



Montessori Live Educator
Training Program, Inc.

Program Handbook



This handbook was last revised on February 17, 2017 and is certified to be the latest available edition of the Handbook.

Notice: This handbook can be printed, however, it is designed to be an interactive PDF. This simply means that links clicked in the interactive PDF will take you to a designated page on our Website.

For more information we invite you to browse our website: www.montessorilive.org

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General Information

Purpose Statement

Montessori Live Educator Training Program, Inc. serves the global community as an institution that provides affordable and reasonable access to education on methodologies and best practices developed from Dr. Maria Montessori's educational theories. It is through the commitment of our faculty and student educators that more children will benefit from humanist and constructivist education.

Purposes and Objectives for Montessori Live:

1. Facilitate a high quality, educator-training program that fully represents the complete array of "best practices" of the Montessori educational method.
2. Provide Montessori educators and institutions on a worldwide basis a repository of data and resources on best practice and continuing professional development.
3. Ensure that accessibility to Montessori educational training is not limited to just urban population centers but serves a more global population.
4. Administer programs conveniently scheduled to accommodate increased personal and professional responsibilities of today's modern adults.
5. Provide a fiscal and managerial framework that facilitates affordable tuition requirements and reduces other burdens of cost including geographical relocation.

Project History

Montessori Live is pioneering a relatively new model of distance education: video-based learning. Video has been around for many years, but streaming its content over the Internet has only recently become affordable and widely supported by accompanying upgrades in high-speed Internet connectivity. Montessori Live is committed to developing programs based on best practice in distance learning as well as in Montessori professional development.

Montessori Live first began development in the summer of 2005 with two ideas in mind. The first was to assemble a streaming video-based online lesson library to support Montessori educators across the globe. The second was to record the legacy of Montessori history through filming leaders of the Montessori movement.

In 2006, Montessori Live created our first training courses in philosophy and observation. In 2009, the online component of the training program was completed with two foundational courses and seven curriculum courses in mathematics, language arts, and cultural studies for teachers of children ages 5 through 10. In 2010, two face-to-face residencies, totaling 120 clock hours, were added to comply with MACTE requirements for distance programs.

In 2013 Montessori Live announced affiliation with Sarasota University, a strengths-based university, to offer two Master's Degree level programs. Montessori Live also announced that it was the most advanced distance education program available when it completed an upgrade to its video library. The upgrade allowed for participants to access and view the course videos on the iPad and other tablets. This upgrade also allowed for our courses to be completely iPad



compatible – allowing users to be able to access our course platform on tablets and other mobile devices. Montessori Live is on the cutting edge in keeping our technology superior to our competitors as well as continuing to ensure our program is keeping up with the technology as it evolves.

In 2014 Montessori Live announced two new programs, Early Childhood and Elementary II. The Elementary II program received its accreditation from MACTE on September 22, 2014. The Early Childhood program received its accreditation from MACTE on September 19, 2016. Our new Student Information Management System was implemented on October 13, 2015. Course enrollment for existing students and program registration for new students is now done using the Campus Café service. An instructional video has been prepared showing students how to use and navigate in Campus Café. The video can be accessed at <http://www.montessorilive.org/students/>.

In 2017 we are relocating our main office to 5883 Whitfield Avenue, Sarasota, Florida 34243. This move will expand our capability to offer professional development seminars and webinars as well as parent education on Montessori philosophy and methodology. In addition, this space will provide opportunities to develop new courses and update video presentations for current courses.

In 2017 our Summer Residency programs expanded to two new locations in Auburn, Alabama and Saskatoon, SK Canada. We offer the Elementary I Summer Residency in Sarasota, Florida and Saskatoon, SK Canada. We offer the Early Childhood Summer Residency in Sarasota, Florida and Auburn, Alabama. Our Elementary II Summer Residency program continues to be located in Sarasota, Florida.

The project has been a tremendous journey of creativity, determination, flexibility, false starts, happy coincidences, and just plain luck. Training Montessori educators via distance is a new model with many exciting possibilities. Research has shown that it is not the medium but the instructional methodology that makes the difference. As we pioneer this model of instruction, our experience will support the growth and sustainability of the Montessori community around the world. Montessori Live began as a partnership with Island Village Montessori School, a public non-profit charter school, founded in 2001, and located in Sarasota County, Florida, USA. Montessori Live is a registered 501(c)(3) corporation.

The future is to assist the Montessori international community with multiple avenues for Montessori teacher and administrator certification as well as professional development and alternative certification for Montessori educators in the public sector. Our focus remains supporting the expansion of holistic education overall.



Institutional Structure

Montessori Live Educator Training Program Inc. is the official name of the Program. Our trade names are MLive and Montessori Live. Montessori Live is governed by a board of directors as a 501(c)(3) not-for-profit educational corporation, and is MACTE accredited for the Early Childhood, and Elementary I and II programs.

Board of Directors as of February 1, 2017:

President: Dr. Kym Elder, Ed.D

Treasurer: Jenifer Baehr

Member: Kindra Muntz

Vice President: P. Elizabeth Vreswik

Secretary: Jenifer Baehr

Administration:

Program Director: Dr. Kym Elder, Ed.D

Marketing/Web Services: Paul Nienaber

Admissions/Registrar: Jenifer Baehr

Financial Manager: Jenifer Baehr

Faculty – Online Program Component:

Dr. Kym Elder, Ed.D

Mary-Beth Sullivan, M. Ed.

Charlene Kam, MBA

Cathy Gwilliam, MA Ed.

Dr. Paul Czaja, Ph.D

Lynn Eremondi, MA Ed.

Carissa Swiss, M. Ed.

Diane Kemp, MA Ed.

Faculty – Residency Program Component

Whelma Thompson, M. Ed

Charlene Kam, MBA

Harvey Hallenberg, MA Ed.

Mendy Hyatt-Hensley, MA Ed

Diane Kemp, MA Ed.

Rebecca Brown

Mary-Beth Sullivan, M. Ed.

Carissa Swiss, M. Ed.

Agnes Yu, MS. Eng.

Lynn Eremondi, MA Ed.

Debbie Vale, BA

Non-Discrimination

Montessori Live does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities.

Notice of Privacy Act - FERPA

Montessori Live maintains the privacy of students by following the Family Educational Rights and Privacy Act, also known as FERPA. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to his or her education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Montessori Live receives



a request for access.

A student should submit to the registrar, Director of Montessori Live, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Montessori Live official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Montessori Live official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Montessori Live to amend a record should write the Montessori Live official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Montessori Live decides not to amend the record as requested, the official(s) will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Montessori Live discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Montessori Live may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Montessori Live in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit as its agent to provide a service instead of using Montessori Live and Island Village Montessori Charter School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the training program. Upon request, Montessori live also discloses education records to officials of another school in which a student seeks or intends to enroll.

Student Rights and Responsibilities

Montessori Live was founded on the principle that adults should have reasonable access to a quality Montessori training program without undergoing extreme sacrifice of geographical relocation and experiencing an instructional schedule where the majority of class time is condensed into two months of a complete year. With fewer restraints, Montessori Live is able to foster adults into becoming qualified practitioners who fully understand and embrace Montessori philosophy, who pursue excellence in all of their professional activities, and who exemplify maturity, honesty, empathy, and dedication towards helping our youth create a better future.

Student Rights

1. The right to access complete and accurate information about requirements, protocol, and policies of the training program(s).



2. The right to work with an experienced, competent faculty of Montessori educators who provide wisdom, guidance, and good counsel throughout time of study.
3. The right to benefit from our commitment towards maintaining integrity in all aspects of its operation.
4. The right to pursue grievances through a committee review process.

Overall Student Responsibilities

1. To comply with all Montessori Live policies and procedures.
2. To represent oneself (abilities, accomplishments, philosophy) accurately, maintaining personal integrity.
3. Montessori Live requires students to complete their program of study within three years. Exceptions to this policy are solely at the discretion of Montessori Live.

Program Responsibilities – Protection of Student Rights

In order to protect the rights of students, Montessori Live will fulfill the following responsibilities to:

1. Admissions

- a. Provide written policies on admission requirements.
- b. Provide prospective students with adequate and complete information on all aspects of the program, including personal contact with staff, access to sample courses facilitated by the program, and visits to the Montessori Live physical facilities.
- c. Montessori Live does not guarantee job placement.

2. Advertising and Marketing

- a. Maintain advertising and marketing policies that portrays Montessori Live reliably, truthfully, and accurately.

3. Academic Programming

- a. Maintain a level of quality consistent with our Mission Statement as well as the purposes and objectives of our institution.
- b. Award credit where it is due, maintain clear written policies on acceptance of credit from other institutions, and provide transcript information to other institutions when requested by individual students.
- c. Provide fair and reasonable academic evaluation, with grades and assessments that are meaningful, timely, and based on quality of student performance; to maintain transcripts and records; to guarantee confidentiality and student access to records.
- d. Award certificates when they are merited; to inform students regularly of their academic progress, and award certifications after all stated requirements and tuition payments are satisfied.
- e. Provide adequate facilities (both physical plant and electronic networking infrastructure) to support academic goals for residency component.
- f. Offer quality instruction by means of faculty members possessing appropriate credentials and/or experience, who are well-prepared and current in their fields, meet class schedules on time, and are available to students upon reasonable notice outside of posted course schedule.
- g. Describe course requirements in clear, specific, and accurate terms; to ensure that requirements are educationally meaningful and relevant to our stated purposes and objectives.
- h. Offer courses compatible with published descriptions on our website, in our marketing material, and our Student Handbook.
- i. Embrace and respect the principle of academic honesty and professional integrity.



- j. Maintain written policies for dismissal, to publish causes for dismissal in clear and specific form, and to dismiss a student only for appropriate causes with due process.

4. Financial Arrangements

- a. Provide complete and accurate information on the full cost of the training program.
- b. Maintain and employ fair and accurate refund policies and to provide written information on such policies.
- c. Charge fair and reasonable fees for damage to equipment or non-return of materials.
- d. Maintain complete and accurate financial records for each student.
- e. Make reasonable tuition increases and provide notice of increases; to inform students about financial instability in the event such a condition should exist.

5. Recordkeeping

- a. Maintain a cumulative record of a participant's assessments and grades.

Office Staff Communication

The Montessori Live Educator Training Program, Inc. office is located in Venice, Florida on the Island Village Montessori School Campus.

Main Office

Montessori Live Educator Training Program, Inc.
5883 Whitfield Avenue, Sarasota, Florida 34243
Main Phone: 941.484.4991

Email Inquiries: registrar@montessorilive.org
 info@montessorilive.org

The Montessori Live main telephone is a direct line to our registrar. The phone is generally monitored Mondays, Wednesdays, Thursdays and Fridays from 9 AM – 5 PM EST. These times are conditional upon holidays, availability, and unforeseen factors.

This phone number is for Administration and Registration purposes. You may leave a message at any time; however, our support suite is often the fastest way to receive a quick reply. The email is for general inquiries only. In cases of support please utilize our support methods, as shown below.

Montessori Live Support: Visit www.montessorilive.org

Email Contacts

Dr. Kym Elder, Ed.D., Project Director: kymelder@montessorilive.org
Jenifer J. Baehr, BS, Registrar, Admissions & Finance Director: jeniferbaehr@montessorilive.org
Paul Nienaber, Director of Marketing and Web Services: paulnienaber@montessorilive.org
General Information: info@montessorilive.org



Programs of Study

Early Childhood Program (EC)

The Early Childhood Certification Program was established in 2014 and accredited by the Montessori Accreditation Council of Teacher Education (MACTE) in 2016. The Early Childhood Certification Program is intended for adults working with students ages 3 to 6 years of age. To be considered fully trained as a Montessori educator for ages 3 to 6 years, a participant must complete the entire Early Childhood training program including the online component, two residencies, and one teaching practicum at the participant's home school or in a participating school in the participant's local area. A bachelor's degree is not necessary but is suggested in order to participate in the Early Childhood Certification Program.

NOTE: A bachelor's degree, an associate's degree, or some college credit is required in many states for adults working with preschool age children. Participants must check with their local governmental agencies to determine what is necessary in the state in which they will be employed. Montessori Live is not responsible for making this determination.

Montessori Live Courses are offered six times throughout the year. The Foundations of Montessori Philosophy course must be taken before or concurrently while enrolling in curriculum courses. The Observation course will be taken in July. The Summer Residency for the Early Childhood Program is offered in June of each year. The Fall Residency is offered in November of each year. Attending the Fall Residency is required for the early childhood level. Not all courses will be offered at the same time.

Refer to the current schedule on the Montessori Live website for upcoming course offerings. Montessori Live requires payment for each individual course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program. The program cost varies depending on the level of participation and prior training in Montessori pedagogy.

In order to enroll in the Montessori Live MACTE certification program an applicant must: 1) submit any college level transcripts, 2) complete an online application, 3) meet all admission requirements, and 4) provide evidence of applicant's ability to practice in a Montessori learning environment during the program.

The Montessori Live Early Childhood Training Program is accredited by the Montessori Association Council for Teacher Education (MACTE). Early childhood participants may also apply to degree programs for Kaplan University or Sarasota University. Participants must separately contact those universities.

Montessori Live is an adult-centered, affordable option for Montessori training and is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

The Early Childhood program (3-6) consists of the following courses:

Foundational Courses

Foundations of Montessori Philosophy (FDN) - online 8 weeks
Observation and Classroom Management (OBS) - online 8 weeks

Curriculum Courses

Phonics, Spelling, and Punctuation (LNPH) - online 7 weeks
Correct Expression, Handwriting, Whole Language (LNCE) - online 7 weeks



Numeration and the Decimal System (MTNU) - online 7 weeks

Operations with Whole Numbers (MTOP) - online 7 weeks

Early Childhood Math (Subtraction, Division, Fractions, & Geometry) (MTEC) - online 7 weeks

Residency Component

Summer Residency - 10 days face-to-face (RESS-EC)

Fall Residency - 5 days face-to-face (RESF)

Teaching Practicum

Educator Practicum (PRED) online 15 weeks

Teaching practicum experience – one school year (400 hours)

Elementary I MACTE Certification Program (EI)

The Elementary I Certification Program is accredited by the Montessori Accreditation Council of Teacher Education (MACTE) and is intended for adults working with students ages 6 to 9 years of age. To be considered fully trained as a Montessori educator for ages 6 to 9 years, a participant must complete the entire Elementary I training program including the online component, two residencies, and one teaching practicum at the participant's home school or in a participating school in the participant's local area.

Montessori Live Courses will be offered six times throughout the year. The Foundations of Montessori Philosophy course should be taken before or concurrently while enrolling in curriculum courses. The Observation course may be taken in the summer. The Summer Residency for the Elementary I Program is offered in June of each year. The Fall Residency is offered in October of each year and is required for the Elementary I level.

Not all courses will be offered at the same time. Refer to the current schedule on the Montessori Live Website for upcoming course offerings. MACTE certification requires both summer and fall residencies as well as the teaching practicum. If a participant should wish to receive a MACTE diploma, an application to Montessori Live must be completed. Once the applicant is officially accepted into the MACTE accreditation program, the entire Elementary I program must be completed within three years of the start date of acceptance. A course completion certificate is awarded at the conclusion of each course. For those completing the full Elementary I program, a Montessori Live diploma is awarded with a MACTE seal.

Montessori Live requires payment for each individual course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program. The program cost varies depending on the level of participation and prior training in Montessori pedagogy. Montessori Live is an adult-centered, affordable option for Montessori training and is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

In order to enroll in the Montessori Live MACTE certification program an applicant must: 1) submit transcripts of a bachelor's degree, 2) complete an online application, 3) meet all admission requirements, and 4) provide evidence of applicant's ability to practice in a Montessori learning environment during the program.

A participant has three years from the completion date of his/her first course to complete the program before needing to repay this fee. Students are encouraged to enroll in courses while his or her application is under review.



The Elementary I program (ages 6-9) consists of the following courses:

Foundational Courses

Foundations of Montessori Philosophy (FDN) - online 8 weeks
Observation and Classroom Management (OBS) - online 8 weeks

Curriculum Courses

Phonics, Spelling, and Punctuation (LNPH) - online 7 weeks
Correct Expression, Handwriting, Whole Language (LNCE) - online 7 weeks
Grammar and Writing (LNGR) - online 7 weeks
Numeration and the Decimal System (MTNU) - online 7 weeks
Operations with Whole Numbers (MTOP) - online 7 weeks
Advanced Operations with Whole Numbers (MTAO) - online 7 weeks
Introduction to Geometry (MTGM) - online 7 weeks
Fractions and Decimals (MTFR) - online 7 weeks
Decimals, Fractions and Algebra (MTAL) - online 7 weeks
Big Picture of the Universe (CBPU) - online 7 weeks
Earth and Human Studies (CEHS) - online 7 weeks

Residency Component

Summer Residency - 10 days face-to-face (RESS-EI)
Fall Residency - 5 days face-to-face (RESF)

Teaching Practicum

Educator Practicum (PRED) online 15 weeks
Teaching practicum experience – one school year

Elementary I-II MACTE Certification Program (EI-II)

The Elementary I-II Certification Program is accredited by the Montessori Accreditation Council of Teacher Education (MACTE) and is intended for adults working with students ages 6 to 12 years of age. To be considered fully trained as a Montessori educator for ages 6 to 12 years, a participant must complete the entire Elementary I-II training program including the online component, three residencies, and one teaching practicum at the participant's home school or in a participating school in the participant's local area.

Montessori Live Courses will be offered six times throughout the year. The Foundations of Montessori Philosophy course should be taken before or concurrently while enrolling in curriculum courses. The Observation course may be taken in the summer. The Summer Residency for the Elementary I Program is offered in June of each year. The Fall Residency is offered in October of each year and is required for the Elementary I level.

Not all courses will be offered at the same time. Refer to the current schedule on the Montessori Live Website for upcoming course offerings. MACTE certification requires both summer and fall residencies as well as the teaching practicum. If a participant should wish to receive a MACTE diploma, an application to Montessori Live must be completed. Once the applicant is officially accepted into the MACTE accreditation program, the entire Elementary I



program must be completed within three years of the start date of acceptance. A course completion certificate is awarded at the conclusion of each course. For those completing the full Elementary I program, a Montessori Live diploma is awarded with a MACTE seal.

Montessori Live requires payment for each individual course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program. The program cost varies depending on the level of participation and prior training in Montessori pedagogy. Montessori Live is an adult-centered, affordable option for Montessori training and is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

In order to enroll in the Montessori Live MACTE certification program an applicant must: 1) submit transcripts of a bachelor's degree, 2) complete an online application, 3) meet all admission requirements, and 4) provide evidence of applicant's ability to practice in a Montessori learning environment during the program.

A participant has three years from the completion date of his/her first course to complete the program before needing to repay this fee. Students are encouraged to enroll in courses while his or her application is under review.

The Elementary I-II program (ages 6-12) consists of the following courses:

Foundational Courses

Foundations of Montessori Philosophy (FDN) - online 8 weeks
Observation and Classroom Management (OBS) - online 8 weeks

Curriculum Courses

Phonics, Spelling, and Punctuation (LNPH) - online 7 weeks
Correct Expression, Handwriting, Whole Language (LNCE) - online 7 weeks
Grammar and Writing (LNGR) - online 7 weeks
Numeration and the Decimal System (MTNU) - online 7 weeks
Operations with Whole Numbers (MTOP) - online 7 weeks
Advanced Operations with Whole Numbers (MTAO) - online 7 weeks
Introduction to Geometry (MTGM) - online 7 weeks
Fractions and Decimals (MTFR) - online 7 weeks
Decimals, Fractions and Algebra (MTAL) - online 7 weeks
Big Picture of the Universe (CBPU) - online 7 weeks
Earth and Human Studies (CEHS) - online 7 weeks

Residency Component

Summer Residency - 10 days face-to-face (RESS-EI)

Summer Residency – 14 days face-to-face (RESS-EII)

Fall Residency - 5 days face-to-face (RESF)

Teaching Practicum

Educator Practicum (PRED) online 15 weeks

Teaching practicum experience – one school year



Elementary II MACTE Certification Program (EII)

The Elementary II Certification Program is accredited by the Montessori Accreditation Council of Teacher Education (MACTE) and is intended for adults working with students, ages 9 to 12 years of age.

To enroll in the Elementary II program, it is assumed that the participant has completed the Montessori Live Elementary I Certification Program or another MACTE accredited Elementary I certification program. If a participant is enrolling from another training program, a complete transcript must be part of the application documents submitted to Montessori Live. At that time, credits transferring from other programs will be determined on an individual basis. Participants must take a minimum of three (3) online courses through Montessori Live and participate in the Elementary II Summer Residency. The Registrar will determine if more courses are required.

Some of the Elementary II level credits completed through Montessori Live will apply to Sarasota University's master's degree program. The university will make the final determination during the application process. For more information regarding the Sarasota University Master's Degree Programs please see the Sarasota University section of this handbook.

Montessori Live requires payment for each individual course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program. The program cost varies depending on the level of participation and prior training in Montessori pedagogy.

In order to enroll in the EII Montessori Live MACTE certification program an applicant must: 1) submit transcripts of a bachelor's degree, 2) hold an Elementary I MACTE accredited credential, 3) complete an online application, 4) meet all admission requirements, and 5) provide evidence of applicant's ability to practice in a Montessori learning environment during the program.

A participant has three years from the completion date of his/her first course to complete the program before needing to repay this fee. Students are encouraged to enroll in courses while his or her application is under review.

The Elementary II program (ages 9-12) consists of the following courses:

Note: Final determination of required curriculum courses will be based on transcript review from other MACTE accredited program.

Foundational Courses

Foundations of Montessori Philosophy (FDN) - online 8 weeks
Observation and Classroom Management (OBS) - online 8 weeks

Curriculum Courses

Fractions and Decimals (MTFR) - online 7 weeks
Decimals, Fractions and Algebra (MTAL) - online 7 weeks
Big Picture of the Universe (CBPU) - online 7 weeks

Residency Component

Summer Residency - 14 days face-to-face (RESS-EII)



Administrative Leadership Program (ADMIN)

The Montessori School Leadership Program is intended for administrators of Montessori public and private programs. This four-course concentration is designed to give school leaders a sense of what is necessary to lead Montessori programs as well as a broad understanding of the curriculum scope and sequence from early childhood through the middle school years. The concentration is recommended for principals and assistant principals running Montessori programs who have had no previous Montessori training.

Montessori Live Courses will be offered seven times throughout the year. Either the Foundations of Montessori Philosophy or the Survey of Montessori Philosophy course should be taken first when enrolling in this program. Not all courses will be offered at the same time. Refer to the current schedule on the Montessori Live Website for upcoming course offerings.

The school leadership certificate program does satisfy concentration requirements for the master's program in Montessori School Leadership offered through Sarasota University. If a student wishes to complete this degree program, (s)he must apply separately to Sarasota University. For more information regarding the Sarasota University Master's Degree Programs please see the Sarasota University section of this handbook.

The Leadership program consists of the following online courses:

Foundational Courses

Foundations of Montessori Philosophy (FDN) - online 8 weeks
Observation and Classroom Management (OBS) - online 8 weeks

Curriculum Course

Survey of Montessori Curriculum (SMCU) online 15 weeks

Applied Learning

Practical Applications for Administrators online 15 weeks (PRAA)

Professional Development (PD)

For many Montessori educators, the main purpose of professional development is to be able to improve one's ability to work with the students in our care. Our tuition is fairly priced with this goal in mind. Montessori Live has a "pay-as-you-go" system to further encourage and support each individual's financial economy.

A college degree is not necessary to participate in the professional development track. If adult learners do not desire to complete the requirements for our Montessori teaching credential, it is possible to enroll into a specific online course or participate in the Summer Residency for Elementary I (RESS-EI) or Early Childhood (RESS-EC). Professional development students should begin by enrolling into the Foundations of Montessori Philosophy unless previous Montessori training can be demonstrated. Some online curriculum courses also require a prerequisite course. Montessori Live courses will be offered multiple times throughout the year.



To comply with new MACTE requirements (as of June 2016), if an individual begins taking courses for professional development but later wishes to enroll in a certification program, (s)he must complete an application for admission within eight weeks of the start date of the first course. Otherwise, the student may be required to repeat coursework.

With the exception of the paragraph above, there are no special requirements for completing a course for professional development. During the initial registration process, applicants will be asked to verify their understanding that the professional development track does not lead to Montessori teaching certification.

Montessori Live offers courses for professional development to give adult learners an opportunity to be introduced to Montessori pedagogy or to review specific aspects of the curriculum. As a professional development participant, all Montessori Live courses are open for enrollment except for the Fall Residency (RESF) and the Educator Practicum Course (PRED). In order to enroll in either of these two courses, a student must have a completed application on file and be registered with MACTE. **One important difference with taking courses for certification is that 100% of online chats and discussion forums must be completed satisfactorily.**

The tuition for professional development is the same as for certification options. To change from professional development to a certification program, simply complete the application online, meet all admission requirements, and pay the appropriate registration fees. Montessori Live requires full payment for each course at the time of enrollment.

Professional development students will receive a letter from the registrar summarizing that the adult learner satisfied the requirements and hours for each completed course. Montessori Live will work with each participant to verify information required by an institution or agency regarding our courses. In foreign countries, the same information applies. Regulations and policies for each district, state, and country are different, so we cannot guarantee that our courses will be accepted in every case. Verifying this information is the responsibility of the adult learner.

Program Handbook

Students and faculty members are made aware of updated academic schedules, course content and competencies/objectives, descriptions of expected performance standards, and completion standards through the publication of the student handbook. This manual will be posted on the Montessori Live Website for immediate access.

Upon entering the Early Childhood, Elementary I, Elementary I-II, or Elementary II only programs a student must read and acknowledge that they've received the student handbook by completing the final page of the student handbook and returning it to the registrar. Completing the online acknowledgment form can also do acknowledgment of the Student Handbook. More information is located on the final page of this student handbook.

Advanced Degree Options

Montessori Live partners with various universities so that our adult learner can pursue undergraduate and graduate degrees. For more information, visit our website.



Registration Policies

Required Documentation (EC, EI, EI-II, and EII only)

Applicants to the Early Childhood, Elementary I, Elementary I-II, and Elementary EII MACTE Certification Programs are required to submit the following documentation:

1. A completed and signed online application
2. The Application fee of \$100.00 (payable to Montessori Live)
3. Copy of transcripts from the institution issuing the bachelor's degree
4. Copy of previous Montessori credentials or training (including transcripts that must document specific hours of face-to-face and online instruction)
5. Three Letters of Recommendation (from two colleagues and one supervisor)
6. A current resume or curriculum vitae
7. A 300-word vision statement describing why you have decided to become a Montessori educator, and what you intend to do with the certification upon program completion
8. Signed receipt and acknowledgment of the Montessori Live Handbook (last page of Student Handbook)
9. A photocopy of a current government-issued photo ID
10. A recent (within six months) jpeg headshot photo to upload to student's online profile
11. A jpeg photo that shows the main layout of the Montessori learning environment
12. The \$175 MACTE Diploma fee will be due and payable upon applicant acceptance into the Early Childhood, Elementary Level I or II certification programs.

A participant has three years from the completion date of his/her first course to complete the program before needing to repay this fee. Students are encouraged to enroll in courses while his or her application is under review.

Transfer Credits

Montessori Live reserves sole discretion to accept credits transferred from other programs.

Transfer credits issued from other MACTE accredited programs are acceptable for transfer. Anyone transferring credits from a MACTE certified training program must provide Montessori Live with a copy of a diploma or accreditation certificate.

College credits issued from a MACTE accredited program are acceptable on a case-by-case basis at the sole discretion of Montessori Live. Montessori Live accepts transfer credits from other MACTE accredited training programs. Credit will be given on a case-by-case basis after required documentation has been provided. All approved transfer credits will count toward program completion from Montessori Live. Montessori Live reserves sole discretion to determine what is approved from other programs.

Tuition, Fees, and Anticipated Expenses for Textbooks/Materials

Tuition

An updated tuition schedule can be found on Montessori Live's website. Montessori Live reserves the right to add or change any of the fees or charges listed without prior notice. Tuition is charged on a pay-as-you-go basis. Participants are expected to pay the full amount listed for each course prior to the start date of the course. Participants are expected to pay the cost of a course based on the most recent available tuition schedule.



Registration Fees

Online Application Fee: \$100.00
MACTE Registration Fee: \$175
Official Transcript Request Fee: \$15

Anticipated Expenses for Textbooks/Materials

It is estimated that the additional total cost for required texts and materials for all of the components of the training course to be approximately \$500.00 - \$600.00 (US Dollars). With exception to the online manuals, the sample prices for the books featured below are averaged from a query of a variety of online book retailers. It is strongly recommended that you independently research prices as well. There is a wide range of online sources to shop, including used book retailers and auction sites like eBay. For Montessori authored texts, we encourage you to visit Montessori suppliers (i.e. Nienhuis (now Heutink, The Montessori Foundation Online Bookstore, etc.).

It is not necessary to purchase all of the texts at once.

Please see the Academics section of the handbook for more details on the specific titles of each text, album, and other resources, along with the courses that require or suggest their purchase.

Alternative Tuition Payment Agreements

In cases where a student's tuition is being paid by their employer, other institution or district, the following procedures should be followed:

1. Contact the registrar to notify intent to register and that your employer, district or institution will be paying. The registrar will need to following information:
 - a. Written approval to bill tuition for participant(s) to district/institution
 - b. Contact for billing (Name, Phone, Physical Address, and Email)
2. Follow normal enrollment procedures until you (the registrant) reach the payment section of the form.
3. Click 'Confirm Enroll.'

As a courtesy to participants following this method, Montessori Live allows access to courses once courses begin. If tuition payment is not received prior to the close of the course, Montessori Live reserves the right to withhold participant(s)' completion certificate, final grade and transcript until such time as payment is received in full. Montessori Live reserves the right to charge the participant for tuition if full payment is not received by the institution/district within three (3) months from the end of the course.

The online application for admission is located on our website under the Academics page. Please note that selecting this option will also require that the application fee be paid at the same time through the online form. You can find a link to the online application at <http://www.montessorilive.org/academics/>.

Registration Procedures

Course Enrollment Process

Montessori Live strives to make the course enrollment process as simple as possible. In order to facilitate successful navigation of our website, we have provided below some basic guidelines on the actual process.

An instructional video showing how to navigate and enroll in courses using our Campus Cafe system can be found under the "Students" tab on our website (<http://www.montessorilive.org/students>). We strongly suggest that you view this video



before attempting to enroll in your first course.

Enrollment sessions will be announced on the front page of the Montessori Live website. Any participant may enroll in a course during open enrollment. Registration is done online by the student. Once the enrollment process is complete adult learner will be able to access the course, download the syllabus, and post an introduction of themselves to the Introductory Forum.

Self-paying students may make payment online via PayPal during the online enrollment process. We accept only US dollars. Sponsored students whose school or employer is paying tuition must be approved by the Registrar. It is the Student's responsibility to provide the billing specifics to the Registrar. Any other payment arrangement must be made in advance with the Registrar.

Enrollment Process for EXISTING Students

1. Go to <http://www.montessorilive.org> and either
 - i. click the "Enroll Now" link located on the home page or
 - ii. click the "Student Tab"
2. From the "Student Tab" click "Go to Student Services - Campus Cafe" link; (Bookmark this page).
3. Log in using the user id and password assigned to you when you initially registered.
4. Select the current semester/term for courses available for enrollment.
5. Click on the "Add" link for the course.
6. Click the confirm courses button and follow the 'on-screen' instructions for making payment.

Enrollment Process for NEW Students wishing to apply to a program of study

1. Go to <https://mon-web.scansoftware.com/cafeweb/tapestry?page=On-Line%20Application>;
2. Enter your personal information into the form;
3. After you submit the form, you will be automatically logged in to our Campus Cafe student information system;
4. Select the current semester/term for courses available for enrollment.
5. Click on the "Add" link for the course.
6. Click the confirm courses button and follow the 'on-screen' instructions for making payment. Application fee is \$100.00.
7. You will receive an email confirming your registration with Montessori Live and providing you with your username and password to use with our Campus Cafe system for your future needs.

Enrollment Process for NEW Students for professional development

1. Go to <http://www.montessorilive.org> and click on the link that says "Register Online Now" link;
2. Enter your personal information into the Professional Development Registration form;
3. After you submit the form, you will be automatically logged in to our Campus Cafe student information system;
4. Select the current semester/term for courses available for enrollment.
5. Click on the "Add" link for the course.
6. Click the confirm courses button and follow the 'on-screen' instructions for making payment.
7. You will receive an email confirming your registration with Montessori Live and providing you with your username and password to use with our Campus Cafe system for your future needs.

Preferred Method of Payment

Our preferred method of payment is [PayPal.com](https://www.paypal.com). We accept only US dollars, credit cards via [PayPal.com](https://www.paypal.com), check, money orders and direct deposits. Students are responsible to create and manage their own PayPal accounts. Self-paying students may make payment online via PayPal. Sponsored students whose school or employer is paying tuition will be billed after



the required information is received and approved by the Registrar. Any other payment arrangement must be made in advance with the Registrar.

“Add/Drop” Requests

The “Add/Drop” period lasts only for the first week of each session of courses. Courses can be dropped online from the Adult Learner’s Student Information System (Campus Café). The link to access Campus Café is <https://mon-web.scansoftware.com/cafeweb/login> and can be found on the Montessori Live Website Student’s tab. Students enrolled in Sarasota University will follow the university’s policy.

Late Registration

Late registration is allowed during the first week of a course’s term, provided that seats are still available. Presently, Montessori Live does not charge an additional fee to the course tuition for late registration.

Course Availability/Cancellation of Courses

Montessori Live reserves the right to cancel courses with low enrollment. If a cancellation does occur, a student will be granted a full refund for the course. The student will also be allowed the option to register for another course that will be offered, and to transfer the original charge towards such enrollment.

All online courses are offered via MoodleRooms at <https://montessorilive.mrooms.net/>.

Shortly after enrollment is fully processed, a participant will receive an email containing course login and access information. The student can then log into the course and obtain the most recent course syllabus. Occasionally, instructors may send emails to adult learners with a letter of introduction and an updated syllabus if necessary.

If at any time a participant is experiencing difficulty with any technical aspect of the online program, he/she may contact Technical Support. Information to contact Technical Support is located on the Montessori Live website.

Institution/District Registration Procedures and Information

In the cases where a student’s tuition is being fulfilled by their institution or district the following procedures should be followed:

1. Contact the registrar to notify intent to register and that your district/institution will be paying.

The registrar will need the following information:

- a. Approval to bill tuition for participant(s) to district/institution
- b. Contact for billing (Name, Phone, Physical Address, and Email)

2. Follow normal enrollment procedures.

As a courtesy to participants following this method, Montessori Live allows access to courses once courses begin. If tuition payment is not received prior to the close of the course, Montessori Live reserves the right to withhold participant(s)’ completion certificate until such time as payment is received in full. Montessori Live reserves the right to charge the participant for tuition if full payment is not received by the institution/district within 3 months from the end of the course.

Application

Our online application for admission is located at <http://www.montessorilive.org/academics/>.



Online Curriculum

Course Descriptions

FOUNDATIONS OF MONTESSORI EDUCATIONAL PHILOSOPHY (FDN)

Course Length: 8 weeks

Age Focus: 3-12

Educational Level of Course: Graduate

The Foundations course covers the life of Dr. Maria Montessori as well as her inclusion within an Educational Reform point of view, beginning with Pestalozzi, Rousseau, and Piaget. The course discusses similarities between Montessori philosophy and current Education Reform philosophies, such as Constructivism and Gardner's theory of multiple intelligences. Finally, the course covers important information for educators on how to implement the Montessori philosophy in the creative tension between philosophy and practice.

OBSERVATION AND CLASSROOM MANAGEMENT (OBS)

Course Length: 8 weeks

Age Focus: 3-12

Educational Level of Course: Graduate

Participants will be asked to reflect on the art and science of observation, a critical part of any Montessori learning environment. The course will highlight actual Montessori Learning Environments in action as well as illustrate the dynamics of educator and student interaction. Participants will observe children in actual learning environments at the early childhood and elementary levels and will be asked to give summaries of their observations. The course will be interspersed with readings from Dr. Montessori's writings on Will, Imagination, Discipline, Normalization, and other important topics relating to understanding the children in our care.

CORRECT EXPRESSION, HANDWRITING, and WHOLE LANGUAGE (Early Childhood and Elementary I Certificate Levels – LNCE)

Course Length: 7 weeks

Age Focus: 3-9

Educational Level of Course: Graduate

This course covers the development of oral language and correct expression in young children as well as instruction on beginning handwriting skills using Montessori metal inset and sandpaper letter materials. The course also covers reading across the curriculum using whole language technique as well as the philosophy and scope and sequence of the Montessori language curriculum. Throughout the course's duration, students will view video presentations of an educator working with a student on various Montessori language materials in these areas. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be expected to write up their own lesson plans for many of the presentations and perform practical application assignments in a Montessori learning environment or school.

PHONICS, SPELLING, AND PUNCTUATION (Early Childhood and Elementary I Certificate Levels – LNPH)

Course Length: 7 weeks

Age Focus: 3-9

Educational Level of Course: Graduate

This course covers presentations introducing the study of phonics (English), spelling, syllabication, affixes, and punctuation. Video lectures on the philosophy and scope and sequence of the Montessori language curriculum are repeated. Throughout the course's duration, students will view video presentations of an educator working with a student on various Montessori language materials in these areas. The student/ educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment setting with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the



lesson, how the lesson fits in with the language scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be expected to write up their own lesson plans for many of the presentations and perform practical application assignments in a Montessori learning environment or school.

GRAMMAR MATERIALS, SENTENCE ANALYSIS, AND WRITING (Elementary I - II Certificate Level - LNGR)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate

This course covers the first study of grammar for elementary students using the Montessori grammar symbol and grammar box materials. The course also includes lectures on sentence analysis materials, advanced grammar symbols, study of verb tenses, and working with older children as well as video lectures on the philosophy and scope and sequence of the Montessori language curriculum. Throughout the course's duration, students will view video presentations of an educator working with a student on various Montessori language materials in these areas. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be expected to write up their own lesson plans for many of the presentations and perform practical application assignments in a Montessori learning environment or school.

NUMERATION AND THE DECIMAL SYSTEM (Early Childhood and Elementary I Certificate Levels – MTNU)

Course Length: 7 weeks

Age Focus: 3-9

Educational Level of Course: Graduate

The course covers the introduction to math for early childhood and elementary students in a Montessori setting. Simple counting and skip counting using Montessori materials are highlighted as well as an introduction to the decimal system and beginning operations of addition using the Golden Bead material. The unit also includes lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum. Students will see video presentations of an educator working with a student on various Montessori math materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with an age-appropriate student or students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be provided an accompanying lesson plan for each lesson presented and perform practical application assignments in a Montessori learning environment or school.

OPERATIONS WITH WHOLE NUMBERS: WHOLE NUMBER ADDITION AND MULTIPLICATION (Early Childhood Program and Elementary I-II Certificate Levels – MTOP)

Course Length: 7 weeks

Age Focus: 3-12

Educational Level of Course: Graduate

This course covers presentations on the Montessori materials for addition and multiplication. Materials for operations and memorization are demonstrated. Video lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum are repeated. Students will see video presentations of an educator working with a student on various Montessori math materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be provided an accompanying lesson plan for each lesson presented and perform practical application assignments in a Montessori learning environment or school.



MATHEMATICS FOR EARLY CHILDHOOD (Early Childhood Program Level Only- MTEC)

Course Length: 7 weeks

Age Focus: 3-6

Educational Level of Course: Graduate

This course covers early childhood level presentations on the Montessori materials for subtraction and division, as well as beginning fractions and geometry. Materials for operations and memorization are demonstrated. This course also introduces Decurion multiplication and division, which involves presentations using two-digit multipliers and divisors. Video lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum are repeated. Students will see video presentations of an educator working with a student on various Montessori math materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. This course is intended for participants registered for the Early Childhood program only. It does not count for Elementary I or II participants. However, if a participant has already taken MTAO, this course is not required.

ADVANCED OPERATIONS WITH WHOLE NUMBERS: WHOLE NUMBER DIVISION, SUBTRACTION, AND DECURION (Elementary I-II Certificate Level - MTAO)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate

This course covers presentations on the Montessori materials for subtraction and division. Materials for operations and memorization are demonstrated. This course also introduces Decurion multiplication and division, which involves presentations using two-digit multipliers and divisors. Video lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum are repeated. Students will see video presentations of an educator working with a student on various Montessori math materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be provided an accompanying lesson plan for each lesson presented and perform practical application assignments in a Montessori learning environment or school.

GEOMETRY, PERIMETER, AREA, AND VOLUME (Elementary I-II Certificate Level - MTGR)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate

This course covers visual discrimination of two and three-dimensional forms, the beginning study of lines, angles, polygons, and circles as well as perimeter, area, and volume using Montessori geometry materials. The unit also includes lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum. Students will see video presentations of an educator working with a student on various Montessori math materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be provided an accompanying lesson plan for each lesson presented and perform practical application assignments in a Montessori learning environment or school.

FRACTIONS AND DECIMALS (Elementary I-II Certificate Level - MTFR)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate



This course covers presentations with the Montessori materials on fraction equivalency, operations with fractions, and an introduction to decimal fractions. Video lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum are repeated. Students will see video presentations of an educator working with a student on various Montessori math materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be provided an accompanying lesson plan for each lesson presented and perform practical application assignments in a Montessori learning environment or school.

DECIMALS AND INTRODUCTION TO ALGEBRA (Elementary I-II Certificate Level - MTAL)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate

This course covers presentations of the Montessori materials of decimals, percentages, and introduces algebra with presentations on squaring. The course introduces algebraic equalities to young children through Henry Borenson's materials called Hands-On-Equations. Video lectures on the philosophy and scope and sequence of the Montessori mathematics curriculum are repeated. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be provided an accompanying lesson plan for each lesson presented and perform practical application assignments in a Montessori learning environment or school.

BIG PICTURE OF THE UNIVERSE (Elementary I-II Certificate Level – Cultural CPBU)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate

This cultural course covers the story of the universe and study of astronomy for elementary children. The unit also includes lectures introducing chemical elements, the components of and the relationship between energy and mass, as well as the philosophy and scope and sequence of the Montessori cultural curriculum. Students will see video presentations of an educator working with a student on various Montessori cultural materials. The student/educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be expected to create materials to supplement the curriculum studied throughout the course.

EARTH AND HUMAN STUDIES (Elementary I-II Certificate Level – Cultural CEHS)

Course Length: 7 weeks

Age Focus: 6-12

Educational Level of Course: Graduate

This cultural course presents the Story of Life, including the Timeline of Earth History and the Timeline of Life, the Kingdoms of Life that introduce scientific classification and nomenclature, the study of Physical and Political Geography, Imaginary Island studies, and the Timeline of Humans. Students will see video presentations of an educator working with a student on various Montessori cultural materials. The student/ educator video is designed to give the viewer a sense of how the lesson is presented in an actual Learning Environment with age-appropriate students. An accompanying video analyzes the lesson in a discussion format, giving important information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, as well as direct and indirect aims of the lesson content. Students will be expected to create materials to supplement the curriculum studied throughout the course.



SURVEY OF MONTESSORI CURRICULUM (SMCU)

Course Length: 15 weeks/semester

Age Focus: 3-12

Educational Level of Course: Graduate – School Leadership

This course will support school leaders of public and private Montessori programs who do not have previous Montessori training to become more familiar with the curriculum scope and sequence throughout the early childhood and elementary levels. Secondary programs will also be discussed. The goals of this course are to support leaders in their management of Montessori programs and to assist in developing a vision that is consistent with Montessori philosophy.

PRACTICAL APPLICATIONS FOR ADMINISTRATORS (PRAA)

Course Length: 15 weeks/semester

Age Focus: 3-12

Educational Level of Course: Graduate – School Leadership

This course is designed for school administrators and instructional leaders who are not working directly in the Learning Environment. This course focuses on school leadership, understanding the Montessori scope and sequence, empowering staff, exceptional student education, record keeping, and a further overview of Montessori philosophy. Assignments include observations of various models of Montessori schools, interviews with school leaders, designing a plan to balance both personal and professional obligations/ responsibilities, and a reflection on the practice of leadership.



Residency Curriculum

Summer and Fall Residency Descriptions

Summer Residencies 2017

JUNE Sarasota, Florida, USA – All Levels

Early Childhood / Elementary I – 10 days

June 19 – June 30, 2017

Elementary II – 14 days

June 17 – July 2, 2017

JULY Auburn, Alabama, USA – 10 days

Early Childhood ONLY

July 10 – July 21, 2017

JULY/AUGUST Saskatoon, SK, Canada – 10 days

Elementary I ONLY

July 24 – August 4, 2017

Summer Residency Curriculum Early Childhood Program

Presentation Topics

Overview of Montessori philosophy, Scope and sequence for early childhood and elementary, Grace and courtesy to peace education, Practical life to independence, Presentations on sensorial materials, Extensions into art and music, Presentations on language materials, Presentations on numeration and place value, Presentations on operations with whole numbers, Presentations on geography and history, Presentations on handwriting, Practical life to phonics, Practical life to grammar, Practical life to zoology, Practical life to botany, Environmental design, Classroom management, Spiritual preparation of the educator, Making materials, Introduction to the online component, Distance education best practices, Policies for yearlong teaching practicum, Closing ceremony

Required Resources

Montessori Research and Development Early Childhood Manuals

Early Childhood Manuals Set of 11 EC (as of 6/1/16) - \$320.00 plus shipping (approximate)

<https://www.montessorirrd.com/manuals/early-childhood-manuals-set-19>



- Botany for Early Childhood
 - Geography for Early Childhood
 - Geography and History for Early Childhood
 - Language Arts Volumes 1, 2, 3, 4, 5 (five manuals)
 - Practical Life
 - Sensorial
 - Zoology for Early Childhood
 - Mathematics for Early Childhood
-

Summer Residency Curriculum Elementary I Program

Presentation Topics

Overview of Montessori philosophy, Scope and sequence for early childhood and elementary, Grace and courtesy to peace education, Environmental design, Overview of practical life to independence, Overview of sensorial materials, Extensions into art and music, Material Making, Math numeration, place value, operations, Introduction to biology, Introduction to botany, Functional geography, Geography and earth studies, Introduction to geology, Introduction to geometry, Introduction to fractions, Introduction to the online component, Distance education best practices, Policies for yearlong teaching practicum, Closing ceremony

Required Resources

Montessori Research and Development Elementary I Manuals

Order at www.montessorird.com

8 Elementary Manuals for EI (as of 6/1/16) - \$334.00 plus shipping (approximate)

- Functional Geography Manual - \$39.00 SKU: ME.FG
- Geography Volume 1 - \$43.00 SKU: ME.G1
- Geometry Volume 1 - \$53.00 SKU: ME.GY1
- Geology Volume 1 - \$45.00 SKU: ME.GEO
- Fractions Volume 1 -\$27.00 SKU: ME.F1
- Botany Volume 1 - \$47.00 - SKU: ME.B1
- Zoology Volume 1 - \$37.00 – SKU: ME.Z1
- Mathematics Volume 1 - \$43.00 SKU: ME.M1

Remaining MRD Manuals for Elementary I Level are suggested for the online program

Some manuals will be required as noted in each course syllabus



Summer Residency Curriculum Elementary II Program

Presentation Topics

Advanced language, Advanced geography, Advanced history, Advanced chemistry, Advanced physical science, Advanced biology, Advanced botany, Advanced geometry, Advanced fractions, Advanced decimals, Advanced algebra

Required Resources

Montessori Research and Development Elementary II Manuals

Order at www.montessorird.com

11 Elementary Manuals for EII (as of 6/1/16) - \$456.00 plus shipping (approximate)

Botany and Geography

- | | |
|--------------------------|------|
| • ME.G2 Geography Vol. 2 | \$49 |
| • ME.B2 Botany Vol. 2 | \$47 |

General Science

- | | |
|-------------------|------|
| • ME.CH Chemistry | \$37 |
| • ME.PH Physics | \$35 |
| • ME.BIO Biology | \$82 |

Mathematics

- | | |
|----------------------------|------|
| • ME.M3 Mathematics Vol. 3 | \$53 |
| • ME.M4 Mathematics Vol. 4 | \$29 |
| • ME.D Decimals | \$21 |
| • ME.F2 Fractions | \$19 |
| • ME.GY2 Geometry Vol. 2 | \$43 |
| • ME.GY3 Geometry Vol. 3 | \$41 |



Course Formats

Montessori Lives' online courses are administered on a course management system called Moodlerooms. For more information on the technology Montessori Live uses see the Technology section of this handbook.

Courses are organized under the following formats:

Semester Courses (15 weeks)

Fifteen weeks of video lessons, chats, assignments, and discussion forums are scheduled. All semester courses (with exception to the Practical Applications for Administrators) will be available for registration three times a year. Semester courses are equivalent to a 3-credit graduate level course. All semester courses will be offered each semester if there are at least 5 participants registered for a course. Montessori Live reserves the right to cancel a course due to lack of enrollment with a full refund. Students will receive a certificate of completion for each module that can be used to verify professional development credits.

Eight-Week Courses

Same format as listed above, but course duration is eight weeks rather than fifteen weeks. The two eight week courses offered by Montessori Live are the Foundations and Observations Courses.

Seven-Week Courses

These courses provide intensive study of a variety of segments of the Montessori Curriculum for ages six- to nine-years-old. The five weeks of video lessons, chats, and discussion forums. The module will stay open for another two weeks, allowing participants to complete assignments, make materials, and practice lesson presentations. The module will close after the 7th week allowing for a week's break before the next session of curriculum courses will open. Montessori Live reserves the right to cancel a course due to lack of enrollment with a full refund.

Participants can start anywhere in the sequence following the Foundations and Observation courses. Not all courses will be offered simultaneously. Curriculum modules can be taken out of order but it is suggested to keep them sequential. See the course descriptions section for more information. Students will receive a certificate of completion for each curriculum course that can be used to verify professional development credit.

Course Delivery

The majority of Montessori Live courses can be classified as what is commonly termed “online courses.” While some courses may be classified as “blended/online,” a residency at Montessori Live in Sarasota County, Florida is required in addition to online course participation. Online courses deliver instruction completely over the Internet.

In addition to reading material assignments and lecture notes provided by the faculty instructor, students are required to view a designated module of video lectures required for each week of study. Traditional assessments in forms of papers, original lesson plan submissions, material production, etc. are major components of online courses as well.

The certification program also requires participation in a practicum/internship course. This requirement ensures that the student will experience training outside the “online environment” under the supervision of qualified Montessori educators in the field. Practicum courses are held at approved facilities (Montessori schools), and are considered “in-residence.”

Many online curriculum courses require that certification students complete an observed lesson presentation. The participant must be observed by a colleague in his or her school in ‘real time’. A minimum of two observed lesson



presentations must be completed prior to the student enrolling in the Educator Practicum course. A copy of the observer's credential must be approved by the Registrar. The observer's credential must be from a MACTE accredited program in the same age level as the participant.

Course Sequence Requirements

There are three math courses that are best taken in the following sequence:

1. Numerations and the Decimal System (MTNU)
2. Operations with Whole Numbers (MTOP)
3. Advanced Operations with Whole Numbers (MTAO) or Early Childhood Math (MTEC)

It is highly recommended that the enrollment in these courses should be kept sequential.

There are three Language courses that are best taken in the following sequence:

1. Correct Expression, Handwriting, Whole Language (LNCE)
2. Phonics, Spelling, and Punctuation (LNPH)
3. Grammar and Writing (LNGR)

The remainder of Montessori Live curriculum courses can be taken in any order. Not all courses will be offered simultaneously. See the course descriptions in the certification course identity index for more information.

Montessori Live Courses will be offered in rotation throughout the year. The Foundation course should be taken before enrolling in a curriculum course. An approval (granted by Montessori Live administration) of concurrent enrollment is allowed for students pursuing the one-year program of study option(s).

Schedule of Courses

The schedule of courses can be accessed through the "Students" tab on the front page of the Montessori Live website (www.montessorilive.org). Courses are offered multiple times during the year. It is important to realize that not every course is offered in each cohort. Therefore, it is important to work with the registrar to design a program of study to meet individual needs. Sarasota University course offerings follow the university's schedule.

Adult Learner Services

We do not offer services other than academic advising toward Montessori Live program completion.



Policies and Procedures

In order to effectively support our students, Montessori Live shall maintain the following policies and procedures:

Attendance Policy

The nature of web-based distance education programs introduces new paradigms of learning. Our students directly interact with their instructors and other classmates through a variety of online venues. During a course of study, students are expected to participate in regularly scheduled chat sessions. The chat session takes on a similar tone that a regular classroom session possesses. Instructors make announcements, provide supplementary information on the videotaped lectures, and engage in discussion.

Throughout the duration of the course, students are also required to participate in discussion forums that are a component of the course management system. On a weekly basis, the instructor posts a question about lecture content. Students are to post a reflection and contribute comments to other students' postings as well. This allows for an exchange of ideas among participants that may have not been accomplished during a live chat. In essence, it could be considered an equivalent practice to breakout group sessions regularly conducted in traditional classroom settings.

Chat participation and forum participation are two essential components of evaluation criteria used for determination of course completion. Assignments are the third component. A passing score of 85 percent for MACTE certification is required to receive credit. Excused absences from chats can be accepted with the following terms: a student has notified the instructor ahead of time about anticipated absences and submits a synopsis of the recorded chat to the course section relegated for this purpose.

Extension Policy

The student has three years to complete the program from the date the application has been approved and registered with MACTE. If a student requests an extension they will need to pay a processing fee of \$155 to MACTE and \$250 to Montessori Live. The extension will need to be approved by the Registrar and/or Program Director. It must be shown that the student has made a reasonable effort to complete the program and that circumstances have arisen that seem justifiable to grant said extension (death, loss of job, etc.).

Minimum Attendance Policy

Montessori Live meets MACTE's attendance policy of 90% attendance for all face-to-face residencies. Students are required to attend all weekly chats or submit a summary of the chat to verify attendance. MACTE's attendance policy is only 90% for the face-to-face component. We have an 85% completion requirement for our online courses, which is significantly higher than most graduate level programs which are 70% or higher.

The residency attendance requirements are as follows:

- Demonstration of 90% participation in the online component to receive credit.
- 90% attendance during face-to-face components are required to receive credit.



Cancellation Policy

If the program cancels a course, the student will have the followed options:

1. 100% refund within 30 business days
2. The option to be placed in a different course
3. The option to be placed in a different or same course in the upcoming cohort

Technology Policies

Montessori Live Utilizes the Following Technologies

- Campus Cafe – Student services software currently in effect
- GoDaddy - Domain registrant
- Google Adwords - Advertising method for online ads
- Google Analytics - Tracking method used on our Website
- Google Mail - Main method of communication for Montessori Live staff and students
- MailChimp - Newsletter subscription
- MoodleRooms - Course management software
- Site5 - Website hosting software
- WiziQ - Course live chat management software
- Wordpress - Website management software

The following policies shall be in effect in relation to technology:

Privacy Policy

Montessori Live is committed to safeguarding consumer privacy on our web site. We work within the following set of strict privacy principles. Montessori Live is committed to safeguarding consumer privacy on our web site. We work within the following set of strict privacy principles.

The only personally identifiable information we obtain about visitors to our web site is that which is supplied voluntarily. Montessori Live utilizes Google Analytics tracking data on our website. This service does not store names, credit card information, or any information pertaining to personal identities of our visitors. The only information tracked is that pertaining to website visits, time on site, links clicked, and other information regarding visitor experiences on our website.

Personally identifiable information provided by visitors (name, e-mail or home address, etc.) will not be disclosed to anyone for any reason. We employ strict security measures to safeguard online transactions; all information relating to order fulfillment is sent and received via an encrypted internet channel using the latest encryption technology.

The following information outlines the information-gathering practice for our Website:

Personally Identifiable Information

Montessori Live respects and maintains your privacy. We do not sell, rent, loan or transfer any personal information regarding our customers to any third parties. Any personally identifiable information you give us is held in strict confidence and will not be used in ways to which you have not consented. The only exception is that we will provide customer information if required by law.



Use of Information

Information collected by Montessori Live is used for two main purposes. First, we collect information to figure out ways of improving our web site by seeing which areas, features and products are most popular. All information gathered in this manner is via Google Analytics and does not identify the user. Second, we collect information to facilitate ecommerce transactions on our web site and to aid our visitors in the participation of contests, polls and other non-commerce related activities.

Security

Our job is to make your experience at montessorilive.org safe and secure. That means your credit card is safe, your personal information is safe, and any password you may enter is safe. We use the latest SSL encryption technologies to guard against unauthorized access to data.

Questions and Comments

If you have additional questions or comments of any kind, or if you see anything on our web site you think is inappropriate, please contact us.

Login Information

User has been provided with a valid screen name and password for the purpose of accessing the Product (the "Login Information"). All Login Information must be kept confidential, and may only be used by User. The unauthorized use of any Log-In Information, either with or without User's knowledge, shall be deemed a breach of this Agreement, or may constitute infringement of Montessori Live's copyrights. User is responsible for maintaining the security and confidentiality of all Login Information, and for preventing access to the Product and/or the Content by unauthorized persons. Unauthorized access to or use of the Product and/or the Content by someone using User's Login information may be attributed to User.

Communication from Montessori Live

Montessori Live may from time to time conduct research surveys designed to assess the value of the site and design improvements. By accessing the Product and the Content, User consents to receive such communications. Any mail, electronic mail, or communication from users to Montessori Live may be used for marketing purposes, with the permission of the user.

Required Specifications

All students are required to use a headset with earphone/microphone capabilities and a Web cam for chat attendance. This requirement verifies identity to uphold the highest standard of academic honesty. All other required or recommended specifications can be found under the Important Documents page of the Montessori Live website.

Conditions Regarding Use of Montessori Live Program Content

a) Content Shall Be Used for Professional Purposes Only – The Product and the Content may be used for professional purposes only. In no event shall the Content be used in any commercial and/or for-profit manner, or in any public exhibition. In no event shall the Product or the Content be used outside of the scope of this Agreement, or be used beyond the Term of the Subscription Plan.



- b) Original Intent and Purpose of Content – User agrees to maintain the original intent of all content. For clarity of purpose, this means that the Content should not be used in a manner that disparages the Content or Montessori Live, or in any manner that may be deemed inappropriate by Montessori Live in its sole discretion.
- c) Security of the Content and the Website – User shall not take any actions, whether intentional or unintentional, that may circumvent, disable, damage or impair the Product's control or security systems, nor allow or assist a third party to do so. This prohibition includes but is not limited to hacking, de-compiling, disassembling and reverse-engineering the website or the Content.
- d) Content Displayed on the Website – User shall not remove, obscure or alter the Content or the website itself. User shall not sub-license, distribute, rent, lease, transfer, copy or otherwise make the Content available to any third party, or make the Content accessible to any party by broadcast or transmission, including without limitation by television, cable, satellite, telephone, wireless, closed-circuit or Internet broadcasting, or use the Content for systematic downloading, service bureau redistribution services, printing for fee-for-service purposes and/or the making of print or electronic copies for transmission to non-subscribers, except as expressly permitted in this Agreement.
- e) Images – User may not download still images from the Product for personal use in any manner.

Content May Not Be Downloaded or Copied

Except as specifically set forth herein, under no circumstances may a User download the Content or combine, merge or incorporate the Content in or with any other materials.

Attribution and Citations

User shall maintain all proprietary notices on the Content. Reference to Montessori Live as the source of the Content is required for all Content.

Additional Terms

A complete set of Terms can be found on the Montessori Live website under the Terms page.

Social Networking

Montessori Live is on the following social networking locations:

Facebook: <https://www.facebook.com/montessorilive.org>

Twitter: <https://twitter.com/montessorilive>

YouTube: <http://www.youtube.com/user/MontessoriLive1>

Montessori Live Website

Montessori Live shall, to the best of its ability, ensure that all information on the Montessori Live website is accurate, up to date, and easily accessible at www.montessorilive.org.

Advertising and Marketing Policy

Acceptance and acknowledgment of this handbook shall also constitute acceptance and consent to the following permissions:

The unrestricted use, publication, display and reproduction by Montessori Live Educator Training Program, Inc., a Florida non-profit corporation, and its successors and assigns ("Montessori Live"), in perpetuity, of any and all video



and/or audio recordings of any lecture or presentation which has been taken of me during my employment and/or engagement with Montessori Live.

Permission to use my likeness in photograph(s)/video(s) in any and all of its publications and in any and all other media, including, but not limited to, the Montessori Live Websites, social media, whether now known or hereafter existing, in perpetuity.

The assignment and transference to Montessori Live all right, title, and interest in and to the copyright, including any registrations and copyright applications and any renewals and extensions, in all lectures, video(s) and/or audio recordings, supplemental materials and their underlying copyrights ("Works"). The Works shall constitute Montessori Live's property, solely and completely, and Montessori Live may alter, enhance or modify the Works at its sole discretion.

By signing the handbook, the signer represents and warrants that (s)he has the right and power to enter into this Release and Assignment. Montessori Live agrees to use the Works to further the education and training of educators and school leaders in Montessori philosophy and pedagogy.

Payment Policy

Montessori Live has a pay-as-you-go policy. In order to be enrolled in a course all students must pay upon enrollment. Funds must be cleared before a student will be admitted into a course. The Montessori Live refund policy applies when applicable. Montessori Live does NOT provide Financial Aid at this time and is not eligible for FAFSA or State Financial Aid. For institutions/districts paying for participant tuition see the Registration Procedures & Information section of this handbook.

Payment Option Within United States of America

- Credit Cards – Montessori Live only accepts credit card payments through PayPal via our website during registration. All payments must be issued in US dollars.
- Personal Checks – Montessori Live accepts personal checks. One method of receiving these funds is also through Paypal.com. Students will not be permitted to enter the course until the check has cleared.

International Payment Options

- Wire Transfers – For incoming wire transfers: Request information from Registrar
- Montessori Live only accepts funds in US dollars.
- Montessori Live accepts certified checks and money orders from all international banks as well as Western Union and American Express.

Withdrawal & Refund Policy

This refund policy does not apply to Sarasota University offered courses. Only courses offered by Montessori Live are covered by this refund policy. If a student wishes to withdraw from a course s/he is to contact the registrar. Refunds (if applicable) will be given immediately if eligible.

Timetable for withdrawals and applicable refunds:

- Last Day to withdraw with full refund – Last business day before the start of course
- Last Day to withdraw with 75% refund – One week after the start of course
- Last Day to withdraw with 50% refund – Two weeks after start of course



No refunds given for withdrawals two weeks after start of course. Students will have the option of retaking the course within 6 months or the next time it is offered without further charge. After six months, the student will need to repay for the course. Refunds will not be given for courses scheduled as a result of re-enrollment.

Dismissal Procedures

Montessori Live reserves the right to dismiss any student with justifiable cause. Dismissals are at the discretion of the Executive Director. If Adult Learner is dismissed unused tuition payments will be refunded within 30 days.

If any faculty member has doubts about a student's ability to adhere to the student responsibilities (listed in this handbook), or the ability to deal positively and appropriately with children, or the ability to work effectively with the course management system, or work effectively with adults, the executive director will be informed. The course instructor will then contact the student, inform her/him of the concerns identified, and arrange a personal conference involving the student, instructor, and executive director. If cause is demonstrated, a written plan will be set forth in order to attempt to alleviate the area of concern. This can be achieved through establishment of behavioral goals with a timetable for implementation. If these goals are not met, the student can be asked to repeat the course.

If goals are drawn up for two or more course components, and are not met as per timetable, the Executive Director can decide to either place a student on Probationary Status (option to repeat the full program for the following program – one-time option) or to dismiss the student completely from the training program. Ultimate responsibility for dismissal rests with the Executive Director. Refunds based on withdrawal or dismissal will follow published guidelines for refunds.

At our discretion, Montessori Live reserves the right to withdraw a student from the program for consistent absenteeism, or if a pattern exists of consistently enrolling in a course only to withdraw repeatedly from the same course. Montessori Live acknowledges that some students will perform at a higher academic level in face-to-face program.

Student Evaluation Policy

Student evaluation for Montessori Live is an ongoing “real-time” process that allows students to receive feedback and results in a timely and accurate manner. Through the utilization of the MoodleRooms learning management system, grades for assignment submissions, reports, etc. are entered directly into each student’s record. In addition to using the grades function of MoodleRooms, grade entry data is also backed up in the Campus Café Student Services software program. Students can access his or her program criteria and grade status through the Student Services software.

Once an educator submits a grade for an assignment, the grade is automatically posted prominently on both the assignment page and the Student portal of Campus Café. Once points and requirements are met for course completion, the registrar will send an official Montessori Live Certificate endorsed by the registrar, the instructor, or an authorized representative of Montessori Live.

Explanation of Assignments

1. Lesson Plan Format – Assists adult learners to understand the components of a Montessori lesson plan, how to organize and present a lesson to a student, and how to analyze the movement between the adult and student.
2. Practice Summary – Assists adult learners to practice with students using materials being presented during each of the online components. Provides a detailed narrative of the practice, which serves as a verification of practice as well as an ongoing opportunity to engage in reflective practice.



3. Observed Presentation - Assists adult learners to practice with materials presented during the online component. Provides a verification of practice as well as an opportunity to engage in reflective practice. Supervising educators or course instructors provide comments in person or through viewing a video recording of the lesson or by viewing a video chat program such as Skype.
4. Asynchronous Discussion Forum – Provides opportunities for adult learners to reflect on content being presented and learn from each other. The instructor does not provide comments during this portion but comments privately. The forums are designed to encourage members of a cohort to engage in reflective practice together. Questions are based on philosophy and practical applications of content. Participation in discussion forums are required.
5. Synchronous Chat – Provides opportunities for the instructor to hear from each adult learner and to provide background information to support the video presentations. Adult learners are required to submit a summary of the discussion if a chat is missed. Completing all chats are required to pass each online module and are part of the 85% participation requirement.
6. Making Materials – Provide opportunities for the adult learner to make materials and allows the instructor to see the quality of materials that are being constructed as well as to provide comments. Material making occurs throughout the program as part of the online component as well as the residency component.
7. Reflective Essays- Provide opportunities for the adult learner to engage in reflective practice and demonstrate a deepening understanding of Montessori philosophy as well as the curriculum scope and sequence. Reflections are a daily part of the face-to-face residencies as well.
8. Year-long Project – Part of the practicum to create an extension of an area of interest for the adult learner's learning environment based on student interest.
9. Case Study and Observation of a Student – Provide opportunities for adult learners to observe students from a short period of time (30 minutes) to a long period of time (1 year). Observation is a critical component of the Montessori method.
10. Classroom Observation Requirements – Formal observations are done through the Fall Residency at Island Village Montessori. Students observe all levels of the Montessori program but spend a majority of their time observing at the early childhood level. Adult learners must visit other Montessori schools during the practicum. They are also required to observe their own students on a regular basis throughout the program. These observations are written up in a narrative form as well as discussed during the chats.
11. Observing at Other Montessori Schools – Adult learners are required to visit other Montessori schools and write up a summary of the observation as well as an interview of the school administrator for one of the practicum assignments. The comparison shows the many faces of Montessori and gives the adult learner a wider perspective.
12. Designing a Unit Study for Peace Education – A unit on peace education can be completed separately or can be the focus of the year-long project during the practicum phase. Montessori's peace education and lessons on grace and courtesy are reviewed during the Summer Residency as well as the practicum experience.



13. Keeping a Field Journal – Adult learners keep a field journal of anecdotal notes on students (especially for the case-study assignment). This exercise creates the habit of writing down progress that can be reviewed over the course of a year or multiple years. Documentation of progress is a critical component of objectivity.
14. Weekly contacts with the Practicum Coordinator/Course Instructor during the Practicum Experience – The instructor for the practicum course maintains close communication with students throughout the practicum year. Chats are scheduled weekly throughout the first semester and are designed to help students navigate obstacles throughout their first year of teaching. The chats also provide a way to receive support from other Adult Learners going through the practicum experience as they share experience. 2nd semester, chats are scheduled as often as weekly but at least monthly depending on student need.
15. Creating and Collecting Lesson Plans and Albums – Adult learners must demonstrate that they have a complete scope and sequence of lesson plans for the early childhood level. This collection of lessons and support materials is organized to support the Adult Learner throughout their teaching career.
16. Supervised Practice during Summer and Fall Residency phases – Adults learners have opportunities for materials demonstration and practice during both Fall and Summer Residency phases. Materials are also created during the residencies as well.
17. Evaluation Rubrics – Evaluation focuses on the depth of reflective practice. Points are given for thoroughness of practice with a sufficient number of students, the clarity of the narration, the variety of materials practiced, participation in chats, as well as posting to discussions and responding to others. Reflective practice is the key as well as how clearly the facilitative process is described.

Clock Hours and Grading Policy

Each course for teaching certificates is comprised of thirty (30) to fifty (50) clock hours for professional development (see individual course listings for clock hour tallies).

Montessori Live is concerned with providing a training experience that fosters mastery of the concepts presented to students. Each course has assessments incorporated into electronic syllabi that automatically tallies completion points (allotted per assignment, activity, etc.).

Chat participation and forum participation are two essential components of evaluation criteria used for determination of course completion. Assignments are the third component. A passing score of 85 percent as well as completion of all discussion forums and chats is required to receive credit (for the MACTE certification track) in the online courses.

90% attendance is required for the Residency components as well as 85% of course assignments.

MACTE requires a minimum of 400 clock hours during the teaching practicum in a pre-approved learning environment and setting that meets basic standards for Montessori learning. Montessori Live requires a minimum of one semester of full-time teaching to satisfy this requirement although completing an entire school year (180 days) is highly recommended.



Forum Grading Rubric

Explanation of Grading Rubric for ONLINE Forums – Curriculum and Foundation Courses

0 = Forum is missing a post and was open for at least ONE WEEK

1-3 = Discussion was posted to the forum. **QUALITY POINTS**

2 = Discussion was posted to the forum and one response to others noted (minimum)

We encourage you to post to as many colleagues as possible to encourage great discussion. The courses that are most beneficial for people are always the courses that have the strongest forum participation in terms of posting and responding. Please respond in a thoughtful way that forwards the discussion. Saying "great" or "I agree" does not really add much value to the discussion. Remember, you are thinking and pondering questions together. Each person's wisdom should add to another's.

Remember, it is NOT about the grade or points! It is about creating a community of learners.

Explanation of Forum Grading Rubric – Residencies and Practicum Courses

0 = Forum is missing a post and was opened for at least 48 hours.

3 = Discussion was posted to the forum.

4 = Discussion was posted to the forum and one response to others noted.

5 = Discussion was posted to the forum and two responses to others noted (minimum).

We encourage you to post to as many colleagues as possible to encourage great discussions. The courses that are most beneficial for participants are always the courses that have the strongest forum participation in terms of posting and responding. Please respond in a thoughtful way that forwards the discussion. Just saying "great" or "I agree" does not really add much value to the discussion. Remember, you are thinking and pondering questions together. Each person's wisdom should add to another's. It is NOT about the grade or points! It is about creating a community of learners.

Chat Grading Rubric

Grading Rubric for Live or Recorded Chats

Option 1:

(25%) Adult learner was present for the live chat session.

(75%) Adult learner contributed to the quality of the chat.

Option 2:

The Adult Learner reviewed the missed chat recording before the next scheduled live chat AND EITHER

(50%) submitted a basic summary of the discussion to the weekly assignment called Chat Attendance OR

(100%) submitted a comprehensive summary of the discussion to the weekly assignment called *Chat Attendance*.

Assignment Grading Rubric

Grading Rubric for Assignments

The assignment is thorough, meaningful, and organized. (40%)

Use of oral or written language is excellent with clear communication. (25%)

The assignment clearly covers all directions given. (25%)

Submission was on or before due date. (10%)



Grievance Policy

MONTESSORI LIVE ARBITRATION PROCEDURES

Purpose

1. To arbitrate significant complaints or grievances by students, staff, or supervising educators, in areas listed below.
2. To decide on a course of action, in response to a grievance, which shall be binding on all parties involved (see note on “appeal procedures” below).

Composition of Arbitration Committee

The Arbitration Committee will be composed of the following persons who shall remain members of the committee until the end of the fiscal year (July is the first month; the following June is the last month of the Montessori Live fiscal year).

- Executive Director
- Registrar
- Montessori Live Board of Directors

Areas of Grievances

The Arbitration Committee of the training program will consider grievances containing allegations against the program and/or its management, faculty, and staff in the following areas:

1. Seriously incomplete training by a lecturing instructor that is significantly diminished or divergent from the published syllabus;
2. Program’s failure to meet instituted requirements during the practicum/internship phase; and
3. Program’s failure to meet financial obligations to anyone due to those obligations.

The Arbitration Committee will only consider problems in the above areas that the committee decides are serious enough to jeopardize the student’s right to satisfy their training and the right of others of just recompense for their services. Grievances, which the committee decides, are not serious enough to warrant a hearing will not be heard (see note on “appeal procedures” below).

Grievance Procedure

1. A person initiating a complaint must first consult with the person against who the complaint is being brought and attempt to work out a satisfactory solution. The executive director must give final approval to any solutions that involve a change in course requirements (assignment and attendance requirements).
2. If a complaint is not resolved to everyone’s satisfaction by this initial contact, the problem can then be brought before the program’s Arbitration Committee who shall decide if it is worthy of a hearing.
3. In the event of a hearing, the committee shall hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee shall decide, by majority vote, a course of action, which shall be binding on all parties.

Notification

Guidelines published in the most recent copy of the Student Handbook will apply.



Practicum Requirements

Practicum Experience

Contiguous with philosophical theory and lessons in curriculum presented by program instructors, an academic yearlong supervised professional experience for the student educator is an absolute key to the success of a Montessori training program. Such consistent “internship” observation of children working under the mentorship of a master Montessori educator is a deep form of learning. Learning that arises from practical observation and need provides an effective, contextual form of training leading to the earning of a Diploma.

Prerequisites for Practicum Experience:

- Successful completion of all philosophy, curriculum, and classroom management courses required for certification
- Approval of practicum site*

Once all prerequisites are completed, Montessori Live will grant permission for the student educator's Practicum to officially begin.

* It is the student educator's responsibility to arrange for employment and placement at a school for the Practicum. Forms for approval of site are also available in the Practicum Handbook that will be given to the student educator upon notification of intent to enroll in the Educator Practicum course.

The program does not support the financial burden of monitoring practicum sites. We make sure that the learning environments have a basic assortment of Montessori materials to ensure adequate practice by observing educators in their environments and virtually touring the environment to make suggestions on design.

Practicum Site Requirement for Supervised Practicum

The intern's practicum site must ensure the following requirements:

- Age Range of Students: The intern must make arrangement to work in a learning environment that contains children predominantly between the ages of 3-6 years old for interns completing the Early Childhood practicum and predominantly 6-9 years old for interns completing the Elementary I practicum.
- Environment: The intern's learning environment must have a full complement of Montessori materials. The classroom environment should be consistent with the description in these guidelines for the age level served.
- Job Description/Contract: The school has given to the intern a job description and/or contract.
- Supervision: The school agrees **not to** ask the intern to assume total responsibility for a class without the presence of a supervising teacher or other qualified staff person unless the intern is in a self-directed internship where the training program will assume more responsibility for oversight and communication with the school administration.
- School Policies: The school has communicated to the intern administrative policies and guidelines for the internship.
- Non-Discriminatory Policy: The school has published non-discriminatory policies for both students and faculty/staff.
- Instructional/Observation Time Allowance: The school allows the intern release time to meet training observation requirements.
- Completion Support: The school will be generally supportive of the intern in efforts to meet her/his practicum requirements.



Standards and Responsibilities for Supervisors

Supervising Educator Criteria

1. Credentials: Supervisors must hold a MACTE accredited teacher training program credential or the equivalent and supply a copy of that to the training program's registrar. The course director shall determine exceptions and report them to MACTE.
2. Teaching Experience: The supervising educator must be in at least the second year of teaching in a Montessori setting.
3. Student Experiences: The supervising educator is responsible for providing experiences relating to the following areas:
 - preparation of indoor and outdoor environments
 - observation and recording – observing, responding/planning, assessing, maintaining records
 - interaction – relations among parents, staff, and children
 - instruction – designing activities, individual and group presentations
 - management – individual and group strategies
 - parent/community involvement – family support and community services; parent education, interviews, conferences, and meetings; open house
 - staff involvement – participation in meetings, establishing team compatibility and problem-solving techniques.
4. Meetings:
 - Supervising educators must schedule regular sessions at least once per week to review progress and plan activities in the above areas.
 - Montessori Live Practicum Course Instructor will act as field supervisor for students in each cohort. In place of field visits (unless otherwise stated), interns will participate in weekly chats with the instructor focusing on assistance and support. Video conferencing will be used to survey the learning environment for each intern at least twice during the year.
5. Assessment: The supervising educator must complete and submit all evaluation forms requested by the training program at the designated times.
6. Communication: The supervising educator must complete and submit all evaluation forms requested, at the designated times and be in communication with the Montessori Live PRED Practicum Instructor.

Internships with a Supervising Educator – In addition to the above requirements, the supervising educator must be in the intern's classroom full time. If a supervising educator has interns from more than one program, the total number must not exceed the limit of two students per session.

Self-Directed Internships

*****For Self-Directed Internships***** – Interns requiring a self-directed internship will be required to maintain weekly contact with the training center throughout their internship year. They will participate in the online PRED course for the first semester with all interns in their cohort. During the second semester, self-directed interns will be required to stay in contact on a weekly basis with the PRED course instructor through video conferencing, email, or by phone. A third virtual or live observation of the intern's learning environment will be required as well as contact during each semester between the PRED instructor and the intern's direct administrative supervisor.



Practicum Forms

The following forms are provided for use by participants, observers, and supervisors in documenting the participants Practicum performance.

1. Practicum Conference Report
2. Variation Form for Field Observations
3. Practicum Site Information Agreement
4. Supervising Educator Agreement
5. Montessori Live Field Supervisor Agreement
6. Montessori Live Educator/Environment Observation Form



Practicum Conference Report

Contact Report between Field Supervisor and Practicum Participant

Month/Year: _____ Participant's Name: _____

Residency site (school where practicum is taking place): _____

Contact venue (internet chat, phone conversation, etc.): _____

Actual date, time, and duration of meeting: _____

Meeting was conducted (circle one): In person Video chat Phone Online class Other

Sample topics to be addressed during conference:

- Progress on building relationship with supervising educator (designation of learning environment responsibilities, communication methods, etc.)
- Discussions on individual students (request for advice on interventions, steps for accommodations, etc.)
- Participant's progress with completing requirements for year-long project, materials project, student case study, observations in other schools, and making arrangements for required video presentations to be submitted
- Community and parent relations – discussion on how cooperative relationships are being developed and maintained with not only parents but also fellow faculty members and the community at-large



Practicum Conference Report

Contact Report between Field Supervisor and Practicum Participant
Narrative Summary of Contact (can be completed below or attached to this form):

Field Coordinator's or Course Instructor's Signature:

Date:



Verification Form For Field Observations

Name of Intern: _____

Practicum Site: _____

Name of Observer: _____

Visit/Observation Date Observer's Signature

1. _____

2. _____

3. _____



Verification Form For Field Observations

COMMENTS:



Practicum Site Information Agreement

School Name: _____ Academic Year: _____

Address: _____

School Phone: _____ School Fax: _____ Email: _____

Head of School: _____ Head of School Email: _____

Intern(s) in Residence:

		Site Response (circle one)	Required Documentation Attached
1.	JOB DESCRIPTION/CONTRACT: The intern has been given a written job description and/or contract.	yes no	copy of job description/contract
2.	NON-DISCRIMINATORY POLICY: The school has a written non-discriminatory policy for students and faculty/staff.	yes no	copy of published policy
3.	SCHOOL POLICIES: The school has communicated to the intern administrative policies and guidelines for the internship.	yes no	Copy of agreement
4.	SUPERVISION: The school agrees not to ask the intern to assume total responsibility for a class without the presence of a supervising teacher or other qualified staff person.	yes no	(none)
5.	COMPLETION SUPPORT: The school will be generally supportive of the intern in efforts to meet her/his practicum requirements.	yes no	(none)
6.	INSTRUCTIONAL/OBSERVATION TIME ALLOWANCE: The school allows the intern release time to meet program training requirements and observations.	yes no	(none)
7.	AGE RANGE OF CLASS: The intern's classroom contains children predominantly between the ages of 6- through 9-years-old.	yes no	(none)
8.	ENVIRONMENT: The intern's classroom has a full complement of Montessori materials. The classroom	yes no	(none)



Practicum Site Information Agreement

[] environment is consistent with the description in these guidelines
for the age level served.

As executive administrator of the above educational institution, I have read the goals and expectations for interns, sites, and cooperating teachers. I agree to monitor an intern and will provide the required support.

Head of School's Signature

Date



Supervising Educator Agreement

Name of Supervising Educator: _____

Name of Intern: _____

Supervising Educator's Home Address: _____

Direct Phone Number: _____ Direct Email Address: _____

Practicum School Site Name: _____ School Phone Number: _____

Circle One

1.	CREDENTIALS: Supervising Educator holds a MACTE accredited teacher training program credential or the equivalent. The course director shall determine exceptions and report them to MACTE.	yes	no	Attach a copy of your teaching credentials to this form
2.	FIELD EXPERIENCE: Supervisor must be in at least the second year of teaching after receipt of Montessori credential.	yes	no	(none)
3.	SUPERVISION: Supervising Educator works in the Intern's classroom full time. If a Supervising Educator has Interns from more than one program, the total number must not exceed the limit of two Interns per session.	yes	no	(none)

Agreements	Initial Each Here
The Supervising Educator agrees to be responsible for providing experiences relating to the following areas: • <i>preparation</i> of indoor and outdoor environments • <i>observation and recording</i> - observing, responding/planning, assessing, maintaining records • <i>interaction</i> - relations among parents, staff, and children • <i>instruction</i> - designing activities, individual and group presentations • <i>parent/community involvement</i> - family support and community services: parent education, interviews, conferences, and meetings; open house • <i>staff involvement</i> - participation in meetings, establishing team compatibility and problem-solving techniques.	
The Supervising Educator agrees to schedule regular review sessions at least once per week to review progress and plan activities in the above areas	
The Supervising Educator agrees to complete and submit all evaluation forms requested by the Montessori Live program at the designated times.	



Supervising Educator Agreement

As Supervising Educator, I attest that all of the information entered on this form is completely accurate. I have read the goals and expectations for Interns, Practicum Sites, Supervising and Cooperating Educators. I agree to support the above Intern in fulfilling requirements as prescribed by Montessori Live.

Signature of Supervising Educator

Date



Montessori Live Field Supervisor Agreement

Name of Field supervisor: _____

Name of Intern: _____

Field supervisor's Home Address: _____

Field supervisor's Direct Phone Number: _____

Direct Email Address: _____

Practicum School Site Name: _____

School Phone Number: _____

Required Documentation Attached (circle one): Yes No

1. CREDENTIALS: Field Supervisor holds a MACTE accredited teacher training program credential or the equivalent. The course director shall determine exceptions and report them to MACTE.

Yes No

(provide a copy of your teaching credential attached to this form)

2. FIELD EXPERIENCE: Field Supervisor must be in at least the second year of teaching after receipt of Montessori credential

FOR MONTESSORI LIVE REGISTRAR ONLY: All necessary paperwork and background checks have been performed to verify credentials and experience.

Initial Each

The Field Supervisor agrees to be responsible for providing experiences relating to the following areas:

- *preparation of indoor and outdoor environments*
- *observation and recording* - observing, responding/planning, assessing, maintaining records
- *interaction* - relations among parents, staff, and children
- *instruction* - designing activities, individual and group presentations
- *parent community involvement* - family support and community services: parent education, interviews, conferences, and meetings; open house
- *staff involvement* - participation in meetings, establishing team compatibility and problem-solving techniques.

The Field supervisor agrees to schedule regular review sessions at least once per month to review progress and plan activities in the above areas. The Field supervisor must also meet with the Supervising Educator for needed assessment of the Intern's job performance. The Field supervisor agrees to complete and submit all evaluation forms requested by the Montessori Live program at the designated times.



Montessori Live Field Supervisor Agreement

As Supervising Educator, I attest that all of the information entered on this form is completely accurate. I have read the goals and expectations for Interns, Practicum Sites, Cooperating Educators. I agree to support the above Intern in fulfilling requirements as prescribed by Montessori Live.

Signature of Supervising Educator

Date



Montessori Live Educator/Environment Observation Form

Date: _____ Observer's Name: _____

1.	LE age levels of students/ number of students present/ of educators/visitors present	
ENVIRONMENT		
2.	Is it well prepared and aesthetically pleasing? Did the children show grace and courtesy by greeting you? Describe	
3.	Is the environment calming, peaceful or chaotic? Is there evidence of kindness and respect? Describe.	
4.	Is there a sense of orderliness or clutter? Do children regularly replace chairs, rugs, and materials?	
5.	Are the children and educators in a symbiotic relationship that appears natural? Is a respectful social "learning community" present? Describe.	
6.	How does the environment encourage concentration? Are children moving toward independent work or is the adult in total control?	
	Is the learning environment noisy or unnaturally quiet? Or does it possess a hum of concentrated work and communal discourse?	
7.	What is the percentage of learners who appear to be thriving, wilting, or stunted?	
EDUCATOR		
8.	Two adults: co-teaching or head/assistant? Describe.	
9.	What is the educator's tone with the children? Is any adult acting more as a traditional teacher than facilitator?	



Montessori Live Educator/Environment Observation Form

10.	How does the educator encourage choice and responsibility? Does the educator appear overly concerned (controlling) about the work or lack of work going on?	
11.	How autonomous does the learning environment appear -- are the children solving their own problems or depending on the educator too much?	
12.	How does the educator function DIRECTLY and INDIRECTLY in the learning environment?	
13.	Do you observe evidence that the educators present in the learning environment are working as a team?	
14.	Do you notice BOTH educators observe the children? Is there evidence of a UP person and a DOWN PERSON?	
15.	Other comments	
CHILDREN		
16.	Are children exhibiting independent, self-motivated, self-directed learning?	
17.	What evidence of concentration and focus do you observe?	
18.	Do you witness expressions of joy within the company of children?	
19.	How many children are active within a specific work cycle? How are the children who are not active affecting the community of learners?	
20.	Do you notice any students who may have special learning needs? What are the clues?	
21.	How do the educators redirect children who are wandering, appear lost, or are seeking attention?	
22.	Are transitions smooth or difficult? Describe this process.	



Montessori Live Educator/Environment Observation Form

Reviewed with adult learner: Y N

Adult learner signature: _____ Date: _____
(Page 2 of 2 Pages)



Student Handbook Acknowledgement

Acknowledgment

I agree to abide by the policies of Montessori Live as outlined in the Student Handbook and will complete the acknowledgment form on this page of the Student Handbook.

Disclaimer and Signature

I certify that my answers on the online application are true and accurate to the best of my knowledge and belief. I acknowledge that my acceptance into a program of study is complete when I receive written confirmation from the Registrar's Office.

Participant's Printed Name: _____

Participant's Signature: _____

Date: _____

Date Received by Montessori Live: _____

Received by: _____