- Prepare Adult Learners for designing, presenting, and evaluating activities in the curriculum areas of the Montessori Early Childhood classroom with emphasis on the physical, social, emotional, spiritual, and cognitive needs of the child.

Program Cycle

Currently, EBMT only offers a year-round schedule, which begins in August and ends in July. The Practicum phase will begin August/September of the second year and conclude the end of June with graduation. Completion of the full course cycle requires a minimum of twenty-two (22) months. In order to receive a credential; all course requirements must be completed within three (3) years following the end of the Academic session.

1. Academic Phase

EBMT Early Childhood Teacher Credential Course requires the completion of approximately 300 contact hours, 28 exam hours and 20 hours of outside observation. EBMT will ensure students have access to all Montessori materials needed for the academic courses as described by AMS (<https://amshq.org/Educators/Montessori-Schools/Starting-a-School>).

Academic Courses:

Montessori Philosophy/Theory	Observation
Child Development/Psychology	Practical Life Curriculum
Sensorial Curriculum	Language Curriculum
Mathematics Curriculum	Physical and Life Sciences
Social Studies/Geography	Classroom Leadership
Parent Involvement/Parent-Educator Partnership	Art, Music, and Movement

Class Description:

Courses are offered approximately every other Saturday. Most classes are from 8:00 A.M. through 5:00 P.M. with a mid-morning and mid-afternoon break. There is a one-hour lunch



break. The schedule of the day varies among lectures, presentations, and/or practice seminars. A multitude of learning strategies are used, including audio-visual presentations, practice sessions, and Adult Learner presentations. See Appendix 4 for detail class assignments. A detailed schedule that is subject to change is available with the Enrollment packet.

2. Practicum Phase

Early Childhood Practicum Teaching (minimum 540 hours)

The practicum phase provides the Adult Learner the opportunity to apply the theories and insights acquired from the academic phase into an authentic Montessori environment. During the practicum phase, the Adult Learner will work as an intern teacher in an approved Montessori classroom for children age 2 ½ through 6 years with the supervision of a Montessori Credentialed Supervising Teacher. The intern works in a classroom for a minimum of 3 hours a day, 5 days a week for the entire school year, completing a minimum of 540 practicum hours.

During the practicum, the Adult Learner will put into practice the principles and methods of Montessori education. The Adult Learner will observe, internalize and assume responsibility in classroom operations, leadership and management, supervision of the children, and conferences with parents and families.

Practicum Entrance Policy

No part of the practicum may precede the beginning of the academic phase of the course.

Since the purpose of the practicum is to offer the adult learner the opportunity for practice with the information and insights acquired during the academic phase, at least 90% of the academic contact hours (not including assessment) must be completed prior to the end of the practicum experience. In the case of a year-long academic phase, adult learners may begin the practicum phase during the first year of coursework, allowing the practicum phase to span a two-year academic cycle, so that 90% of the core curriculum instruction is completed prior to the end of the practicum.

To enter the Practicum Phase of the EBMT Early Childhood Certificate Course, the Adult Learner must have completed a minimum of 90 hours of the academic course hours, have all tuition and fees paid in full, and successfully completed assignments due during the 90 hours.

After review of the Adult Learner's file, assignments, payments, and recommendations from instructors and Academic Director, the Adult Learner will be given a letter that they are eligible to enter the Practicum Phase of the course. The Practicums must be completed within three years of completion of the academic phase.

For further information on the Practicum, see the "Practicum Section" later in this Adult Learner Handbook.



Attendance Policy

Adult Learners are expected to attend all scheduled sessions for both Academics and Practicum phases. Adult Learners are responsible for signing in on the attendance sheets provided by the instructor to document their presence in class.

Arriving late or leaving early is considered incomplete attendance. All absences, tardy arrivals and early departure from class require make-up for the hours and classwork missed. Fifteen minutes late is considered tardy. Tutoring by the instructor will be available for a fee of \$45.00 per hour paid to EBMT. The Adult Learner may be required to re-attend a complete day session for arriving late or leaving early. Adult Learners are required to attend a 90% of each course to obtain a passing grade, making up any absences. The Instructors and the Academic Director will review Adult Learner's attendance to ensure any required make-up is completed and for completion of course components.

Make-up Policy

When a class or time is missed, the Adult Learner will complete an "Absence from Lecture Form" to document the absence and submit it to the EBMT course instructor. It is expected that Adult Learners will keep a personal record of any sessions missed and be responsible for signing in for any make-up session to ensure that there is documentation that the make-up requirement has been fulfilled. Make-up classes are scheduled at a mutual agreeable time the Adult Learner and the instructor and must have prior approval by the course Instructor and the Program Director or Academic Director. Class make-up will be charged at \$100 per day. Once the day has been made up, a summary paper will be turned in about the day's topics that were discussed.

Leave of Absence

If a student is in need of an extended leave of absence the student is required to file a leave of absence notice with the school. In this document the student will disclose why the need for absence, and anticipated return date. MACTE & AMS require a student to complete a program within 3 years of the end of the original academic course cycle. If the anticipated return date is after this the student is responsible for paying any subsequent adult learner fees to MACTE & AMS.

Course Syllabi

The instructors will provide and review the course syllabus at the first class of the course. It is the Adult Learner's responsibility to consult with the instructor for any questions or concerns regarding the course requirements and completion. The syllabi contain detailed information regarding course objectives, content, requirements, expectations, and grading. A brief Course Description with hours can be found in [Appendix 4](#) at the end of this Adult Learner's Handbook.

Practicum

Supervised Practicum

- The supervised practicum requires that the adult learner participate in the Montessori Early Childhood classroom of a qualified supervising teacher at an approved school site.



- The adult learner may not be asked to assume total responsibility for a class without the presence of a qualified supervising teacher or other qualified staff person.
- A minimum of three on-site consultation/evaluation visits by a qualified field consultant is required. To best support the growth of the adult learner, the consultations/evaluation visits must be spread throughout the practicum phase.

Self-Directed Practicum

- All requirements for the supervised practicum also apply to the self-directed practicum, with the exception that the adult learner has full responsibility for the Montessori class without the daily guidance of a qualified supervising teacher in the classroom.
- Adult learners may qualify for the self-directed practicum with one or more of the following prerequisites, along with written approval of the teacher education program director:
 1. Prior experience as an assistant in a Montessori environment
 2. Two or more years of previous teaching experience at the Early Childhood age level
 3. A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent
- A minimum of three on-site consultation/evaluation visits by a qualified field consultant plus additional support that is documented on the Credential Recommendation Form is required. Additional support must include one or more of the following: extra visits, a local mentor teacher, monthly phone or e-mail contact, or other support designed by the Program Director. To best support the growth of the adult learner, the consultations/evaluation visits must be spread throughout the practicum phase.

Standards and Responsibilities for the Practicum Site

EBMT has adopted AMS Standards and Responsibilities for the Practicum Site:

An adult learner must begin the practicum phase within two years of the end of the academic phase.

1. **AMS Membership:** It is recommended that the practicum site is an AMS member school. Programs report practicum sites annually to AMS using the AMS Adult Learner Registration and Practicum Report Form. The AMS office will send non-AMS member practicum sites information on the benefits of becoming an AMS member school.
2. **Non-Discrimination Policy:** The site must have a written non-discrimination policy for children and staff.
3. **Licensing:** The site must meet all local and state regulations.
4. **School Policies:** The site must communicate to the Adult Learner and the teacher education program, in writing, its administrative policies and guidelines relating to the Adult Learner.
5. **Job Description/Contract:** The site must provide a job description and a contract of agreement acceptable to the site, the Adult Learner, and the teacher education program. This job description or agreement should include the nature and type of remuneration given the adult learner, if any.
6. **Cooperation with the Teacher Education Program:** The site must agree to cooperate with the teacher education program in all matters relating to the practicum. This includes matters relating to the practicum requirements such as allowing field consultants to visit, observe, and meet with the Adult Learner during practicum. The site will also help facilitate communication between EBMT and the Supervising Teacher.



7. **Job Responsibilities:** Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description of any teacher/administrator during their practicum hours (i.e. janitorial services, before or after day care services, etc.). Adult learners may provide additional services outside their practicum hours if agreed upon by both parties.
8. **Age Range of Class: Early Childhood:** Class contains children from 2 ½ -6 age span to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials
9. **Classroom Environment:** The environment must be designed and equipped to meet the developmental needs of the children served. The classroom must include child-sized furnishings and a full array of recommended Montessori materials for the 2.5 through 6 year old, arranged on open shelves accessible to all children, so that the adult learner may implement the Early Childhood curriculum presented by EBMT during the academic phase. AMS recommended materials lists for schools are available on the AMS website.
10. **Supervision:** The Adult Learner is not to be asked to assume total responsibility for a class without the presence of the Supervising Teacher unless she/he is in a self-directed practicum. Supervision of Adult Learners is provided by the Supervising Teacher and a Field Consultant or, in the case of a self-directed practicum, through the Field Consultant. For a self-directed practicum, a minimum of three (3) on-site consultation visits by a Field Consultant plus additional support that is documented on the Credential Recommendation Form is required.
Supervision must be provided according to one of two options:
 - In the classroom with an approved Supervising Teacher
 - In a self-directed classroom with regular supervision by a qualified and approved field consultant
11. **Models for Field Consultants:**
 - a. A single person serves as the field consultant for all adult learners; with the exception that the field consultant cannot be the adult learner's supervising teacher
 - b. Different individuals serve as field consultants for the program and are assigned to one or more adult learners generally determined by geographical proximity (This could result in all adult learners having different field consultants)
 - c. Other models are possible, as long as the field consultant qualifications are verified by the program director

Standards and Responsibilities for the Supervising Teaching

1. **Credentials:** The Supervising Teacher must hold a recognized Montessori credential (from an AMS, NCME, AMI, or MACTE accredited program) at the age level of the class at the level of supervision. The Supervising Teacher cannot be the adult learner's Field Consultant.
2. **Teaching Experience:** The Supervising Teacher must be in at least the second year of teaching at the level of instruction after receipt of the Montessori credential.
3. **Approval:** The Program Director of EBMT must approve the supervising teacher.
4. **Adult Learner Experiences:** The Supervising Teacher is responsible for providing experiences relating to the following areas:
 - a. Preparation and Management: indoor and outdoor environments



- b. Observation and Recording: observing, responding/planning, assessing; maintaining records
 - c. Interaction: relations among parents, staff, and children
 - d. Instruction: designing activities; individual and group presentations
 - e. Management: individual and group strategies
 - f. Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house
 - g. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques
5. **Meetings:** The Supervising Teacher must schedule regular review sessions with the Adult Learner at least once per month to assess progress in the above areas.
 6. **Assessment:** The Supervising Teacher must complete and submit all evaluation forms requested by EBMT at the designated times.
 7. **Communication:** The Supervising Teacher must inform EBMT of any difficulties in the professional performance of the Adult Learner.
 8. **Attendance:** With the exception of a self-directed practicum, the Supervising Teacher must be in the adult learner's classroom full time.
 9. **Number of Adult Learners Assigned:** A Supervising Teacher cannot have more than two adult learners per classroom.

Standards and Responsibilities of the Field Consultant:

The Field Consultant will:

1. Have a minimum of a Bachelor's Degree from a regionally accredited U. S. College/University or its equivalent. An Early Childhood Field Consultant that has the minimum of a secondary education diploma (high school diploma) must have a professional portfolio that documents educational achievements.
2. A recognized Early Childhood Montessori credential
3. Evidence of continuing professional development
4. Three (3) years of Montessori teaching experience at the Early Childhood level following receipt of their Montessori Early Childhood credential
5. Be a current AMS Member
6. Able to perform the following:
 - a. Observe the Adult Learner's class a minimum of three (3) times during the practicum and provide a written report of each observation. To best support the growth of the Adult Learner, the consultations/evaluation visits must be spread throughout the practicum phase. For self-directed practicum, five (5) practicum visits are required.
 - b. Each observation must include a minimum of two (2) hours to assess the adult learner's progress in the classroom. The visit should also include communication with the Adult Learners, supervising teacher and, if appropriate, the head of the school.

The goals of the meeting:

- Discuss the psychological needs of the children whom the Adult Learner is teaching
- Review the record keeping procedure the Adult Learner is using
- Aid in the implementation of the Montessori Early Childhood materials



- Encourage and discuss the Adult Learner's relationship with other adults the teaching experience
 - Discuss classroom leadership techniques
- c. One (1) of the three (3) required visits for a practicum may be conducted by video or video conferencing at the Program Director's discretion. It is recommended that this be the second visit, though there are circumstances when this may be more appropriate for the first or final visits. Visit beyond the required minimum three (3) visit may also be conducted by video or video conferencing at the Program Director's discretion.

The Field Consultant cannot be the Adult Learner's Supervising Teacher.

Practicum Extensions

The Adult Learner must submit a written request for extension addressed to the Program Director or Academic Director describing the reason for extension. Currently, an extension may be granted only upon an unexpected circumstance such as a death in the immediate family, hospitalization, or other life threatening situation or event. The request will be reviewed by the EBMT director/s. If an extension is granted, see "Extension of Academic / Practicum" under Additional Fees.

Cancelation of Course

If for any reason, EBMT were to discontinue any course, each Adult Learner would be notified, given a prompt refund of any unused paid tuition.

If EBMT discontinues the Early Childhood Teaching Credentialing program each adult learner would be notified in writing with ample time to find alternative placements. Alternative placements would be suggested that meet all requirements set by MACTE and AMS.

Resources for Adult Learners

Student Services

EBMT will help in any way we are able to ensure the success of our adult learners. Reach out the director to be guided to the appropriate areas of assistance through different agencies in Contra Costa County.

The Director does have an extensive library of books available for students to use while on campus. The student can phone call the director to schedule a time to review books and other resources.

A list of local Montessori schools will be provided, and updated regularly. EBMT does not recommend, or endorse any of the schools on the list other than our host school. EBMT is not responsible for job placement, though we do share job openings.

The Bay Area Montessori Association (BAMA) is the local networking group. Membership is recommended but not required.



EBMT is not a residential program, we do not provide dormitories or housing of any kind. We are not responsible to find or assist students in finding housing. Estimated cost of housing in Contra Costa County is \$1,000/month.

Required Materials:

Books:

It is suggested that adult learners purchase their own books from other sources than EBMT. Book titles are listed in [Appendix 5](#) as well as in the course syllabus provided by the instructor. Some books can be found at the local library.

Course supplies:

13 binders (2" to 3" width)	Divider tabs (20-30 sets)
Notebook paper for taking notes	Construction paper
Colored pencils	Permanent markers
Scissors	Glue or paste
Sticky notes	Camera
Sheet protectors (approximately 200 sheets for each curriculum area)	
Computer with word processing software	Printer

Requirements for Course Completion

To be recommended for Montessori Credential, an Adult Learner must have:

1. A minimum of **90% attendance** at all academic and practicum sessions with all Make-up Work successfully completed
2. **Obtained a rating of 80% or better** on all course components assignments and assessments, (including by not limited to, manuals, original lessons, rationales papers, oral and written exams, practice sheets, etc.
3. **Demonstrate** mastery of the EBMT / MACTE Competencies
4. **Passed** the Montessori practicum experience
5. **Paid** all financial obligations to East Bay Montessori Training

Time Limit: Adult Learners are expected to complete all course requirements, including academic, practicum, and financial requirements, within a three-year time period following EBMT's end of the academic phase in which the adult learner was initially enrolled. This period can be extended with the approval of the Program Director for Adult Learners in good standing. See "Extension of Academic or Practicum Phase" under "Additional Fees" above.

Standards and Responsibilities for the Adult Learner

1. **Knowledge of Program Policies and Requirements:** The Adult Learner is responsible for awareness of all policies and requirements of EBMT. Adult Learners are required to sign an acknowledgement of receipts of those policies and requirements and their responsibility for following them; this acknowledgement is kept in the Adult Learner's file.
2. **Practicum Site Agreement:** The Adult Learner must fulfill all duties and obligations listed in the agreement with the practicum site.



3. **Communication:** It is the responsibility of the Adult Learner to notify EBMT's Program Director if opportunities for learning in the specified areas are not being provided at the practicum site.
4. **Rights:** It is the responsibility of the Adult Learner to initiate grievance/problem-solving procedures with EBMT in situations that warrant it.
5. **Completion of Course Requirements:** The Adult Learner must fulfill all course requirements, including, but not limited to:
 - Academic assignments and requirements, such as attendance, projects, and teacher resource manuals
 - Practicum assignments and requirements, such as seminars, observations, and practice teaching
 - Financial obligations to the program
 - Final Evaluations: The Adult Learner must satisfactorily complete all assignments, including practical and written examinations and other methods for assessing competencies.
6. **Time Limit:** Adult Learners are expected to complete all course requirements, including academic, practicum, and financial requirements, within a three-year time period following the program's official end of the academic phase in which the Adult Learner was initially enrolled. This period can be extended with the approval of the Program Director for Adult Learners in good standing.
7. The practicum must begin within two years of the end of the academic phase.

Assessment (Grading and Evaluation) Policy

The instructor will return the assignment with an assessment and comments. The Adult Learner is responsible for compiling all assignment evaluations for each course component. Incomplete work will be returned to the Adult Learner for correction. Resubmitted work will receive no higher grade than a Satisfactory. The Adult Learner's final grade, in each of the course components, is based on class work, participation, use of practice time, assignments, manuals, and assessments. All assignments and evaluations are due on or before the announced due date. Assignments are scheduled and structured to prepare the adult learner for successive assignments or evaluations. Receiving feedback on assignments, practice, and evaluation is an important tool for successful communication between the Adult Learners and the EBMT Directors and instructors. Adult learners must receive at minimum 80% to pass a course.

Components of Course Grades

Attendance and Participation – The adult learner is to show effort and endeavor, through active involvement in discussing, sharing, questioning and concentrated thoughtful practice during each class.

Practice with Materials – The adult learner is to use practice time well, focusing on both proper technique and understanding the lesson so as to share it with children in discovery-based learning.



Assignments / Materials Making – The adult learner is to produce assignments and materials that are complete, accurate, clear, neat, beautiful, and durable and demonstrating his/her own work. Any text must be of appropriate level / style and be free of spelling, grammatical or other textual errors.

Written Work – The adult learner’s written work is to show an understanding of Montessori Philosophy, the curriculum, the adult learner’s insights and experiences; and be complete and accurate. It must also be clear, neat, with appropriate style, and be free of spelling, grammatical, or other textual errors.

Manual – A clear, neat, beautiful, and durable manual is to be produced that is complete and accurate to demonstrate understanding of the philosophy, scope, sequence, and presentations of materials

Presentation of Materials or Lessons – The adult learner should be well prepared and organized so that the presentation is accurate, with appropriate movements and correct language and the adult learner should also understand and explain the aim(s) of the lesson and its placement in the curriculum sequence.

Assignment Grading Scale

(Review individual Evaluation Forms for more detailed rubrics)

- 5 points (Excellent)-The Adult Learner’s work or response exceeds the requirements outlined in the assignment, on the grading sheet, shows much detail, and demonstrates an in-depth understanding of the Montessori philosophy, methodology, and MACTE Competencies.
- 4 points (Strong)-The Adult Learner’s work or response meets the requirements outlined in the assignment.
- 3 points (Satisfactory/Required)-The Adult Learner’s work or response meets the requirements outlined in the assignment, on the grading sheet, is creative and clear in demonstrating an understanding of the Montessori philosophy, methodology, and MACTE Competencies.
To pass a course component, all of the Adult Learner’s work must receive an evaluation of Satisfactory or better.
- 2 point (Less than satisfactory)-The Adult Learner’s work or response is in need of more work.
- 1 point (Weak/Incomplete)-The Adult Learner’s work or response is incomplete or does not show understanding or proficiency.

Adult Learner

EBMT Directors, Instructors, Administrative Assistant, Practicum Coordinator, and Field Consultants provide academic advising and counseling to Adult Learners as needed. During office hours, Adult Learners may contact the Program or Academic Directors. Appointments may be scheduled with instructors.



The EBMT office also gives support to Adult Learners seeking employment by maintaining and regularly updated Job Opportunities Postings with contact information. The Program does not guarantee job placement or salary advancement for graduates.

EBMT does not offer any health care services, but does maintain a listing of emergency numbers and local hospitals. The Adult Learners are referred to health and social services in the local community. EBMT obtains from each Adult Learner a completed Emergency Medical Authorization Release Form by the beginning of the first day of training or before. A file of these Emergency Medical Authorization Release Forms is confidentially kept onsite during training.

In case of emergency, health care services can be found in the following hospitals:

- Kaiser Permanente-1425 S Main St, Walnut Creek, CA 94596; (925) 295-4000
- John Muir-2540 East St., Concord, CA 94520; (925) 682-8200

Adult Learner Records

Adult Learners' records are kept confidentially in a locked file in EBMT's office. Adult Learners may have access to their records on file by scheduling an appointment with the Academic Director.

Records of former Adult Learners are maintained on site for a five-year period as required by the California State Law of Educational Institution. A former Adult Learner may requests access to his/her records and a copy of his /her records writing accompanied by a fee of \$15.00.

EBMT never releases any information without a written consent of the Adult Learner or by law.

EBMT will maintain records of

- name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

For each student granted a degree or certificate by that institution, permanent records of all of the following:

- The degree or certificate granted and the date on which that degree or certificate was granted.
- The courses and units on which the certificate or degree was based.
- The grades earned by the student in each of those courses.

EBMT will maintain, for a period of not less than five years, at our campus, complete and accurate records of all of the following information:

- The educational programs offered by the institution and the curriculum for each.
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:



- Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
- Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
- Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
- All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation
- Any other records required to be maintained by the state of CA, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).

Adult Learner Professional Code of Conduct

Adult Learners are expected maintain professionalism and a respectful manner throughout the program. They are expected to follow the rules of Peralta learning environment. In the event of serious inappropriate conduct, the Program Director, in collaboration with the Academic Director, has the authority to implement any solutions needed to resolve issue(s) and take immediate disciplinary action if necessary.

Adult Learners must adhere to the following guidelines:

1. Academic Honesty

- All academic work including, but not limited to, writing assignments, exams, and essays must be the Adult Learner's own work. All references must be cited properly.
- Academic dishonesty such as cheating or plagiarism may result in dismissal from the program.

2. Attendance

- Prompt attendance is expected at the beginning of the class and after each break.
- Leaving at any time during class time (Lecture, Discussion, Demonstration, Practice-session or any class activity) is not allowed.

3. Cell Phone Use and Social Media

- Use of cell phone during class time is prohibited, unless using it to take pictures of the lessons. Any information shared or discussed in class is for learning purposes only and is strictly confidential.
- Use of social media during class hours to comment on any shared information on school, faculty, or classmates is strictly not allowed.

4. General Conduct



- Smoking and alcohol drinks are not allowed on campus

Failure to meet or maintain the above guidelines may result in dismissal from the program. The faculty and the directors will determine disciplinary action and possible suspension or dismissal from the program in the event of unacceptable and unprofessional behavior.

Adult Learner Representative

The goal of creating the Adult Learner Representatives is to oversee attendance, assist in the peace and order of the Montessori Learning Community created amongst the cohort of learners. The Adult Learners will elect one (1) representative who will work both with the Adult Learners and the Directors. The representative must be active and currently enrolled for the entire program.

Adult Learner representative also serves on the Grievance Committee.

Grievance Policies and Procedures

Purpose

1. To arbitrate significant complaints, grievances, or disagreements between and among Adult Learners, faculty, Field Consultants, and personnel of the EBMT
2. To decide on a course of action, in response to a grievance.

The EBMT Arbitration Committee includes the following members:

1. Program Director,
2. Academic Director, or Administrative Assistant
3. One faculty member selected by the faculty
4. One CMEC board member
5. One Adult Learner Representative currently enrolled in the program selected by the student body

Areas of Grievance

The Arbitration Committee will consider serious grievances against the program, its management, and faculty in the following areas:

1. Seriously inadequate or deficient performance by an instructor
2. EBMT's failure to meet the financial obligations where legally due

Grievance Procedure

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions negotiated in this manner.
2. If a complaint is not resolved to the participants' satisfaction by this initial contact, the problem can then be submitted as a formal complaint. The Grievance must be submitted in writing stating the specific nature of the grievance and steps that have been taken to work out the problem. Upon receipt of formal submission of the written grievance, the



Program Director will review the complaint and take steps taken to work out a solution by:

- a. Bring the parties together to workout a solution or
 - b. Convening the Arbitration Committee in a timely fashion. Any individual named in the formal written grievance will not serve on the Arbitration Committee
3. In the event of a hearing, the Arbitration Committee shall hear from both sides of the dispute and shall first attempt to negotiate a satisfactory solution. Failing that, the Arbitration Committee shall decide, by majority vote, upon a course of action.

Dismissal Policy

Grounds for Dismissal

Include but are not limited to:

- Unprofessional behavior, conduct or plagiarism
- Poor attendance
- Inability and / or unwillingness to meet program requirements and standards. (Falling behind by more than 2 assignments shall indicate unsatisfactory progress and may be cause for review of a Adult Learner's status by faculty and Program Director)
- Failure to follow policies and procedures of the site, directors, instructors, and /or EBMT
- Deficient in paying financial obligations

Dismissal Procedures

- If a Director, in conjunction with the instructors, determines that an adult learner is violating one or more of the above, a consultation with the Adult Learner will be set up and the Adult Learner informed of the violation and counseled regarding necessary corrective action. The Adult Learner may be granted probationary status.
- The Adult Learner will be given a specific time period to make corrective action.
- After the specified time, EBMT's Directors together with the faculty will review the Adult Learner's progress or lack of progress to determine the next course of action. If progress has been made, the Probationary Status may be lifted. If the adult learner's performance is still unsatisfactory, the Adult Learner will be dismissed from the program.

Teacher Education Program and Responsibilities

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

In the area of academics, the teacher education program will:

- Emphasize quality in every aspect of course delivery.
- Award credit when and where it is due, in accordance with published guidelines.



- Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
- Disclose accurate information about the recognition and acceptance of credit for this course by other institutions.
- Ensure fair and reasonable academic evaluation, with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance; maintain transcripts or records of grades properly; guarantee confidentiality and adult learner access to records.
- Award certifications when merited; inform adult learners regularly of academic progress; recommend for credentialing by AMS after all stated requirements are satisfied.
- Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, are up to date in their fields, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
- Describe course requirements in clear, specific, and accurate terms, in written form; ensure that requirements are educationally meaningful.
- Notify adult learners of unusual features of the course that cannot be readily anticipated.
- Offer course work that is comparable to the published catalog description.
- Embrace the principle of academic honesty.
- Publish causes for dismissal in clear and specific form; dismiss an adult learner only for appropriate cause and after due process.

In the area of advertising, the program will:

- Publish advertising that is accurate, reliable, up to date, clear, and concise.

In the area of finances, the program will:

- Inform potential adult learners with regard to sources of financial aid.
- Employ fair and accurate published refund policies.
- Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
- Assess reasonable tuition and provide timely notice of annual increases.
- Keep accurate records of fees paid by each adult learner.
- Inform adult learners about financial instability in the event such a condition exists.

In the area of admissions, the program will:

- Provide published policies on the admission process.
- Give prospective adult learners an accurate overview of the course, encouraging them to visit the facility in order to meet with staff and current adult learners to provide additional detail.
- Maintain clear and specific policies on the availability of job placement services.



Adult Learner Rights and Responsibilities

The program maintains its rights as an institution of post-secondary education, and expects the adult learner to be responsible for the following:

It is the **responsibility of the adult learner to:**

- Enroll only out of a need and desire to learn rather than a wish to manipulate the course for other ends.
- Be informed—by reading the information disseminated by the course.
- Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
- Continually self-monitor academic progress.
- Attend class and participate in other learning activities, come prepared, and complete assignments on time.
- Embrace the principle of academic honesty.
- Respect the freedom of the program's staff to inquire, publish, and teach.

In the **area of finances, the adult learner** accepts the responsibility to:

- Be informed—about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
- Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
- Represent tuition costs completely and accurately.
- Satisfy financial obligations to the program in a timely fashion.

In the **area of admissions, the adult learner** accepts the responsibility to:

- Be knowledgeable about other available courses/programs, to ensure that enrollment is based on an informed decision. Published information should be read; adult learners, former adult learners, and staff should be contacted and questioned about the level of satisfaction in their relationship to any other course/program they may be considering.
 - Represent oneself honestly in applying to the program.
- Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

The essence of this statement comes from "Fair Practices in Higher Education: Rights and Responsibilities of Students and Their Colleges in a Period of Intensified Competition for Enrollments," a report of the Carnegie Council on Policy Studies in Higher Education (1979, Jossey-Bass)

Code of Ethics of the American Montessori Society

Principle I – Commitment to the Student



In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed or national origin
3. Shall protect the health and safety of students
4. Shall honor professional commitments, maintain obligations and contracts while never soliciting nor involving students or their parents in schemes for commercial gain
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law

Principle II – Commitment to the Public

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish private views from the official position of the Society;
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession

Principle III – Commitment to the Profession

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

1. Shall extend just and equitable treatment to all members of the Montessori education profession
2. Shall represent his or her own professional qualification with clarity and true intent
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications
4. Shall use honest and effective methods of administering duties, use of time, and conducting business

As American Montessori Society members, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the right of each child to have the freedom and opportunity to develop his/her full potential. AMS requires that all member schools and AMS-affiliated teacher education programs agree to comply with the AMS Code of Ethics. AMS relies solely on self-compliance of this Code.

Adopted by the AMS Board of Directors October 1969.



Expanded June 1975. Updated October 2008 and 2010

Graduation Guidelines

The Adult Learner must meet all academic and practicum requirements including financial obligations prior to final recommendation for graduation. EBMT prepares students for the gainful employment in the following job classifications as defined by the US Department of Labor:

- 25-2011-Teacher, Lead Teacher in a preschool program
- 25-9042-Assistant Teacher in a preschool program
- 11-9031-Director, Site Supervisor, Administrator, Assistant Director of a preschool program
- 25-2012-Kindergarten teacher in a of a Montessori program
- 25-3031-Substitute Teacher
- 39-9011-Nanny

Certificate of Completion and Credentials

The Adult Learner must successfully complete all the requirements of the academic and practicum phases, and pay all financial obligations to receive a certificate of completion.

Upon successful completion of all the course curriculum areas or components of the Early Childhood Teacher Credential Course, the Adult Learner will receive a Certificate of Attendance given by EBMT.

Transferability of Units and Degrees

The transferability of credits you earn at East Bay Montessori Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Early Childhood Montessori Teacher Certification is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 East Bay Montessori Training to determine if your certificate will transfer.

Units earned at EBMT Early Childhood Teacher Credential course in most cases will not be transferable to any other college or university. For example, if you entered as a freshman at EBMT, you still will be a freshman if you enter another college or university at some time in the future even though you earned units at EBMT. In addition, if you earn a degree, diploma or a certificate in our Early Childhood Teacher Credential Course, in most cases, it will not serve as a basis for obtaining a higher-level degree at another college or university.



Appendix 1: Faculty and Staff

The EBMT directors and instructors are dedicated and committed to teaching children and adults. They have extensive Montessori teaching experience, training, and a passion for the Montessori way of learning.

Robin Stearns MEd, Program Director, Instructor, Practicum Coordinator

Robin finished her certificate in Early Childhood Education at DVC in 2000 and went on to graduate from Saint Mary's College in Moraga, CA in 2003 with a major in Liberal and Civic Studies and a minor in Montessori Thought. In 2016 she received her Master's in Montessori Education from SMC. She has worked as a Montessori preschool teacher since 2003 and has been involved as a volunteer in Children's Ministries since 1997. She started Beginnings & Beyond in 2011 as part of the ministry of First Presbyterian Church. In 2020 she was led to purchase EBMT and move it to Concord.

Rachel Smith, Ph.D. Instructor

Rachel is a professionally trained scientist, a mother to two children and a passionate Montessorian. Attending a Montessori parent education event was a turning point in her career. "After attending the "Silent Journey" at my children's school, I experienced from their perspective, the beauty of how the Montessori curriculum inspires and fosters children's natural love of learning. It builds upon itself, from foundational experiences in the Early Childhood classroom, right through the elementary and adolescent years." Rachel completed her Early Childhood Montessori credential at St Mary's Kalmanovitz School of Education. She is an active part of the local Montessori community as co-director and teacher at Myrtle Farm Montessori preschool, board member at Eagle Peak Montessori elementary school, and teacher-training instructor at EBMT. Rachel will be teaching Math, Sciences, Geography/History, and Observation.

Cristina Mario, Instructor

Cristina earned her Bachelor's degree in Business Administration from Colegio De San Lorenzo (Philippines). She underwent training in the Montessori Methods and Philosophy in 2004 at Casa Dei Montessori and became a Preschool Montessori Teacher. She moved to the U.S.A. to receive her AMS Montessori training. In 2014 she completed her degree in Early Childhood Education and received her American Montessori Society credential at Montessori Teacher Education Center – SF. She loves working with children so much she continued her education through the center to complete her Montessori Infant Toddler credential in 2016. She is also an active parishioner of the Christ the King Parish as a member of the music ministry. Cristina will be teaching Language, Art & Music.

Other Instructor and Field Consultants-TBA



Appendix 2: Course Tuition and Fees

Tuition	Fee	Total	Due
All 13 ECE Courses; 35 Units, charges for period of attendance	\$150/Unit	\$5,250	1st class each course
Deposit (Non-Refundable)		(\$100)	Part of 1st course tuition
Course	Units	Tuition	
Philosophy & Peace	3	\$450	1st class of course
Practical Life	3	\$450	1st class of course
Observation	1.5	\$225	1st class of course
Sensorial	3	\$450	1st class of course
Language	3	\$450	1st class of course
Math	3	\$450	1st class of course
Supervised Practicum	6	\$900	1st class of course
Social Studies (Geography & History)	1.5	\$225	1st class of course
Physical & Life Sciences (Botany & Zoology)	1.5	\$225	1st class of course
Classroom Leadership	3	\$450	1st class of course
Art, Music, and Movement	2	\$300	1st class of course
Parent Involvement	1.5	\$225	1st class of course
Child Development	3	\$450	1st class of course
Additional Expenses		Fee	Due
Application Fees (Non-Refundable)		\$150	With Application
Student Tuition Recovery Fund (Non-refundable) Currently \$2.50/\$1,000 *		\$12.50	First Payment
Self-Directed Practicum Fee		\$300	September of Practicum Year
Make up class day (Non-refundable)		\$100	Day of class
Review of previous work for Transfer of Credits (per course, other than Child Development***) (Non-refundable)		\$50	When Documents are Submitting for Review
Course Audit		50%	1st class of course
Certification Fees (Non-institutional)		\$431	With Agreement
MACTE (Non-refundable) *		(\$176)	
AMS (Non-refundable) *		(\$260)	
Supply Expenses (Books, Binders, paper, etc)		\$400	As Needed (These are estimated costs)
ESTIMATED TOTAL CHARGES		\$6,243.50	
Total Institutional Charges		\$5,412.50	
Total Non-institutional Charges		\$831.00	

Non-refundable after cancelation period

*Subject to change

**Adult learner will receive a 10% discount if paid in full at the beginning of enrollment.

***Child Development course is transferred without charge.



Appendix 3: MACTE Competencies

Upon completion of the course, the Adult Learner will be able to demonstrate competence in the following areas:

Categories of Competency:	As relates to each level the candidate for certification understands:	Suggested evidence:
I. Knowledge	1a. Montessori Philosophy 1b. Human Growth and Development 1c. Subject matter for each Course Level not to exclude: <ul style="list-style-type: none"> • Cosmic Education • Peace Education • Practical Life • The Arts Fine and Gross Motor Skills 1d. Community resources for learning	Written and oral assignments and examination results
II. Pedagogy	Understands: <ol style="list-style-type: none"> 2a. Correct use of Montessori 2b. Scope and Sequence of curriculum (spiral curriculum) 2c. The prepared environment 2d. Parent/Teacher/Family/Community Partnership 2e. The purpose and methods of observation 2f. Planning for instruction <ol style="list-style-type: none"> 2i. Support and intervention for learning differences 2j. Culturally responsive methods 	Practicum work
III. Teaching with Grace & Courtesy	As relates to each level the candidate for certification demonstrates and implements with children/adolescents: <ol style="list-style-type: none"> 3a. Classroom leadership 3b. Authentic assessment 3c. The Montessori philosophy and methods (materials) 3d. Parent/teacher/family partnership 3e. Professional responsibilities 3f. Innovation and flexibility 	<ol style="list-style-type: none"> 1. Employer, filed consultant, supervising teacher observation and evaluation 2. Children's learning and progress 3. Post-graduate professional performance



6.2.5.11 Art, Music and Movement-2 Units

16 Academic Contact Hours

Encompasses the philosophy and rationale of the curriculum area of art, materials that aid the development of art concepts and skills in two-dimensional work, three-dimensional work, art appreciation and history.

Includes the philosophy and rationale of the curriculum area of music, materials that aid in the development of music concepts and skills in rhythmic, singing, instrumental, music appreciation and music history.

Includes the philosophy and rationale of the curriculum area of movement, materials that aid the development of movement concepts and skills in body awareness, basic skills in loco-motor, stationary, games and line activities.

Requirements: Attendance, Manual, Rationale, Original Lesson, Oral Exam, &

6.2.5.12 Parent Involvement/Education (Parent-Educator Partnership), Child, Family and Community - Other Units

16 Academic Contact Hours-1.5

Focuses on the philosophy and rationale for parent involvement in child's education, raising the level of awareness of multicultural families and diversity, developing a knowledge of base, providing options for collaboration, creating strategies for collaboration, and application-implementation of strategies.

Requirements: Attendance, Research Project, Immigration Stories & Experiences, Learning Journal

6.2.5.13 Early Childhood Practicum Teaching

Minimum 540 hours-6 Units

The practicum provides the adult learner the opportunity to work as an intern teacher in a Montessori classroom for children age 2 ½ through 6 years with the supervision of a Montessori Credentialed Head teacher. During the practicum, the intern teacher will put into practice the principles and methods of Montessori education. The adult learner will observe, internalize and assume responsibility in classroom operations, leadership and management, supervision of the children, and conferences with parents and families. The cohort will meet for a minimum of 16 hours during the year. These in class times will have topics to support the learner's growth.

Requirements: Attendance, Child Case Study Project, Planning & Reflection Journal



Appendix 5: Required Reading List

Books by Maria Montessori

- Dr. Montessori's Own Handbook
- The Montessori Method
- The Secret of Childhood
- The Discovery of the Child
- The Absorbent Mind

Books by other authors

- Maria Montessori Her Life & Work by E.M. Standing
- The Hidden Hinge by Rosa Covington Packard
- Effective Discipline by Charlotte Cushman

These are **recommended** readings:

- The Child in the Family, Maria Montessori
- Maria Montessori Speaks to Parents, Maria Montessori
- The Montessori Approach to Music, Maria Montessori
- Maria Montessori by Rita Kramer
- Montessori Today by Paula Polk Lillard
- Honoring the Light of the Child by Sonnie Mc Farland
- Observing and Understanding Child Development by Debra Ahola and Abbe Kovacik
- Child, Family, & Community by Janet Gonzalez-Mena
- Montessori Music by JeanK. Miller



Appendix 6: BBPE REQUIRED STATEMENTS

Bureau for Private Postsecondary Education

Any questions you may have regarding this enrollment agreement that have not been satisfactorily answered by EBMT may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. STE 225, Sacramento, CA 95834 or
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (888) 370-7589; (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 toll-free or by completing a complaint form, with can be obtained on the bureau's internet web site www.bppe.ca.gov.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

By signing your acknowledgement of receiving the handbook you are certifying that you have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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.

Student Tuition Recovery Fund (STRF)

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 BPPE (See contact information above.)



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 non-collection 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.

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov.



Appendix 7: Acknowledgement Statement

Adult Learner Handbook Received (Student's Copy)

Please return this page to the Program or Academic Director with the Enrollment Application or at the latest at the interview.

- √ I have received an East Bay Montessori Training Adult Learner's Handbook.
- √ I have read the Adult Learner handbook.
- √ I acknowledge that I am responsible for knowing and understanding the information printed in the Adult Learner Handbook
- √ I understand that the handbook is a "work in process" and if new policies are presented I have the option of accepting the new policy or remaining with the old policy. If I choose to remain with the old policy I will notify the Director in writing – within one week of the publication of the new policy – that I want to continue to follow the old policy. Failure to notify the Director in writing within that time period will signify my acceptance of the new policy.
- √ I will abide by the policies set forth in the East Bay Montessori Adult Learner Handbook.
- √ If I have any questions, I will/have ask(ed) them.

Signature

Date

Confidentiality of Records

I understand East Bay Montessori Training's policy on "Confidentiality of Records". However, I, _____, do grant permission for accreditation evaluators to view my records for accreditation purposes only. Further I grant permission for East Bay Montessori Training to contact current and future employer(s) for accreditation evaluative data.

Signed _____ Dated _____