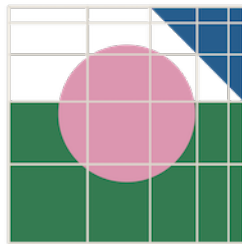




MONTESSORI LIVE

Program Handbook

For Adult Learners*



MONTESSORI
ACCREDITATION
COUNCIL FOR TEACHER
EDUCATION

Table of Contents

GENERAL INFORMATION	6
<hr/>	
PURPOSE STATEMENT	6
OUR MISSION	6
OUR HISTORY	6
GOVERNANCE	7
NON-DISCRIMINATION	8
NON-PROFIT – CHARITABLE CONTRIBUTIONS	8
NOTICE OF PRIVACY ACT – FERPA	8
STUDENT RIGHTS AND RESPONSIBILITIES	9
ACADEMIC INTEGRITY	9
PROGRAM RESPONSIBILITIES	10
CONTACT INFORMATION	11
EMAIL CONTACTS	11
TEACHER TRAINING PROGRAMS OF STUDY	12
<hr/>	
MACTE COMPETENCIES	12
RESIDENCY LOCATIONS	12
EARLY CHILDHOOD (EC) TRAINING PROGRAM	12
THE EARLY CHILDHOOD COURSE REQUIREMENTS	13
EARLY CHILDHOOD (EC) – ACADEMIC SCHEDULE	14
ELEMENTARY I TEACHER TRAINING PROGRAM	14
ELEMENTARY I (EL I) COURSE REQUIREMENTS	15
ELEMENTARY I (EL I) – ACADEMIC SCHEDULE	16
ELEMENTARY I-II (EL I-II) TEACHER TRAINING PROGRAM	16
ELEMENTARY I-II (EL I-II) COURSE REQUIREMENTS	17
ELEMENTARY I-II (EL I-II) - ACADEMIC SCHEDULE	18
ELEMENTARY II (+ ELEMENTARY I CREDENTIAL) (EL II-C) PROGRAM	18
ELEMENTARY II-C (EL II-C) COURSE REQUIREMENTS	19
ELEMENTARY II-C (WITH AN ELEMENTARY I CREDENTIAL) ACADEMIC SCHEDULE	20
ELEMENTARY II (STANDALONE) (EII-SA) PROGRAM	20
ELEMENTARY II SA (EL II SA) COURSE REQUIREMENTS	21
ELEMENTARY II (STANDALONE) (EL II SA) - ACADEMIC SCHEDULE	22
SCHOOL LEADERSHIP PROGRAM	22
<hr/>	
SCHOOL LEADERSHIP CERTIFICATE OPTION ONE – PROFESSIONAL DEVELOPMENT	22
SCHOOL LEADERSHIP DIPLOMA OPTION TWO – MACTE-ACCREDITED	23
MACTE STANDARDS FOR SCHOOL LEADERSHIP PROGRAM	23
SCHOOL LEADERSHIP COURSE REQUIREMENTS	24
SCHOOL LEADERSHIP - ACADEMIC SCHEDULE	26

PROFESSIONAL DEVELOPMENT	26
<hr/>	
REGISTRATION	27
<hr/>	
GENERAL ENROLLMENT INFORMATION	27
HOW TO APPLY FOR TEACHER CERTIFICATION	28
HOW TO APPLY FOR THE SCHOOL LEADERSHIP CERTIFICATE PD PROGRAM	29
HOW TO APPLY FOR THE SCHOOL LEADERSHIP DIPLOMA PROGRAM	29
PREFERRED METHOD OF PAYMENT	29
ADD/DROP REQUESTS	29
LATE REGISTRATION	29
TUITION AND FEES	30
TUITION	30
REGISTRATION FEES	30
EXPENSES FOR TEXTBOOKS/MATERIALS	30
ALTERNATIVE TUITION PAYMENT AGREEMENTS	30
COURSE DESIGN AND DELIVERY	31
<hr/>	
ONLINE FOUNDATIONAL COURSES	31
ONLINE CURRICULUM COURSES	31
PRACTICUM AT YOUR LOCATION FOR SUPERVISED TEACHERS	31
PRACTICUM AT YOUR LOCATION FOR SELF-DIRECTED TEACHERS	32
ONLINE SCHOOL LEADER COURSES	33
SCHOOL LEADER PRACTICUM AT YOUR LOCATION	33
RESIDENCY COMPONENT	33
<hr/>	
SEQUENCE REQUIREMENTS	34
<hr/>	
DESCRIPTIONS OF ONLINE COURSES	34
<hr/>	
FOUNDATIONAL COURSES (ALL PROGRAMS)	34
FDN – FOUNDATIONS OF MONTESSORI PHILOSOPHY	34
OBS – OBSERVATION AND CLASSROOM MANAGEMENT	34
LANGUAGE COURSES	35
LNCE – CORRECT EXPRESSION, HANDWRITING, AND WHOLE LANGUAGE READING	35
LNPH – PHONICS, SPELLING, AND PUNCTUATION	35
LNGR – GRAMMAR AND WRITING	35
CULTURAL COURSES	36
CBPU – BIG PICTURE OF THE UNIVERSE	36
CEHS – EARTH AND HUMAN STUDIES	36
MATHEMATICS COURSES	37
MTNU – NUMERATION AND PLACE VALUE	37
MTOP – OPERATIONS WITH WHOLE NUMBERS (+ AND X)	37
MTEC – MATHEMATICS FOR EARLY CHILDHOOD	37
MTAO – ADVANCED OPERATIONS WITH WHOLE NUMBERS (– AND ÷)	38

MTGM – INTRODUCTION TO GEOMETRY	38
MTFR – FRACTIONS AND DECIMALS	38
MTAL – DECIMALS AND INTRODUCTION TO ALGEBRA	39
SCHOOL LEADERSHIP COURSES	39
SMCU SURVEY OF MONTESSORI CURRICULUM	39
PRAA – PRACTICAL APPLICATIONS FOR ADMINISTRATORS	40
PRADM – PRACTICUM FOR ADMINISTRATORS	40
RESADM – RESIDENCY FOR ADMINISTRATORS	40
RESIDENCY DESCRIPTIONS	41
LEADERSHIP DIPLOMA RESIDENCY- 40 CLOCK HOURS IN RESIDENCE (4.5 DAYS)	41
EARLY CHILDHOOD RESIDENCY - 80 CLOCK HOURS IN RESIDENCE (10 DAYS)	41
ELEMENTARY RESIDENCIES	42
ELEMENTARY I RESIDENCY – 80 CLOCK HOURS IN RESIDENCE (10 DAYS)	42
ELEMENTARY I RESIDENCY – 20 VIRTUAL CLOCK HOURS (SELF-PACED)	43
ELEMENTARY I REQUIRED RESOURCES	43
ELEMENTARY II RESIDENCY – 80 CLOCK HOURS IN RESIDENCE (10 DAYS)	43
ELEMENTARY II RESIDENCY - 71 VIRTUAL CLOCK HOURS (SELF-PACED)	43
ELEMENTARY I-II RESIDENCY – 120 CLOCK HOURS IN RESIDENCE (15 DAYS)	43
ELEMENTARY I-II RESIDENCY - 71 VIRTUAL CLOCK HOURS (SELF-PACED)	44
ELEMENTARY I-II SUMMER RESIDENCY REQUIRED RESOURCES	44
PRACTICUM/INTERNSHIP EXPERIENCE	44
PRED – PRACTICUM FOR EDUCATORS	44
ASSIGNMENTS FOR CURRICULUM AND FOUNDATIONAL COURSES	46
ASSIGNMENTS FOR PRACTICUM FOR TEACHERS	47
ASSIGNMENTS FOR SCHOOL LEADERSHIP	48
PRACTICUM FOR SCHOOL LEADERSHIP DIPLOMA PROGRAM	49
PRACTICUM FOR ADMINISTRATORS (PRADM)	49
EDUCATOR CERTIFICATION PRACTICUM EXPERIENCES	50
POLICIES AND PROCEDURES	52
<hr/>	
STUDENT-TO-INSTRUCTOR RATIO	52
STUDENT IDENTIFICATION POLICY	52
TRANSFER OF CREDIT	52
ATTENDANCE POLICY	52
RESIDENCY ATTENDANCE	52
PRACTICUM ATTENDANCE	52
ONLINE COURSE ATTENDANCE	52
CHAT AND FORUM ATTENDANCE	53
ACADEMIC INTEGRITY	53
SCHEDULING POLICY	53
PAYMENT AND FINANCIAL AID POLICY	53
EXTENSION POLICY	54
COURSE CANCELLATION POLICY	54
WITHDRAWAL AND REFUND POLICY	54
DISMISSAL PROCEDURES	55
GRIEVANCE POLICY	55
PURPOSE	55
AREAS OF GRIEVANCES	55

GRIEVANCE PROCEDURE	56
CONTACTING MACTE	56
NO GUARANTEE OF EMPLOYMENT	56
STATEMENT OF SERVICES PROVIDED	56
TECHNICAL SUPPORT	56
TECHNOLOGY POLICIES	56
PRIVACY POLICY	57
PERSONALLY IDENTIFIABLE INFORMATION	57
USE OF INFORMATION	57
SECURITY	57
QUESTIONS AND COMMENTS	57
LOGIN INFORMATION	57
COMMUNICATION FROM MONTESSORI LIVE	58
REQUIRED SPECIFICATIONS	58
CONDITIONS REGARDING USE OF MONTESSORI LIVE PROGRAM CONTENT	58
CONTENT MAY NOT BE DOWNLOADED OR COPIED	58
ATTRIBUTION AND CITATIONS	58
ADDITIONAL TERMS	59
SOCIAL NETWORKING	59
MONTESSORI LIVE WEBSITE	59
LEGAL, ADVERTISING AND MARKETING POLICY, AND RELEASE	59
GRADUATION POLICIES AND PROCEDURES	60
EVALUATION POLICIES	60
EXPLANATION OF GRADING RUBRIC FOR ONLINE FORUMS – ONLINE COURSES	60
EXPLANATION OF GRADING RUBRIC FOR RESIDENCIES	60
EXPLANATION OF GRADING RUBRIC FOR LIVE OR RECORDED CHATS	61
EXPLANATION OF GRADING RUBRIC FOR ASSIGNMENTS – ONLINE COURSES	61
EXPLANATION OF GRADING RUBRIC FOR ASSIGNMENTS - RESIDENCY COURSES	61
VIEWING OF VIDEO RESOURCES	61
IMPORTANT FORMS	62
<hr/>	
PROFESSIONAL REFERENCE FORM FOR COLLEAGUE	62
PROFESSIONAL REFERENCE FORM FOR SUPERVISING EDUCATOR	63
PROFESSIONAL REFERENCE FORM FOR HEAD OF SCHOOL	64
PRACTICUM SITE AGREEMENT FOR SUPERVISED TEACHERS	65
PRACTICUM SITE AGREEMENT FOR SELF-DIRECTED TEACHERS	66
SCHOOL SPONSOR VERIFICATION FORM	69
PRADM PRACTICUM SITE AND MENTOR AGREEMENT	70
PRADM CONTACT FORMS	72
RECOMMENDED STUDENT SCHEDULES BY PROGRAM	72
CURRICULUM COURSE FORMS	72
PRACTICUM COURSE FORMS	72
PRACTICUM SYLLABUS	72
PROGRAM HANDBOOK ACKNOWLEDGMENT	73

General Information

Purpose Statement

The purpose of the Montessori Live Educator Training Program is to provide accessible and affordable training and education based on Maria Montessori's educational model. Through the commitment of our faculty and student educators, more children will benefit from humanist and constructivist education.

Purposes and Objectives for Montessori Live:

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

Our Mission

Montessori Live Educator Training Program, Inc. is an accredited non-profit institution providing affordable and adult-friendly Montessori training and certification programs. Online learning supports self-direction and responsibility and offers a unique opportunity to tailor training to the specific needs of adult learners. Summer residencies provide a personal touch. Altogether, Montessori Live has developed a highly effective, adult-friendly training model to support educators and school leaders across the globe.

Through the commitment of our faculty and participating educators, more children will benefit from a transformative and informative educational experience. We support Montessori educators as they nurture and guide the next generation.

Our History

In the summer of 2005, Montessori Live pioneered a relatively new model of distance education: video-based learning. Video streaming has been around for a while, but streaming its content over the Internet only recently became affordable and widely supported by upgrades in high-speed Internet connectivity. Montessori Live is committed to developing programs based on best practices in distance learning and Montessori professional development. We began 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 by filming leaders of the Montessori movement.

- In 2006, Montessori Live created the video library and our first training courses in Montessori philosophy and classroom observation.
- In 2009, the training program's online component was completed with two foundational courses and seven curriculum courses in mathematics, language arts, and cultural studies for teachers of children ages 5-10.
- In 2010, two face-to-face residencies were added to comply with MACTE requirements for distance programs.
- In 2011, our Elementary I program received initial MACTE accreditation as one of the first programs combining distance education with in-person learning.
- In 2011, we offered one of the first training programs for Montessori administrators and school leaders. We partnered with the Sarasota campus of Argosy University, offering concentrations in Montessori teaching and school leadership for their graduate school of education.
- In 2013, through improvements to our website and streaming abilities, students could now access courses and course videos on most tablets and mobile devices.
- In 2014, the Elementary I-II program received initial accreditation from MACTE.
- In 2016, the Early Childhood program received initial accreditation from MACTE.
- In 2017, we expanded our Early Childhood Summer Residency to Auburn, Alabama.
- In 2018, we moved our Elementary I-II Summer Residency to Islamorada, Florida.
- In 2019, our Elementary II stand-alone program received its initial accreditation from MACTE.
- In 2022, we moved our Elementary I-II Summer Residency and School Leadership Residency to Birmingham, Alabama.
- In 2022, Montessori Live's school leadership program was revised to meet MACTE requirements for accreditation.
- On September 9, 2022, this program officially became one of the first Montessori training programs to offer a MACTE-accredited diploma option for school leaders and administrators.
- As of this year, Montessori Live continues to provide high-quality education for Montessori educators and the general public through our Montessori Live website and YouTube channel.

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 now an established model of training. Research has shown that it is not the medium but the instructional methodology that makes the greatest difference. As we pioneer the world of online instruction, our experience will support the growth and sustainability of the Montessori community worldwide. Our vision is to continue supporting the Montessori international community with quality, cost-effective avenues of teacher and administrator certification and professional development. Montessori Live is a registered 501(c)(3) corporation.

Governance

Montessori Live Educator Training Program Inc. is the official name of the Program. We also operate under 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, Elementary I, and Elementary I-II programs.

Board of Directors as of July 1, 2024:

President: Lynn Eremondi
 Treasurer: Mary Beth Gelsleichter
 Ex Officio Member: Dr. Kym Elder, EdD

Vice President: Kindra Muntz
 Secretary: Jenifer Baehr

Administration:

Executive Director: Dr. Kym Elder, EdD
 Marketing Services: Nullen, LLC
 Web Services: Nullen, LLC
 Videographer: Jim Dunn

Administrative Director: Jenifer J. Baehr
 Legal: Shumaker, Loop & Kendrick, LLP
 Accountant: Stephen M. Musco, CPA

Summer Residency Satellite Locations

Auburn Montessori School – 231 E. Drake Avenue, Auburn, Alabama 36830

Joseph Bruno Montessori Academy – 5509 Timber Hill Rd., Birmingham, AL 35242

Geist Montessori Academy – 6058 West 900 North, McCordsville, IN 46055

Faculty – All Programs

Dr. Kym Elder, Ed.D (Instructor all programs)

Mary-Beth Sullivan-Gelsleichter, M.Ed. (EII Residency/Online)

Charlene Kam, MBA (EC Residency)

Whelma Thompson, M.Ed. MBA (EC Residency)

Lynn Eremondi, M.Ed.(EII-V Residency)

Todd Johnson, M.Ed. (Leadership Residency)

Zechariah Hook, BA (EI-II Residency)

Stacie Seipel, BA (EI-II Residency)

Jennifer Blackburn, BA (EI-II Residency)

Video Lecturers – Online Component

Dr. Paul Czaja, PhD

Monique Czaja, BA

Judi Dunlap, M. Ed

Katie Smith, M. Ed

Charlene Kam, M. Ed.

Fatma Singer, BA Ed.

Dr. Kym Elder, EdD

Mary Beth Sullivan-Gelsleichter, M. Ed

Elaine Palmore, M. Ed

Myrna Bonhomme, M. Ed

Tim Seldin, BA

Non-Discrimination

Montessori Live is a not-for-profit that receives no public or government funds. It provides flexible distance-based and face-to-face residency programs for qualified adults pursuing Montessori education, professional advancement, and certifications. Montessori Live does not discriminate by 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.

Non-Profit – Charitable Contributions

Montessori Live is a registered 501(c)(3) corporation and accepts charitable donations. "A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1-800-HELP-FLA OR ONLINE AT www.FloridaConsumerHelp.com, and REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE." REGISTRATION #: CH53972.

Notice of Privacy Act – FERPA

Montessori Live maintains students' privacy by following the Family Educational Rights and Privacy Act, also known as FERPA. The Family Educational Rights and Privacy Act (FERPA) affords students' rights concerning their 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 an access request.

A student should submit to the registrar, Director of Montessori Live, or another appropriate official a written request that identifies the record(s) the student wishes to inspect. The Montessori Live official will make access arrangements and notify the student of the time and place the records may be examined. 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 matter 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 violating 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 student's history, and specify why it should be altered.

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

3. The right to provide written consent before Montessori Live discloses personally identifiable information from the student's education records, except 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, 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 to fulfill his or her professional responsibilities for the training program. Upon request, Montessori Live discloses education records to officials of another school where a student seeks or intends to enroll.

Student Rights and Responsibilities

With fewer restraints, Montessori Live can foster adults into qualified practitioners who embrace Montessori philosophy, pursue excellence in their professional activities, and 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 the 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.

Academic Integrity

Montessori Live strives to maintain the highest standards of academic integrity. Commitment to those standards is the responsibility of every student, faculty, and staff member of Montessori Live. Failure to comply with this policy may result in expulsion from the Program at the sole discretion of the Montessori Live administration.

Cheating is defined as *using unauthorized material or receiving unauthorized assistance from any source other than Montessori Live's course resources OR submitting assignments dependent on particular course components (such as video resources, lesson plans, or textbooks) without using or including those resources.* An example includes posting a reflection to the forum using information gained from other students' posts without first viewing Montessori Live videos, lectures, manuals, or materials.

Plagiarism is *using another's words, ideas, or expressions without appropriate acknowledgment. Examples include quoting from a source but failing to document any unique ideas or quotes from that source or fabricating or inventing sources.*

The online component of our Program depends on students viewing video lessons and lectures as well as other assignments and resources posted for each week of a course.

Students must review and complete all resources weekly to pass each online module. Students must also post to daily discussion forums and submit other assignments as requested by instructors. All work must be original and not copied from other resources without proper citation.

Montessori Live can track a student's progress through our course management system (Moodle). Suppose it becomes evident that a student is attempting to complete our coursework without viewing these resources substantially and thoroughly. In that case, the student may be required to repeat the module or be unregistered from the Program at the sole discretion of the Montessori Live administration.

Program Responsibilities

To protect the rights of students, Montessori Live will fulfill the following responsibilities:

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 portray Montessori Live reliably, truthfully, and accurately.

3. Academic Programming

- a. Maintain quality consistent with our institution's mission statement, purposes, and objectives.
- 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 individual students request.
- c. Provide fair and reasonable academic evaluation, with grades and assessments that are meaningful, timely, and based on student performance quality; maintain transcripts and records; and guarantee confidentiality and student access to records.
- d. Award certificates when merited; inform students regularly of their academic progress, and award certifications after all stated requirements and tuition payments are satisfied.
- e. Provide adequate facilities (physical plant and electronic networking infrastructure) to support academic goals for the residency component.
- f. Offer quality instruction that employs faculty members with the appropriate credentials and experience who are well-prepared and current in their fields. They 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, our marketing material, and our Student Handbook.
- i. Embrace and respect the principle of academic honesty and professional integrity.
- j. Maintain written dismissal policies, publish causes for release in a clear and specific form and dismiss a student only for the right reasons with due process.

4. Financial Arrangements

- a. Provide complete and accurate information on the total cost of the training program.
- b. Maintain and employ fair and accurate refund policies and provide written information on such systems.
- 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 consistent tuition increases and provide notice of increases to inform students about economic instability in the event such a condition should exist.

5. Recordkeeping

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

Contact Information

Montessori Live Educator Training Program, Inc.

Business Office Location (no correspondence): 950 Tamiami Trail, Ste. 104, Sarasota, FL 34236

Correspondence/payments: PO Box 50640, Summerville, SC 29485

Main Phone: 833-366-5483 (Toll-Free)

Email Inquiries: info@montessorilive.org

Montessori Live Support: techsupport@montessorilive.org, www.montessorilive.org

The Montessori Live main telephone is a direct line to our registrar's office and is monitored Tuesdays, Wednesdays, Thursdays, and Fridays from 9 AM – 4 PM EST. These times are conditional upon holidays, availability, and unforeseen factors.

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

Email Contacts

Dr. Kym Elder, Ed.D, Executive Director: kymelder@montessorilive.org

Jenifer J. Baehr, BS, Administrative Director: jeniferbaehr@montessorilive.org

General Administration: admin@montessorilive.org

Technical Support: techsupport@montessorilive.org

General Information: info@montessorilive.org

Admissions: registrar@montessorilive.org

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, Virginia 22902, www.macte.org, 434-202-7793, info@macte.org

Teacher Training Programs of Study

The School Leadership, Early Childhood, Elementary I, Elementary I-II, and Elementary II C (with an EI certificate), and Elementary II Stand-Alone programs are fully accredited by The Montessori Accreditation Council for Teacher Education (MACTE).

MACTE Competencies

I Content Knowledge – Understands the theory and content regarding:

- 1a. Montessori Philosophy
- 1b. Human Growth and Development
- 1c. Subject matter (specify: Practical life, Sensorial, Language, Mathematics, Geometry, Cosmic education, Peace education, The arts, Fine and gross motor skills)
- 1d. Community resources for learning

II Pedagogical Knowledge – Understands the teaching methods and materials used regarding:

- 2a. Correct use of Montessori materials
- 2b. Scope and sequence of curriculum
- 2c. The prepared environment
- 2d. Parent/educator/family community partnership
- 2e. The purpose and methods of observation
- 2f. Planning for instruction
- 2g. Assessment and documentation
- 2h. Reflective practice
- 2i. Support and intervention for learning differences
- 2j. Culturally responsive methods

III Practice – Can demonstrate and implement within the classroom

- 3a. Classroom leadership
- 3b. Authentic assessment
- 3c. Montessori philosophy and methods (materials)
- 3d. Parent/teacher/family partnership
- 3e. Professional responsibilities
- 3f. Innovation and flexibility

Residency Locations

Early Childhood Summer Residency – Auburn, Alabama

School Leadership, Elementary I, Elementary I-II Summer Residency – Birmingham, Alabama

Elementary I, Elementary I-II, Elementary II Summer Residency – McCordsville, Indiana

Early Childhood (EC) Training Program

The Early Childhood Certification Program is accredited by the Montessori Accreditation Council of Teacher Education (MACTE) and is intended for adults working with students ages 3 to 6. To be considered fully trained as a Montessori educator for ages 3 to 6, a participant must complete the entire Early Childhood training program, including the online component, summer residency, and one teaching practicum. A bachelor's degree is not necessary but is recommended to participate in the Early Childhood Certification Program.

Note: A bachelor's degree, an associate degree, or some college credit may be required in many states for adults working with preschool-age children. Participants must check with their local government agencies to determine

what is necessary for the state where they will be employed. Montessori Live is not responsible for making this determination.

Montessori Live online courses are offered six times throughout the year. The Foundations of Montessori Philosophy course can be taken before or concurrently while enrolling in curriculum courses. The Observation course may be taken in the summer. The Summer Residency for the Early Childhood Program is scheduled for July.

The program cost varies depending on the level of participation and prior training in Montessori pedagogy. Not all courses will be given at the same time. Refer to the [current schedule](#) on the Montessori Live website for upcoming course offerings. Montessori Live requires payment for each course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program.

To enroll in the Montessori Live MACTE accredited certification program, an applicant must: 1) submit any college-level transcripts, 2) complete an online application, 3) meet all admission requirements, 4) submit supporting documentation, and 5) provide evidence of applicant's ability to practice in a Montessori learning environment during the program.

If a participant should wish to receive a MACTE diploma, a completed application must be submitted to the Registrar. A course completion certificate is awarded after each course. For those completing the entire Early Childhood program, a Montessori Live diploma is awarded a MACTE seal.

Montessori Live is an adult-centered, affordable option for Montessori training. It is one of the first blended online and face-to-face programs for teacher training in the international Montessori community. Montessori Live is a MACTE-accredited, not-for-profit independent educator training program.

The Early Childhood Course Requirements

EC Online Component: (suggested order/prerequisites)

Foundational Courses (8 weeks each)

- Foundations of Montessori Philosophy (FDN)
- Observation, Classroom Management, and Child Development (OBS)

Curriculum Courses (7 weeks each)

- Correct Expression, Handwriting, Whole Language (LNCE)
- Phonics, Spelling, and Punctuation (LNPH)
- Numeration and the Decimal System (MTNU)
- Operations with Whole Numbers (+ *) (MTOP) (prerequisite MTNU)
- Early Childhood Math (- /) (MTEC) (prerequisite MTNU)

EC Practicum Component

Practicum (semester-long course with teaching component)

- Practicum (online course) (September-June) (PRED)
- For full-time employees, an internship with a Teaching Component (Sept-June at your location) in a 3-6 age environment includes 800-1,000 hours of teaching experience. MACTE requires a minimum of 400 clock hours, which includes 120 hours spent in the classroom actively practicing with children.

EC Residency Component

In-Person Residency (80 clock hours)

- Summer Residency (10-day) (RESS-EC) (Auburn, Alabama)

Early Childhood (EC) – Academic Schedule

Early Childhood (ages 3-6) - Academic Schedule Table					
Dates	Curriculum Component	Instructor	Academic Contact Hours EC	Class Time - Online	Class Time In-Residence
varies	Foundations of Montessori Philosophy (FDN)	Dr. Kym Elder	50	1 hour weekly	n/a
varies	Observation and Classroom Management (OBS)		50		
(courses offered every 8 weeks - schedule varies)	Correct Expression, Handwriting, and Whole Language (LNCE)		30		
	Phonics, Spelling and Punctuation (LNPH)		30		
	Numeration and Place Value (MTNU)		30		
	Operations with Whole Numbers (MTOF)		30		
	Early Childhood Math (MTEC)		30		
July	Summer Residency - 10 days face-to-face (80 hours) (RESS-EC)	Charlene Kam / Whelma Thompson	80	n/a	8:00 AM - 5:00 PM Monday - Saturday
Sept to June	Online Educator Practicum Course (PRED)	Dr. Kym Elder	60	10 - 1 hour chats throughout the year	n/a
	Educator Practicum Teaching Requirement (minimum 520) (recommended 600-800)	Supervising Educator / Self-Directed	400		n/a
Total Hours			790		
Total Courses			9		

Elementary I Teacher Training Program

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. To be considered fully trained as a Montessori educator for ages 6 to 9 years, a participant must complete the entire Elementary I program, including the online component, summer residency, and one teaching practicum.

Montessori Live Courses will be offered six times throughout the year. The Foundations of Montessori Philosophy course can 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/July each year.

The program cost varies depending on the level of participation and prior training in Montessori pedagogy. Not all courses will be given at the same time. Refer to the [current schedule](#) on the Montessori Live website for upcoming course offerings. Montessori Live requires payment for each course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program.

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

If a participant should wish to receive a MACTE diploma, a completed application must be submitted to the Registrar. A course completion certificate is awarded after each course. A Montessori Live diploma is awarded a MACTE seal for those completing the full Elementary I program.

Montessori Live requires payment for each 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. It

is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

Elementary I (EL I) Course Requirements

EL I Online Courses

Foundational Courses (8 weeks each)

- Foundations of Montessori Philosophy (FDN)
- Observation, Classroom Management and Child Development (OBS)

Curriculum Courses (7 weeks each)

- Big Picture of the Universe (CBPU)
- Earth and Human History (CEHS) (prerequisite CPBU)
- Correct Expression, Handwriting, Whole Language (LNCE)
- Phonics, Spelling, and Punctuation (LNPH)
- Numeration and the Decimal System (MTNU)
- Operations with Whole Numbers (+ x) (MTO) (prerequisite MTNU)
- Advanced Operations with Whole Numbers (- /) (MTAO) (prerequisite MTNU & MTO)
- Geometry Studies (MTGM)

EL I Practicum Component

Practicum (semester-long course with teaching component)

- Practicum (online course) (Sept-June) (PRED)
- Internship with a Teaching Component – (Sept-June at your location) in a 6-9 age environment includes 1000-1200 hours of teaching experience for full-time employees. A minimum of 400 clock hours is required by MACTE, which includes 120 hours spent in the classroom actively practicing with children.

EL I Residency Component

Residency (80 clock hours in-residence) (20 clock hours virtual)

- Summer Residency for Lower Elementary (10-days) (RESS-EI) (location varies)
- Summer Residency Virtual Self-Paced (20 hours) (RESS-EC VIR)

Elementary I (EL I) – Academic Schedule

Elementary I (ages 6-9) - Academic Schedule Table					
Dates	Curriculum Component	Instructor	Academic Contact Hours ELI	Class Time - Online	Class Time In-Residence
varies	Foundations of Montessori Philosophy (FDN)	Dr. Kym Elder	50	1 hour weekly	n/a
varies	Observation and Classroom Management (OBS)		50		
(courses offered every 8 weeks - schedule varies)	Big Picture of the Universe (CBPU)		30		
	Earth and Human Studies (CEHS)		30		
	Correct Expression, Handwriting, and Whole Language (LNCE)		30		
	Phonics, Spelling and Punctuation (LNPH)		30		
	Numeration and Place Value (MTNU)		30		
	Operations with Whole Numbers (MTOP)		30		
	Advanced Operations with Whole Numbers (MTAO)		30		
	Intro to Geometry (MTGM)		30		
July	Elementary I Summer Residency - 10 days face-to-face (80 in-residence) (RESS-EL I)	K. Elder, S. Seipel, J. Blackburn, or Z. Hook (depending on location)	80		8:00 AM - 5:00 PM Daily
June - August	Summer Residency Virtual Lessons for Elementary I (self-paced, 20 hours) (Practical Life, Sensorial, Music, Art, and PE) (RESS-ELV)	Dr. Kym Elder	20	self paced	n/a
Sept to June	Online Educator Practicum Course (PRED)	Dr. Kym Elder	60	10 - 1 hour chats throughout the year	n/a
	Educator Practicum Teaching Requirement (minimum 400) (recommended 1,000-1,200)	Supervising Educator / Self-Directed	400		n/a
Total Hours			900		
Total Courses			13		

Elementary I-II (EL I-II) Teacher Training Program

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. 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, two summer residencies, and one teaching practicum.

Montessori Live Courses will be offered six times throughout the year. The Foundations of Montessori Philosophy course can 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. The Summer Residency for Elementary II is offered in July.

The program cost varies depending on the level of participation and prior training in Montessori pedagogy. Not all courses will be given at the same time. Refer to the [current schedule](#) on the Montessori Live website for upcoming course offerings. Montessori Live requires payment for each course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program.

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

If a participant should wish to receive a MACTE diploma, a completed application must be submitted to the Registrar. A course completion certificate is awarded after each course. A Montessori Live diploma is awarded a MACTE seal for those completing the Elementary I-II program.

Montessori Live is a MACTE-accredited, not-for-profit independent educator training program. We require payment at the time of enrollment for each 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. It is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

Elementary I-II (EL I-II) Course Requirements

EL I-II Online Component

Foundational Courses (8 weeks each)

- Foundations of Montessori Philosophy (FDN)
- Observation, Classroom Management and Child Development (OBS)

Curriculum Courses (7 weeks each)

- Big Picture of the Universe (CBPU)
- Earth and Human History (CEHS) (prerequisite CPBU)
- Correct Expression, Handwriting, Whole Language (LNCE)
- Phonics, Spelling, and Punctuation (LNPH)
- Grammar and Writing (LNGR)
- Numeration and the Decimal System (MTNU)
- Operations with Whole Numbers (+ x) (MTOP) (prerequisite MTNU)
- Advanced Op w/ Whole Numbers (- /) (MTAO) (prerequisite MTNU & MTOP)
- Geometry Studies (MTGM)
- Fractions and Decimals (MTFR)
- Decimals and Algebra (MTAL) (prerequisite MTFR)

EL I-II Practicum Component

Practicum (semester-long course with teaching component)

- Practicum (online course) (Sept-May) (PRED)
- Internship with a Teaching Component—(Sept-May at your location) in a 6-9 or 9-12 age environment includes 1000-1200 hours of teaching experience for full-time employees. MACTE requires a minimum of 520 clock hours, which includes 120 hours spent in the classroom actively practicing with children.

EL I-II Residency Component

Summer Residency (in-residence and virtual)

- Summer Residency for Lower Elementary (10 days) (RESS-EL I) (location may vary)
- Summer Residency for Upper Elementary (5 days) (RESS-EL II) (location may vary)
 - 71 virtual hours
 - 15 in-person days
- The EL II Summer Residency should be taken after completing all online math and cultural courses and the EL I Summer Residency.

Elementary I-II (EL I-II) - Academic Schedule

Elementary I-II (ages 6-12) - Academic Schedule Table					
Dates	Curriculum Component	Instructor	Academic Contact Hours ELI-II	Class Time - Online	Class Time In-Residence
varies	Foundations of Montessori Philosophy (FDN)	Dr. Kym Elder	50	1 hour weekly	n/a
varies	Observation and Classroom Management (OBS)		50		
(courses offered every 8 weeks - schedule varies)	Big Picture of the Universe (CBPU)		30		
	Earth and Human Studies (CEHS)		30		
	Correct Expression, Handwriting, and Whole Language (LNCE)		30		
	Phonics, Spelling and Punctuation (LNPH)		30		
	Grammar and Writing (LNGR)		30		
	Numeration and Place Value (MTNU)		30		
	Operations with Whole Numbers (MTOP)		30		
	Advanced Operations with Whole Numbers (MTAO)		30		
	Intro to Geometry (MTGM)		30		
	Fractions and Decimals (MTFR)		Mary Beth Gelsleichter		
Decimals, Frac & Alg (MTAL)	30				
July	Elementary I-II Summer Residency - 15 days in-residence (120 clock hours) (RESS-EL I-II)	K. Elder, S. Seipel, J. Blackburn, MB Gelsleichter, or Z. Hook (depending on location)	120		8:00 AM - 5:00 PM Daily
June - August	Summer Residency Virtual Lessons for Elementary I (self-paced, 20 hours) (Practical Life, Sensori, Music, Art, and PE) (RESS-ELV)	Dr. Kym Elder	20	self paced	n/a
June - August	Summer Residency Virtual Lessons for Elementary II - (self-paced, 51 clock hours) (Adv. History, Math, and Language)(RESS-EL II V)	Lynn Eremondi, Mary Beth Gelsleichter, and Dr. Kym Elder	51	self paced	n/a
Sept to June	Online Educator Practicum Course (PRED)	Dr. Kym Elder	60	10 - 1 hour chats throughout the year	n/a
	Educator Practicum Teaching Requirement (minimum 400/ 520) (recommended 1,000-1,200)	Supervising Educator / Self-Directed	520		n/a
			Total Hours	1201	
			Total Courses	17	

Elementary II (+ Elementary I Credential) (EL II-C) Program

The Elementary II program is for those individuals who already have an Elementary I (ages 6-9) credential from a qualified program and want to extend it to include ages 9-12. The short name for this program is EII C to set it apart from the EII SA (standalone). The Elementary II (with an EI Cert) Program is accredited by the Montessori Accreditation Council for Teacher Education (MACTE).

To be considered as an accredited Montessori educator for ages 9 to 12 years a participant must complete the following: Online Component and One In-person Residency.

To enroll in the Elementary I-II MACTE accredited certification program, an applicant must:

- 1) complete an online application,
- 2) submit a 6-9 Montessori certification diploma from a qualified program,

- 3) submit transcripts for the Elementary I program (must include face-to-face hours and proof of practicum/internship),
- 4) meet all admission requirements, and
- 5) provide evidence of the applicant's ability to practice in a 9-12 age Montessori environment during the program.

Montessori offers two options to obtain an expanded Elementary I-II Certificate (MACTE accredited).

OPTION 1:

This option is specifically for adult learners who have completed the Montessori Live Elementary I Certification Program and are graduates. To add the Elementary II level to a Montessori Live Elementary I certificate, a Montessori Live EL I graduate must only complete the Elementary II Summer Residency, Grammar, Fractions, and Algebra online courses.

OPTION 2:

If an adult learner enrolls from another MACTE-accredited Elementary I 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 individually. Participants must take at least three (3) online courses through Montessori Live and participate in the Elementary II Summer Residency. The Registrar will determine if more classes are required.

Under Option 2, to complete the Elementary II portion of the Elementary I-II program (ages 6-12):

Elementary II-C (EL II-C) Course Requirements

EL II-C Online Component

Foundational Courses (8 weeks each)

- Foundations of Montessori Philosophy (FDN)
- Observation, Classroom Management and Child Development (OBS)

Curriculum Courses (7 weeks each)

- Big Picture of the Universe (CBPU)
- Fractions and Decimals (MTFR)
- Decimals and Algebra (MTAL) (prerequisite MTFR)

EL II-C Residency Component

Residency (51 virtual and 40-80 in-person clock hours)

- Summer Residency for Upper Elementary (RESS-EII) (location may vary)
 - 6 virtual days
 - 5-8 in-person days for math and science at EL II level (minimum)

Montessori Live requires payment for each 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.

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. Montessori Live is a MACTE-accredited, not-for-profit independent educator training program.

Elementary II-C (with an Elementary I Credential) Academic Schedule

Elementary II (with an EI Certificate) (ages 9-12) - Academic Schedule Table					
Dates	Curriculum Component	Instructor	Academic Contact Hours EI-II	Class Time - Online	Class Time In-Residence
varies	Foundations of Montessori Philosophy (FDN)	Dr. Kym Elder	50	1 hour weekly	n/a
varies	Observation and Classroom Management (OBS)		50		
(courses offered every 8 weeks - schedule varies)	Big Picture of the Universe (CBPU)		30		
	Fractions and Decimals (MTRF)	Mary Beth Gelseichter	30		
	Decimals, Frac & Alg (MTAL)		30		
July	Elementary II Summer Residency - 15 days in-residence (120 clock hours) (RESS-EL II)	K. Elder, S. Seipel, J. Blackburn, MB Gelseichter, or Z. Hook (depending on location)	120		8:00 AM - 5:00 PM Daily
June - August	Summer Residency Virtual Lessons for Elementary I (self-paced, 20 hours) (Practical Life, Sensorial, Music, Art, and PE) (RESS-ELV)	Dr. Kym Elder	20	self paced	n/a
June - August	Summer Residency Advanced Virtual Lessons for Elementary II - 6 days self-paced (51 clock hours) (RESS-EL II VIR)	Lynn Eremondi, Mary Beth Gelseichter, and Dr. Kym Elder	51	self paced	n/a
			Total Hours	381	
			Total Courses	7	

Elementary II (Standalone) (EII-SA) PROGRAM

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. To be considered fully trained as a Montessori educator for ages 9 to 12 years, a participant must complete the entire Elementary II training program, including the online component, two summer residencies, and one teaching practicum.

Montessori Live Courses will be offered six times throughout the year. The Foundations of Montessori Philosophy course can 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. The Summer Residency for Elementary II is offered in July.

The program cost varies depending on the level of participation and prior training in Montessori pedagogy. Not all courses will be given at the same time. Refer to the [current schedule](#) on the Montessori Live website for upcoming course offerings. Montessori Live requires payment for each course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program.

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

If a participant should wish to receive a MACTE diploma, a completed application must be submitted to the Registrar. A course completion certificate is awarded after each course. For those completing the entire Elementary II program, a Montessori Live diploma is awarded a MACTE seal.

Montessori Live requires payment for each 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. It is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

Montessori Live is a MACTE-accredited, not-for-profit independent educator training program. The entire Elementary I-II program must be completed within four years of the start date of acceptance. A course completion certificate is awarded after each course. A Montessori Live diploma is awarded a MACTE seal for those completing the Elementary I-II program.

Montessori Live is a MACTE-accredited, not-for-profit independent educator training program. We require payment at the time of enrollment for each 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. It is one of the first blended online and face-to-face programs for teacher training in the international Montessori community.

Elementary II SA (EL II SA) Course Requirements

EL II SA Online Component

Foundational Courses (8 weeks each)

- Foundations of Montessori Philosophy (FDN)
- Observation, Classroom Management and Child Development (OBS)

Curriculum Courses (7 weeks each)

- Geometry Studies (MTGM)
- Fractions and Decimals (MTFR)
- Decimals, Fractions, and Algebra (MTAL) (prerequisite MTFR)
- Grammar and Writing (LNGR)
- Big Picture of the Universe (CBPU)
- Earth and Human Studies (CEHS)

EL II SA Practicum Component

Practicum (semester-long course with teaching component)

- Practicum (online course) (Sept-May) (PRED)
- Internship with a Teaching Component – (Sept-May at your location) in a 9-12 age environment includes 1000-1200 hours of teaching experience for full-time employees. A minimum of 400 clock hours is required by MACTE, which includes 120 hours spent in the classroom actively practicing with children.

EL II SA Residency Component

In-Person Residency (71 virtual hours and 80 in-person clock hours)

- Summer Residency for Lower and Upper Elementary (15-days) (RESS-EL I-II) (location may vary)
- Summer Residency for Upper Elementary (RESS-EII) (location may vary)
 - 71 virtual hours self-paced
 - 8 in-person days

Elementary II (Standalone) (EL II SA) - Academic Schedule

Elementary II (ages 9-12) - Academic Schedule Table					
Dates	Curriculum Component	Instructor	Academic Contact Hours EI-II	Class Time - Online	Class Time In-Residence
varies	Foundations of Montessori Philosophy (FDN)	Dr. Kym Elder	50	1 hour weekly	n/a
varies	Observation and Classroom Management (OBS)		50		
(courses offered every 8 weeks - schedule varies)	Big Picture of the Universe (CBPU)		30		
	Earth and Human Studies (CEHS)		30		
	Grammar and Writing (LNGR)		30		
	Intro to Geometry (MTGM)		30		
	Fractions and Decimals (MTFR)		30		
	Decimals, Frac & Alg (MTAL)	Mary Beth Gelseichter	30		
July	Elementary II Summer Residency - 10 days in-residence (80 clock hours) (RESS-EL II)	K. Elder, S. Seipel, J. Blackburn, MB Gelseichter, or Z. Hook (depending on location)	80		8:00 AM - 5:00 PM Daily
June - August	Summer Residency Virtual Lessons for Elementary I (self-paced, 20 hours) (Practical Life, Sensorial, Music, Art, and PE) (RESS-ELV)	Dr. Kym Elder	20	self paced	n/a
June - August	Summer Residency Virtual Lessons for Elementary II - (self-paced, 51 clock hours) (Adv. History, Math, and Language) (RESS-EL II V)	Lynn Eremondi, Mary Beth Gelseichter, and Dr. Kym Elder	51	self paced	n/a
Sept to June	Online Educator Practicum Course (PRED)	Dr. Kym Elder	60	10 - 1 hour chats throughout the year	n/a
	Educator Practicum Teaching Requirement (minimum 400) (recommended 1,000-1,200)	Supervising Educator / Self-Directed	400		n/a
Total Hours			891		
Total Courses			12		

School Leadership Program

The School Leadership Path is our most popular program, tailored for administrators, board members, and support educators who want to understand Montessori pedagogy and methodology in the private and public sectors.

We offer two programs in School Leadership:

The School Leadership path is the appropriate program for school administrators, board members, and support educators who desire to master Montessori pedagogy and methodology in both private and public sectors. We offer two programs in School Leadership: the certificate program and the diploma program.

School Leadership Certificate Option One – Professional Development

The first option is a four-course professional development concentration designed to give school leaders a sense of what is necessary to lead or support Montessori programs and a broad understanding of the curriculum scope and sequence from early childhood through middle school. This program is open to anyone interested in taking a leadership role or support role in a Montessori environment. Adult learners will receive a Montessori Live course completion certificate after each course and a final Montessori Live certificate at the end of the program.

The Montessori School Leadership Program for Professional Development consists of the following four online courses:

Foundational Courses (8 weeks)

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

Curriculum Course (16 weeks)

- Survey of Montessori Curriculum (SMCU) (prerequisite FDN)

Applied Learning (15 weeks)

- Practical Applications for Administrators (PRAA) (prerequisites FDN, OBS, SMCU)

Courses in Montessori education may be taken individually for professional or personal development or as a Montessori Leadership professional development certificate program. There are no registration fees for the certificate program. The enrollment process is streamlined and straightforward. **Applicants complete the online application and submit items 2-5 to registrar@montessorilive.org**

It takes between 1 and 1 1/2 years to complete the Certificate program, depending on when you begin the program. Each online course consists of weekly chats, video lectures, forum reflection postings, assigned readings, and assignments. You can expect to spend 6-8 hours per week on each course.

STEP 1 - Enrolling in Professional Development Certificate Program

1. Complete the online application <https://montessorilive.org/admissions/>
2. A photocopy of a current government-issued photo ID
3. Signed acknowledgment of the Program Handbook
4. A recent (within six months) jpeg headshot photo
5. (Optional) School Sponsor Verification form

School Leadership Diploma Option Two – MACTE-Accredited

The second option leads to an accredited diploma for Montessori school leadership. Participation in this program requires registration fees, an in-person residency, a practicum experience, and supervised observations. Adult learners will receive a Montessori Live course completion certificate after each course and a final diploma after the program.

MACTE Standards for School Leadership Program

The Montessori Live School Leadership Diploma program is accredited by the Montessori Accreditation Council for Teacher Education (MACTE) and is intended for adults leading Montessori schools.

- 1a Montessori Leadership Principles - Demonstrate how Montessori principles are actualized in school leadership.
- 1b Personal and Professional Growth—Engage in personal and professional growth to support the success of staff, faculty, and students.
- 1c Equity, Inclusiveness, and Cultural Responsiveness - Understand and cultivate equitable practices, resources, and services that support equity.
- 1d Ethics - Model ethical behavior in personal conduct and advocate for ethical and legal decisions.
- 2a Onboarding Faculty & Staff - Understand and implement a system to develop the school's professional capacity through recruitment, hiring, and orientation of faculty and staff.
- 2b Support for Faculty & Staff - Engage in mentoring and professional learning that is aligned to the school's philosophy to promote continuous improvement
- 2c Management of Faculty & Staff - Develop systems of evaluation, observation, support, and ongoing guidance of faculty & staff designed for school improvement and student success

- 3a Montessori Philosophy - Demonstrate an understanding of Montessori philosophy, methodology, and educational practice based on the developmental needs of children.
- 3b Montessori Curriculum—Demonstrate an understanding of the Montessori curriculum at each age level, its implementation, and the expectations for Montessori teachers.
- 3c Educational Identity, Culture & Policies - Implement and develop systems, policies, and procedures that support high-fidelity Montessori programs at all levels.
- 3d Community Engagement - Engage and cultivate relationships with community members, partners, and families to enhance the school climate and culture.
- 4a Finances and Fundraising - Demonstrate knowledge of effective utilization of resources and fiscal management practices.
- 4b Facility Management and Environment Design - Demonstrate an understanding of how indoor & outdoor environments are organized to support Montessori philosophy and support faculty to create and maintain positive Montessori learning environments.
- 4c Marketing, Enrollment and Retention - Demonstrate the ability to develop and implement an effective and affordable plan to recruit and orient prospective families to the school's Montessori culture.
- 4d Educational Law - Demonstrate knowledge of school/child-care governmental regulations and policies.
- 4e Principles and Leadership of Governance - Demonstrate knowledge of the different types of school governance (public, private for-profit, private nonprofit) and the role of an administrator within each governance structure.
- 4f Strategic Planning - Demonstrate an understanding of the role of strategic planning and the ability to utilize it for school improvement.

School Leadership Course Requirements

School Leader Online Component

Foundational Courses (8 weeks)

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

Curriculum Course (15 weeks)

- Survey of Montessori Curriculum (SMCU) (Prerequisite FDN and OBS)

Applied Learning (15 weeks)

- Practical Applications for Administrators (PRAA) (Prerequisites FDN, OBS, SMCU)

School Leader Practicum Component

Administrator Practicum (PRADM)

(Prerequisites for the online courses listed above)

- Flexible enrollment for graduates of the PD certification program
- 700 clock hours at your location
- Virtual group chats
- One in-person visit with a local mentor or course instructor
- Continuation of PRAA leadership project
- Project summary presented at the summer residency

***NOTE:** Travel costs, daily rate, and per diem are not included in the course tuition. We recommend finding a local person to be your mentor. The in-person visit must include a facilities tour and verification of site requirements. More details about this visit will be discussed during the online chats.*

School Leader Residency Component

Residency for Administrators (RESADM)

(Prerequisites are the online coursework listed above.)

- Location Birmingham, Alabama (generally held July for 4 ½ days)
- Begins at 8 AM each day

- 9 ½ daily is considered a full day (includes dinner, evening reading, and online reflections of the day's discussions).
- 40 clock hours

NOTE: Leadership courses completed for professional development (in the certificate program) are eligible for transfer toward the Diploma program, provided that all conditions have been met. Participants should enroll in either the residency and/or the practicum at that point. Ideally, the practicum course should be completed first.

It takes between 1 ½ to 2 ½ years to complete the diploma program, depending on when you begin. Each online course consists of weekly chats, video lectures, forum reflection postings, assigned readings, and assignments. The Practicum is completed at your location. You can expect to spend 6-8 per week on each course. STEPS 1 and 2 must be completed for enrollment into the diploma program.

STEP 1- To get started and enroll in a class for professional development

1. Complete the online application <https://montessorilive.org/admissions/> including \$100 application fee
2. A photocopy of a current government-issued photo ID
3. Signed acknowledgment of the Program Handbook
4. A recent (within six months) jpeg headshot photo
5. (Optional) School Sponsor Verification form

STEP 2 – Administrator certification - final approval & acceptance to MACTE accredited program

6. Resume
7. Copy of transcripts showing highest degree earned
8. Copy of teaching certificates and credentials (if any)
9. Two professional letters of recommendation
10. Upon approval, submit the \$450 registration fee via [Paypal.com](https://www.paypal.com) to registrar@montessorilive.org

School Leader Transferring from Professional Development to MACTE-Accredited Certification

Students who submitted an online application for enrollment into an accredited program but have not yet paid the required registration fee or provided the supporting documentation listed in STEP 2 are considered *professional development* until the application is approved and registration fees paid in full.

If an individual begins taking courses for professional development and later wishes to enroll in a MACTE-certification program, (s)he must complete an online application for admission and submit the required supporting documentation listed in STEP 2 before the conclusion of a second online course. Otherwise, the student **may be required to repeat coursework. Without a timely transfer that meets MACTE requirements, there is no guarantee that courses completed for professional development credit will transfer toward an accredited program.**

To change from professional development to a certification program, a student must: 1) re-submit an online application, 2) provide the required supporting documentation listed in STEPS 1 and 2, 3) meet all admission requirements, 4) pay the registration fees, and 5) provide evidence of the applicant's ability to practice in an acceptable Montessori learning environment during the program. Montessori Live will not register the student with MACTE without all required documentation in the application. A delay in this process could result in some professional development courses not being accepted and late fees.

School Leadership - Academic Schedule

Leadership Certificate / Diploma - Academic Schedule Table						
Dates	Curriculum Component	Instructor	Academic Contact Hours for Certificate Program	Academic Contact Hours for Diploma Program	Class Time - Online	In-person Contact
Jan, May, July, & Oct	Foundations of Montessori Philosophy (FDN)	Dr. Kym Elder	50	50	1 hour weekly	n/a
Mar, May, July	Observation and Classroom Management (OBS)		50	50		
January	Survey of Montessori Curriculum (SMCU)		85	85	1 hour weekly	
July	Practical Applications for Administrators (PRAA)		105	105		
Nov 1 - Mar 31 (flexible enrollment)	Practicum for Administrators (PRADM)		n/a	700	n/a	one in-person visit by your mentor
Summer	Residency for Administrators (RESADM) (Capstone - Final course of the program)		n/a	40	n/a	4 1/2 days
		Total Hours	290	1030		
		Total Courses	4	6		

Professional Development

Montessori Live offers professional development courses to allow adult learners to be introduced to Montessori pedagogy or review specific aspects of the curriculum. We encourage administrators, educators, and parents to learn more about Montessori education, so we have organized our program as a “pay-as-you-go” model. For many Montessori educators, the primary purpose of professional development is to improve one’s ability to work with the students in their care. Montessori Live courses are offered multiple times throughout the year, allowing participants to work within individual budgets and time constraints.

A college degree is not necessary to participate in the professional development track. Suppose adult learners do not desire to complete our Montessori teaching credential requirements. In that case, enrolling in the online courses and the Summer Residency for Elementary I (RESS-EI) or Early Childhood (RESS-EC) for professional development credit is possible. Some online curriculum courses also require a prerequisite course and additional proof of the ability to practice with the Montessori materials and age-appropriate students.

A connection to a working Montessori learning environment is necessary for applicants enrolling in curriculum courses as professional development. Suppose you have access to or can create a working Montessori environment in your home. In that case, you can take our online curriculum courses without applying for the MACTE certification track, provided you have the necessary complement of materials. To help determine if you can enroll in a curriculum course for professional development, we require digital photos of a Montessori classroom environment as a necessary part of the application process.

Suppose you do not have access to or cannot create an excellent Montessori environment to facilitate materials and classroom-management practices, such as a dedicated area or room in your house. In that case, we suggest enrollment in the following courses instead:

- Foundations of Montessori Philosophy (FDN)
- Observation and Classroom Management (OBS)
- Survey of Montessori Curriculum (SMCU)

Except for proof of ability to practice with the materials, 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 requires full payment for each course at the time of enrollment. The tuition for professional development is the same as for certification options.

For professional development, all Montessori Live courses are open for enrollment except for the 14-day EII Summer Residency and Educator Practicum (PRED) courses. The student must be officially approved and registered with MACTE to enroll in a course. *85% is the minimum requirement to pass each course, but 100% participation in chats is also required. Courses with missing chats will not be counted as complete and are not eligible for transfer credit toward the certification program.*

Professional development students will receive a certificate of completion summarizing that the adult learner satisfied the requirements and hours for each completed course. Montessori Live will work with each participant to verify the information required by an institution or agency regarding our classes. In foreign countries, the same information applies. Regulations and policies for each district, state, and country are different. Montessori Live does not guarantee whether its courses are accepted. Verifying this information is the responsibility of the adult learner.

There is no requirement to prepay the entire cost of the program. The program cost varies depending on the applicant's needs and prior exposure to Montessori pedagogy. Montessori Live is an adult-centered, affordable option for Montessori training. We have pioneered online instruction and were one of the first blended (online and in-person) programs for teacher training in the international Montessori community.

Registration

General Enrollment Information

The Leadership, EC, EL-I, EL I-II, and EL II Educator Training Programs are fully accredited by the Montessori Accreditation Council for Teacher Education (MACTE). Visit MACTE's website at <http://www.macte.org/>

Enrollment sessions will be announced on the front page of the Montessori Live website and in our Newsletters. Any participant may enroll in a course during open enrollment. Students have enrolled in classes according to individual schedules agreed on upon acceptance into the program. Registration can be done online by the student or the registrar. Once the enrollment process is complete, adult learners can access the course, download the syllabus, and post an introduction of themselves to the Introductory Forum.

Self-paying students are issued tuition invoices directly from Paypal.com. We accept only US dollars. The registrar must approve sponsored students whose school or employer is paying tuition. It is the student's responsibility to provide the billing specifics to the registrar. The registrar must approve other payment arrangements in advance.

How to Apply for Teacher Certification

STEP 1 To get started and enroll in a class for professional development*

Submit items 3-6 to registrar@montessorilive.org.

1. A completed online application - <https://montessorilive.org/admissions/>
2. Application fee of \$100.00 via paypal.com to registrar@montessorilive.org (non-refundable).
3. A photocopy of a current government-issued photo ID.
4. A signed acknowledgment of the Adult Learner Handbook (last page) (attached).
5. A recent (within six months) jpeg headshot photo.
6. Completed and signed School Sponsor Verification Form (if applicable).

STEP 2 Final approval & acceptance into an accredited program *

Submit items 7-15 directly to registrar@montessorilive.org.

7. A 300-word vision statement that describes your current employment situation and why you want to become a Montessori educator.
8. Six or seven photos clearly showing the entire layout of the learning environment from every angle. Please include a panoramic view of the learning environment. The images should illustrate the background as your students will experience it this school year and practice assignments. Please include pictures of the materials displayed on the shelves.
9. A resume listing your current employment.
10. Three professional recommendations using the Professional Reference forms:
 - one colleague (or two colleagues if self-directed or if the school administrator is also your supervising educator)
 - supervising educator (unless self-directed)
 - school administrator
11. A completed and signed Practicum Site and Supervising Educator Agreement.
12. A copy of the supervising educators Montessori credential (unless self-directed).
13. A copy of bachelor-level transcripts for elementary
14. If applicable, a copy of any previous Montessori training, including transcripts documenting face-to-face hours.*
15. The \$350 registration fee is due when officially accepted.

**The final determination of required curriculum courses will be based on transcript review from other MACTE-accredited programs. Adult learners who have obtained a Montessori credential for ages 3-6 from a MACTE or AMS-accredited program may receive transfer credit toward two Montessori Live classes in the Elementary program. Proof of certification is a requirement.*

How to Apply for the School Leadership Certificate PD Program

Complete the online application for professional development and submit items 2-6 directly to the Registrar: registrar@montessorilive.org.

1. A completed application at <https://montessorilive.org/admissions/>.
2. A photocopy of a current government-issued photo ID.
3. Signed acknowledgment of Program Handbook (last page).
4. A recent (within six months) jpeg headshot photo.
5. Completed and signed School Sponsor Verification form (if applicable)

How to Apply for the School Leadership Diploma Program

Submit items 1-5 for professional development and 6-11 for MACTE accreditation to registrar@montessorilive.org.

STEP 1- To get started and enroll in a class

1. Complete the online application
2. A photocopy of a current government-issued photo ID
3. Signed acknowledgment of the Program Handbook
4. A recent (within six months) jpeg headshot photo
5. (Optional) School Sponsor Verification form

STEP 2 – Administrator certification final approval & acceptance to MACTE accredited program

6. Resume
7. Copy of transcripts showing highest degree earned
8. Copy of teaching certificates and credentials (if any)
9. Two professional letters of recommendation
10. Upon approval, submit the \$450 registration fee via PayPal.com to registrar@montessorilive.org

Preferred Method of Payment

Self-paying students may make payments online via PayPal or QuickBooks. We accept only US dollars, credit cards via [PayPal.com](https://www.paypal.com), checks or money orders, and direct deposits. Students are responsible for creating and managing their own PayPal accounts. Montessori Live will invoice the sponsored students whose school or employer is covering the cost of their tuition 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 course session. Students will be automatically dropped if they have not engaged in the course (viewed videos, attended the first chat, or posted an introduction to the first forum) by the second week of the course. See the Program Handbook section on credits and withdrawals.

Late Registration

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

Tuition and Fees

Tuition

The most recent tuition schedule is at this link: <https://montessorilive.org/tuition/> on Montessori Live's website. Montessori Live reserves the right to add or change any 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 before the start date of the course. Participants are expected to pay the cost of a class based on the most recent available tuition schedule. Complete the *school sponsor verification form* if your employer sponsors your educational expenses.

Registration Fees

Online Application Fee: \$100

Registration fees: \$350 (\$220 of this fee goes towards MACTE's student fee)

Official Transcript Request Fee: \$25

Expenses for Textbooks/Materials

The estimated costs for required and suggested texts and materials is as follows:

Early Childhood \$350 – \$450

Elementary I \$800 - \$1,050

Elementary I-II \$1,150 - \$1,250

Elementary II with an EI credential \$200 - \$450

Elementary II Standalone \$700 - \$850

Leadership \$100 - \$200

Except for the online manuals, the sample prices for the books featured above are average from a query from various online book retailers. Montessori Live recommends that each student independently research prices. There is a wide range of online shopping sources, including used book retailers and auction sites like eBay, for Montessori-authored texts, materials, and supplies. Please visit *Montessori Research and Development* www.montessorird.com and Montessori suppliers such as *Neinhuis /Heutink*, *Allison's Montessori*, *Mandala Classroom*, *Bruin's*, *Montessori Services*, and *Albanesi Montessori*. It is not necessary to purchase the texts or albums at once.

Please see the **Course Descriptions** 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

Montessori Live requires payment for each 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.

If your employer sponsors training expenses, please have the **School Sponsor Verification** form completed, signed, and emailed to the Registrar's office.

As a courtesy to participants following this method, Montessori Live allows access to courses once courses begin. Suppose the student's tuition is not paid in full before the close of the session. In that case, Montessori Live reserves

the right to withhold the participant's completion certificate, final grade, and transcript until payment is received in full. Montessori Live reserves the right to charge the participant for tuition if the institution/district does not receive full payment within three (3) months from the end of the course.

The online application for admission is located on our website under the Admissions page. A link to the online application is at <https://montessorilive.org/admissions/>. Selecting this option will also require that the application fee be paid simultaneously through the online form.

Course Design and Delivery

Online Foundational Courses

The exact format is listed above, but the course duration is eight weeks rather than fifteen weeks. The two eight-week foundational courses Montessori Live offers are *Foundations of Montessori Philosophy* and *Observation and Classroom Management*. The foundational courses have eight weeks of video presentations, weekly chats, discussion forums, and essay assignments, with one open week scheduled at the end to complete assignments. Montessori Live reserves the right to cancel a class due to lack of enrollment with a full refund.

Online Curriculum Courses

Each curriculum course is organized into seven weeks, and intensive studies are conducted in a particular Montessori area. Each online class comprises five weeks of video lesson presentations, lectures, synchronous chats, asynchronous discussion forums, readings, assignments, and practice lessons. The module will remain open for two extra weeks, allowing participants to complete tasks, make materials, and practice with materials presented during the course. Montessori Live reserves the right to cancel a class due to lack of enrollment with a full refund. The curriculum courses require evidence of the ability to practice in a Montessori environment with the materials. The observed lesson presentation is in-person by the adult learner's supervising educator unless self-directed. The curriculum courses are offered during the academic school year to complete practice assignments using the materials with age-appropriate children.

Practicum at Your Location for Supervised Teachers

All adult learners enrolled in MACTE-accredited programs must complete a practicum experience of at least 400 teaching clock hours for Early Childhood, Elementary I, and Elementary II, and 520 for Elementary I-II. Montessori Live provides ongoing support throughout the practicum experience through regular synchronous chats during the school year that cover practical applications of Montessori philosophy, classroom management, and practicum assignments.

The online course component begins in September and remains open until June 30. Students must complete their required assignments by June 30 or repeat the course. An experienced Montessori Live faculty member supervises the course. Montessori Live recommends that the student's supervising educator complete one classroom management observation per the Practicum Site Agreement for Supervised Teachers. Employers will need to verify the intern's teaching hours.

The supervising educator is the person who works with you as a co-educator or mentor educator directly at your school site, ideally in the same learning environment. This person is certified and experienced in Montessori education at the level you seek to become certified.

SUPERVISING EDUCATOR CRITERIA

1. **Credentials:** Supervisors must hold a MACTE-accredited teacher training program credential (or the equivalent) at the same level as the intern seeking and supply a copy to the training program's registrar. The course instructor shall determine exceptions and report them to MACTE if applicable..
2. **Teaching Experience:** The supervising educator must be in at least the third year of teaching in a Montessori setting.
3. **Student Experiences:** The supervising educator is responsible for providing advice relating to the following areas:
 - Preparation and maintenance of indoor environments
 - Observation of lessons given throughout the internship
 - Instructional strategies
4. **Assessment:** The supervising educator must be able to meet with the intern regularly to provide advice and observe the intern's environment to complete lesson observations. The supervising educator must complete a survey of the intern's progress and be available to discuss progress with the Montessori Live practicum course instructor, if necessary.

Practicum at Your Location for Self-Directed Teachers

Montessori Live provides ongoing support throughout the practicum experience through regular synchronous chats during the school year that cover practical applications of Montessori philosophy, classroom management, and practicum assignments. All adult learners enrolled in MACTE-accredited programs must complete a practicum experience of at least 400 teaching clock hours for Early Childhood, Elementary I, and Elementary II, and 520 for Elementary I-II. Montessori Live administration will verify the teaching hours with the Head of School or School Administrator. The Practicum Instructor will act as the "Field Supervisor."

The practicum instructor observes the self-directed learner thrice via video conferencing. One additional observation must be conducted face-to-face during the practicum year. Students who indicate they are self-directed during their practicum experience will need to make arrangements with either the Practicum course instructor or an approved local Mentor to travel to their school site at least once during the practicum experience.

Self-directed Interns must maintain regular contact with the training center throughout their internship year. Self-directed interns participate in the online PRED course with all interns in their cohort. The online course component opens in September each year and closes on June 30. Self-directed interns must complete all 12 required assignments, attend 100% of the live chats (or submit a discussion summary), and complete 100% of the forums throughout their internship year.

In addition to the live chats and forums, the self-directed intern must stay actively in contact with the Practicum Instructor (aka Field Supervisor) through video conferencing, email, text, or phone. A fourth in-person observation of the intern will be required and can be completed by the practicum instructor or an approved local mentor. Students who indicate they are self-directed during their practicum experience will need to make arrangements with either a local approved Mentor or the Practicum course instructor to travel to their school site once during the practicum experience.

Montessori Live On-Site Visit: Montessori Live will charge an extra administrative fee of \$250 to travel to the student's school site. The intern is responsible for paying for and arranging travel, lodging, car rental, and any per diem expenses such as tolls, parking, meals, or incidentals for the practicum instructor to visit the school site. Students are responsible for these costs and must arrange travel to and from the location.

Mentor Site Visit: Students who indicate they are self-directed during their practicum experience can arrange for a qualified and approved local Montessori educator to visit their school site at least once. The mentor is responsible for visiting the practicum site, completing a classroom management observation form (R7), and observing one lesson presentation using the Montessori Live form (R11). Any monetary fee arrangements are between the intern and mentor and are not the responsibility of Montessori Live.

MENTOR CRITERIA

1. **Credentials:** The visiting mentor must hold a MACTE-accredited teacher training program credential (or the equivalent) at the same level as the intern seeking and supply a copy to the training program's registrar.
2. **Responsibilities:** The mentor is responsible for visiting the practicum site at least once, completing a classroom management observation form (R7), and observing one lesson presentation using the Montessori Live form (R11).
3. The mentor may provide advice relating to the following areas:
 - Preparation and maintenance of indoor environments
 - Instructional and behavior strategies
 - General advice regarding the Montessori classroom environment

Online School Leader Courses

There are two-semester courses offered for our school leadership program. Each course includes fifteen weeks of video lessons, synchronous chats, and asynchronous discussion forums. In addition, there are assignments to support students in their knowledge of course content. Most assignments are individualized to impact specific situations and job responsibilities. Semester courses are equivalent to a three-credit graduate-level course and will be offered if there are at least five registered participants. Adult learners will receive a certificate of completion that can be used to verify professional development credits. Montessori Live reserves the right to cancel any class due to insufficient enrollment with a full refund. Montessori Live reserves the right to cancel a class due to lack of enrollment with a full refund.

School Leader Practicum at Your Location

All adult learners in the diploma program must complete a practicum experience of at least 700 working administration clock hours. Participants will need to verify their hours. Montessori Live provides ongoing support throughout the practicum experience through virtual chats and observations and one in-person observation during the school year. The online course component opens in August each year and remains open until students complete their required assignments. An experienced Montessori Live faculty member supervises the course.

Residency Component

All adult learners enrolled in a MACTE-accredited teacher education program must complete a face-to-face residency held at various locations throughout the United States. The Early Childhood Summer Residency is in Auburn, Alabama, for ten days. The Elementary I and II Summer Residencies are for ten days and will be held in Birmingham, Alabama, or McCordsville, Indiana. The Elementary I-II Summer Residency is held in Birmingham, Alabama, or McCordsville, Indiana, for 15 days. The Elementary I residency program includes plus 20 hours of virtual instruction. The Elementary II and Elementary I-II programs include plus 71 hours of virtual instruction. The School Leadership Program residency is in Birmingham, Alabama. Specific topics and schedules vary by program.

- Montessori Live recommends completing the 80-clock-hour Summer Residency for Early Childhood and Elementary I in the program's first year.

- Montessori Live recommends completing the 80-hour Summer Residency for Elementary II after the required prerequisite courses (MTFR and MTAL) are completed.
- Montessori Live recommends completing the 120-hour Summer Residency for Elementary I-II after the required prerequisite courses (MTFR and MTAL).
- The 40-hour School Leadership residency is designed to be a capstone for our School Leadership Diploma program. To participate, students must satisfy the online course requirements and be enrolled in the Administrator Practicum course.
- It is mandatory to complete the Summer Residency for these programs before being accepted in the Practicum.

Sequence Requirements

The following courses are recommended to be completed in these sequences for Elementary I and I-II:

Math Courses

1. Numeration and Place Value (MTNU)
2. Operations with Whole Numbers (MTOPI)
3. Advanced Operations with Whole Numbers (MTAO)
4. Fractions and Decimals (MTFR)
5. Decimals and Intro to Algebra (MTAL)

Cultural courses

1. Big Picture of the Universe (CPBU)
2. Earth and Human Studies (CEHS)

Descriptions of Online Courses

Montessori Live courses are offered in rotation throughout the year. Visit <https://montessorilive.org/course-catalog/> page for the most up-to-date schedule.

Foundational Courses (All Programs)

FDN – Foundations of Montessori Philosophy

The Foundations course covers the life of Dr. Maria Montessori in the context of the 19th-20th-century movement of educational reform. The course discusses similarities between Montessori philosophy and current educational philosophy and practice. Finally, the course includes essential practical information for educators learning to apply Montessori philosophy to actual practice.

Course Length: 8 weeks

Age Focus: 3-15 years

Programs: EC, EI, EI-II, EII, School Leadership

Required Resources: *Kramer, Rita. Maria Montessori: A Biography - Digital download Amazon Kindle or Apple eBooks*

OBS – Observation and Classroom Management

The course focuses on the art and science of observation, which is critical to any Montessori learning environment. The course will highlight actual Montessori learning environments in action and illustrate the dynamics of educator and student interaction. Participants will observe children and educators working in authentic learning environments at the early childhood and elementary levels and will be asked to give detailed summaries of their observations. The

course is interspersed with readings from Dr. Montessori's seminal work, *Spontaneous Activity In Education*. These critical ideas are discussed in the weekly live chats.

Course Length: 8 weeks

Age Focus: 3-15 years

Programs: EC, EI, EI-II, EII, School Leadership

Required Resources: Lillard, Angela. *Montessori: The Science Behind the Genius, Latest Edition* - Digital download Amazon Kindle or Apple iBooks

Language Courses

LNCE – Correct Expression, Handwriting, and Whole Language Reading

This course covers the development of oral language and correct expression in young children and 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, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, and the direct and indirect aims of the lesson content. Students will be expected to write lesson practice summaries for many presentations and perform practical application assignments in a Montessori learning environment or school.

Course Length: 7 weeks

Age Focus: 3-7 years

Programs: EC, EL I, EL I-II

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Albums - Early Childhood MP.LA1, MP.LA2, MP.LA3; Elementary ME.LA3 (EI)

LNPH – Phonics, Spelling, and Punctuation

This course covers presentations introducing the study of phonics (English), spelling, syllabication, affixes, and punctuation. Video lectures on the philosophy, scope, and sequence of the Montessori language curriculum are repeated. Throughout the course, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, and the direct and indirect aims of lesson content. Students will be expected to write their lesson plans for many presentations and perform practical application assignments in a Montessori learning environment or school.

Course Length: 7 weeks

Age Focus: 3-7 years

Programs: EC, EL I, EL I-II

Required Resources: Lesson plans and Montessori Research and Development Albums - Early Childhood MP are included as downloads.LA 4, MP.LA5; Elementary ME.LA3 (EI), ME.LA4 (EI)

LNGR – Grammar and Writing

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, verb tenses study, working with older children, and video lectures on the philosophy and scope and

sequence of the Montessori language curriculum. Throughout the course, 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, and the direct and indirect aims of the lesson content. Students will be expected to write up their lesson plans for many of the presentations and perform practical application assignments in a Montessori learning environment or school.

Course Length: 7 weeks

Age Focus: 6-12 years

Programs: EL I-II, EL II

Required Resources: Lesson plans and Montessori Research and Development Albums – Language Arts Teaching Manual Vol. 5 – EL II (9-12)

Cultural Courses

CBPU – Big Picture of the Universe

This cultural course covers the story of the universe and the study of astronomy for elementary children. The unit also includes lectures introducing chemical elements, the components of and the relationship between energy and mass, and the philosophy, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the cultural scope and sequence, what materials are needed, and the direct and indirect aims of the lesson content. Students must create materials to supplement the curriculum studied throughout the course.

Course Length: 7 weeks

Age Focus: 6-12 years

Programs: EL I, EL I-II, EL II

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Albums ME.H1 History 1 (EI), ME.PH Physics (EII)

CEHS – Earth and Human Studies

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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the language scope and sequence, what materials are needed, and the direct and indirect aims of lesson content. Students must create materials to supplement the curriculum studied throughout the course.

Course Length: 7 weeks

Age Focus: 6-12 years

Prerequisites: CBPU

Programs: EL I, EL I-II, EL II

Required Resources: Lesson plans and Montessori Research and Development Albums - ME are included as downloads. FG Functional Geography (EI), ME.H2 History 2 (EI), ME.H3 History 3 (EII), MEZ1&2 Zoology Vol. 1 & 2

Mathematics Courses

MTNU – Numeration and Place Value

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, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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.

Course Length: 7 weeks

Age Focus: 3-9 years

Programs: EC, EL I, EL I-II

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Album - MP.M Mathematics Early Childhood or ME.M1 Mathematics Vol. 1 (EI)

MTOP – Operations with Whole Numbers (+ and x)

This course covers presentations on the Montessori materials for addition and multiplication. Materials for operations and memorization are demonstrated. Video lectures on the Montessori mathematics curriculum's philosophy, scope, and sequence 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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.

Course Length: 7 weeks

Age Focus: 6-12 years

Programs: EC, EL I, EL I-II

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Album - ME.M2 Mathematics Vol. 2 (EI)

MTEC – Mathematics for Early Childhood

This course covers early childhood-level presentations on the Montessori materials for subtraction and division and 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, 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 experience in a

discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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, this course is not required if a participant has already taken MTAO.

Course Length: 7 weeks

Age Focus: 3-7 years

Programs: Early Childhood only

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Album MP.M Mathematics Early Childhood

MTAO – Advanced Operations with Whole Numbers (– and ÷)

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, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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.

Prerequisites: MTNU, MTOP

Course Length: 7 weeks

Age Focus: 6-12 years

Programs: EL I, EL I-II, EL II

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Album - ME.M2 Mathematics Vol. 2 (EI)

MTGM – Introduction to Geometry

This course covers visual discrimination of two- and three-dimensional forms, as well as the beginning study of lines, angles, polygons, circles, perimeter, area, and volume using Montessori geometry materials. The unit also includes lectures on the philosophy, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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.

Course Length: 7 weeks

Age Focus: 6-9 years

Programs: EL I, EL I-II, EL II

Required Resources: Lesson plans are included as downloads and Montessori Research and Development Albums ME.GY1 & ME.GY2 Geometry 1 & 2 (EI) - Also required for EI & EII Summer Residencies

MTFR – Fractions and Decimals

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, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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.

Course Length: 7 weeks

Age Focus: 6-12 years

Programs: EL I-II, EL II

Required Resources: Lesson plans are included and Montessori Research and Development Albums - ME.F1 Fractions 1 (EI) & ME.F2 Fractions 2 (EII) - Also required for EI & EII Summer Residencies

MTAL – Decimals and Introduction to Algebra

This course covers presentations of the Montessori materials of decimals and 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, 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 experience in a discussion format, giving relevant information on how to present the lesson, how the lesson fits in with the math scope and sequence, what materials are needed, and the 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.

Prerequisite: MTRF

Course Length: 7 weeks

Age Focus: 6-12 years

Programs: EL I-II, EL II

Required Resources: Lesson plans are included, and Montessori Research and Development Album - ME.D Decimals (EII) - Is also required for EII Summer Residency

School Leadership Courses

SMCU Survey of Montessori Curriculum

This course is designed to support public and private Montessori school leaders who may not have previous Montessori training or experience. School leaders responsible for creating or maintaining high-quality programs must understand the philosophy, curriculum scope, and sequence from early childhood through upper elementary levels. Models of Montessori secondary programs will also be discussed. The goals of this course are to support leaders in their daily management of Montessori programs and develop a vision for their schools consistent with Montessori philosophy and practice.

Course Length: 15 weeks/semester

Age Focus: 3-15 years

Program: School Leadership

Required Resources: Most are available as digital downloads from Amazon Kindle or Apple iBooks

- Montessori, M. (1989). *To Educate the Human Potential: The Clio Montessori Series* (85 pages)
- Lillard, P.P. (1996). *Montessori Today: A Comprehensive Approach to Education from Birth to Adulthood* (186 pages)
- Miller, J.P. (2006). *Educating for Wisdom and Compassion: Creating Conditions for Timeless Learning* (158 pages)

- *Mayes, C. (2010). The Archetypal Hero's Journey in Teaching and Learning: A Study in Jungian Pedagogy (140 pages)*

PRAA – Practical Applications for Administrators

This course is designed to support school administrators and instructional leaders who are not working directly in a learning environment. Topics include school leadership and management, understanding Montessori scope and sequence, empowering staff, exceptional student education, record keeping, and further discussions of Montessori philosophy about 21st-century schools. Assignments include

- Observations of other Montessori schools,
- Interviews with other school leaders,
- Designing an individualized plan to balance personal and professional responsibilities,
- Profound reflections on the practice of leadership.

Course Length: 15 weeks/semester

Age Focus: 3-15

Program: School Leadership

Required Resources: Most are available as digital downloads from Amazon Kindle or Apple iBooks

- Montessori, M. (1917) Spontaneous Activity in Education - Various publishers
- Mayes, C. & Williams, E. (2012) Nurturing the Whole Student: Five Dimensions of Teaching and Learning. NY: Rowman and Littlefield Publishers, Inc.
- Kouzes, J. & Posner, B. (2012) The Leadership Challenge: How to make extraordinary things happen in organizations. (Latest Edition) SF: Jossey-Bass.
- Zaffron, S. & Logan, D. (2009) Three Laws of Performance: Rewriting the Future of your Organization and your Life. (Latest Edition) SF: Jossey-Bass.

PRADM – Practicum for Administrators

PRADM extends the Practical Applications online course and adds 700 clock hours of in-person practicum experience. Participants will work in their local school environment as they continue the leadership project that they began during the PRAA course from November through March. However, the PRADM practicum has a flexible enrollment depending on each student's school year start and ending dates. The program begins with two online chats explaining the process and clarifying the second part of the leadership project. There are following group chats scheduled monthly. MACTE requires one in-person observation by an experienced administrator. Travel costs, daily rates, and per diem reimbursements are not included in the tuition.

Course Length: September - March

Age Focus: all

Program: School Leadership Diploma

Required Resources:

- Kouzes, J. & Posner, B. (2012) The Leadership Challenge: How to make extraordinary things happen in organizations. (Latest Edition) SF: Jossey-Bass.
- Zaffron, S. & Logan, D. (2009) Three Laws of Performance: Rewriting the Future of your Organization and your Life. (Latest Edition) SF: Jossey-Bass.
- Fullan, M. (2019) Nuance: Why Some Leaders Succeed, and Others Fail.

RESADM – Residency for Administrators

MACTE requires a 40-hour, in-person residency experience to be part of the diploma program. The RESADM course will be held in Birmingham, Alabama during the first week of April. The course begins Friday morning and ends at noon Tuesday to allow participants to return home that evening. Participants must be enrolled in the PRADM course and have completed all other online courses. Topics include leadership principles, personal and

professional growth, equity, cultural responsiveness, ethics, faculty and staff support, policy implementation, community engagements, finances and fundraising, marketing and enrollment, educational law and governance, and strategic planning.

Course Length: 40 clock hours in April

Age Focus: all

Program: School Leadership Diploma

Supporting Resources for Residency Participation: *(Most texts are available from Amazon.com)*

Kouzes, J. & Posner, B. (2012) The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations. SF: Jossey-Bass. (PRAA course reading)

Zaffron, S. & Logan, D. (2009) Three Laws of Performance: Rewriting the Future of your Organization and Your Life. SF: Jossey-Bass. (PRAA course reading)

Pre-Residency Reading:

Lide, A. Montessori Education: What is its relationship to the emerging worldview? *Journal of Conscious Evolution*, 8, 2012. (The article is provided in the online course.)

Lide, A. Rescuing the beauty of interdependence from the bottleneck of education, *Kinderphilosophie Conference*, Austria, 2019. (The article is provided in the online course.)

Fullan, M. and Klamm, J. et al. (2019) *Nuance: Why Some Leaders Succeed and Others Fail.* Corwin Publishing.

Jones, J. and Vari., T.J. (2019) *Candid and Compassionate Feedback: Transforming Everyday Practice in Schools.* Routledge Publishing.

Residency Readings Supporting Discussions:

Anello, E., Hernandez, J., Khadem, M. (2014/2020) Transformative Leadership: Developing the Hidden Dimension. Harmony Equity Press. (Book)

Hernandez, J., Khadem, M. (2017/2020) Transformative Leadership: Mastering the Hidden Dimension Companion Study Guide. Harmony Equity Press. (Workbook)

Residency Descriptions

Leadership Diploma Residency- 40 clock hours in residence (4.5 days)

MACTE requires a 40-hour, in-person residency experience to be part of the diploma program. The RESADM course will be held during the first week of April in Birmingham, Alabama. The course begins Friday morning and ends at noon Tuesday to allow participants to return home that evening. Participants must be enrolled in the PRADM course and have completed all other online courses. Topics include leadership principles, personal and professional growth, equity, cultural responsiveness, ethics, faculty and staff support, policy implementation, community engagements, finances and fundraising, marketing and enrollment, educational law and governance, and strategic planning. **The registrar will send out an updated resource list upon enrollment to the residency.**

Early Childhood Residency - 80 clock hours in residence (10 days)

The Early Childhood Summer Residency is located in Auburn, Alabama for 10 days. 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 key experiences in 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 session. **The registrar will send out an updated resource list upon enrollment to the residency.**

Required Textbooks/Reference Library

Early Childhood Required Manuals Montessori Research and Development

The set can be found at this link: <https://www.montessorird.com/early-childhood-manuals-set/>.

- Practical Life MP.PL
- Sensorial MP.S
- Language Arts Volumes 1, 2, 3, 4, 5
- Geography for Early Childhood MP.G
- Geography and History for Early Childhood MP.GH
- Mathematics for Early Childhood MP.M
- Zoology for Early Childhood MP.Z
- Botany for Early Childhood MP.B

We also require the following manuals, not included in the set for Early Childhood.

- Fractions for Early Childhood MP.F (separate pricing) - <https://www.montessorird.com/fractions-curriculum-teacher-manual/>
- Money for Early Childhood [MP.MN](#) (separate pricing) - <https://www.montessorird.com/money-curriculum-teacher-manual/>

Elementary Residencies

All adult learners enrolled in a MACTE-accredited teacher education program must complete a face-to-face residency held at various locations throughout the United States. The Elementary I and Elementary II Summer Residencies are in Birmingham, Alabama, or McCordsville, Indiana, for 10 days, plus 71 hours of virtual instruction. The Elementary I-II Summer Residency is in Birmingham, Alabama, or McCordsville, Indiana, for 15 days.

The in-person component depends on enrollment. Participants must confirm attendance for the in-person component with a \$200 non-refundable deposit. Your deposit needs to be paid by March 30th before the residency. Montessori Live reserves the right to cancel the in-person component if we do not have sufficient registration by the deadline. If Montessori Live cancels the in-person component, your deposit will be 100% refundable. However, your deposit will NOT be refunded after March 30th if YOU cancel your attendance.

A final decision on holding the in-person component will be made by April 15 each year. If you make travel reservations before the deadline, be sure that these arrangements are refundable should you need to cancel. We know that this policy change may make planning more difficult, but our costs for the in-person training require a minimum number of participants.

We are committed to offering the virtual component every summer, no matter how many participants register. We will enroll you in each virtual component separately to accommodate this policy change. For additional information, contact the registrar at registrar@montessorilive.org.

Elementary I Residency – 80 clock hours in residence (10 days)

- Language Arts
- Mathematics
- Botany
- Zoology
- Functional Geography
- Geography

- Geology
- Physics
- Chemistry
- Biology

Elementary I Residency – 20 virtual clock hours (self-paced)

- Lower Elementary Overview, Music, Art, PE – 20 hours

Elementary I Required Resources

Order at www.montessorird.com

Elementary Manuals for EL I (11 total)

- Language Arts Teaching Manuals Vol. 1
- Language Arts Teaching Manuals Vol. 2
- EL I Mathematics Album
- Botany Teaching Manual Vols 1 & 2
- Zoology Teaching Manual Vols. 1 & 2
- Functional Geography Teaching Manual
- Geography
- Geology Teaching Manual
- Physics Teaching Manual
- Chemistry Teaching Manual
- Biology Teaching Manual

Elementary II Residency – 80 clock hours in residence (10 days)

- Geology
- Physics
- Chemistry
- Biology
- Fractions, Decimals
- Algebra
- Geometry
- Demonstrations

Elementary II Residency - 71 virtual clock hours (self-paced)

- Early Childhood Overview, Music, Art, PE – 20 hours
- Cultural for EL II – 17 hours
- Language for EL II – 17 hours
- Math Overview for EL II – 8.5 hours
- Science Overview for EL II – 8.5 hours

Elementary I-II Residency – 120 clock hours in residence (15 days)

- Language Arts
- Mathematics
- Botany
- Zoology
- Functional Geography

- Geography
- Geology
- Physics
- Chemistry
- Biology
- Fractions, Decimals
- Algebra
- Geometry
- Demonstrations

Elementary I-II Residency - 71 virtual clock hours (self-paced)

- Early Childhood Overview, Music, Art, PE – 20 hours
- Cultural for EL II – 17 hours
- Language for EL II – 17 hours
- Math Overview for EL II – 8.5 hours
- Science Overview for EL II – 8.5 hours

Elementary I-II Summer Residency Required Resources

Order at www.montessorird.com 17 Elementary Manuals for EII

- Language Arts Teaching Manuals Vol. 1, Vol. 2
- EL I Mathematics Album
- Botany Teaching Manual Vols 1 & 2
- Zoology Teaching Manual Vols. 1 & 2
- Functional Geography Teaching Manual
- Geography
- Geology Teaching Manual
- Physics Teaching Manual
- Chemistry Teaching Manual
- Biology Teaching Manual
- Decimals Teaching Manual
- Fractions Teaching Manual
- Mathematics Teaching Manual
- Geometry Teaching Manual

Practicum/Internship Experience

PRED – Practicum for Educators

This course will support Montessori educators in their first years of teaching in an actual learning environment. The first part of the practicum course includes lectures on getting through the first year, the creation of assignments to satisfy certification requirements, the philosophy of the practicum, and advice on working with co- and supervising educators. The second part of the course focuses on teaching exceptional student education, classroom management and following the child, school leadership, and record keeping. Adult learners will also work on assignments designed to promote reflective practice, observation, and assessment and extend the Montessori curriculum.

Course Length: School Year, September-start only, Course opens in August

Age Focus: 3-12 years

Programs: EC, EL I, EL I-II, EL II

Required Resources: All required albums per program, downloaded lesson plans, and other supporting documents from online courses.

Required Textbooks/Reference Library

The Educator Practicum (PRED) course requires that you show evidence of a personal reference library. It would help if you began to build your Montessori resource materials, starting with your first course. Be mindful of downloading any weekly lesson plans or manuals, if supplied, along with support documents and other information collected over your experience in the program. The downloadable documents will supplement the required albums. Attached is a list of the textbooks needed for Upper Elementary. These manuals can be purchased when you enroll in classes.

Assignments for Curriculum and Foundational Courses

Video Lectures

(approximately two hours per week)

Students must review all the lecture and presentation videos that week. The viewing sequence should be from the top to the bottom of each week's resource menu. Student progress is tracked electronically for administrative purposes. After seeing the videos, respond to the questions posted in the forum. Forums close after two weeks and will not reopen. All practice assignments must be conducted based solely on a student's review of the course videos and supplied lesson plans. Once opened, the weekly videos will remain available to students while they are actively enrolled in the course.

IMPORTANT NOTE: *The online component of our program depends on students viewing video lessons and lectures as well as other assignments and resources posted for each week of a course. To pass each online module, students must observe and complete all of these resources every week. Montessori Live can track a student's progress through our course management system (Moodle). Suppose it becomes evident that a student is attempting to complete the coursework without viewing these resources substantially and thoroughly. In that case, the student may be required to repeat the module or be unenrolled from the program at the sole discretion of Montessori Live.*

Asynchronous Discussion Forums

– (approximately one hour per week)

Forums provide opportunities for adult learners to reflect on the presented content and learn from each other. The instructor does not provide comments during this portion but comments privately. The forums encourage cohort members to engage in reflective practice together. Questions are based on philosophy and practical applications of content. Participation in discussion forums is required.

Forums will close after two weeks and will not reopen. Students must also post to daily discussion forums and submit other assignments as requested by instructors. All work must be original and not copied from other resources without proper citation.

Synchronous Chats

– (approximately one hour per week)

Chats provide opportunities for the instructor to hear from each adult learner and to provide background information to support the video presentations. **85% is the minimum requirement to pass each course, but 100% participation in chats is also required (either live attendance or submitting a summary of recorded chats). Adult learners must submit a discussion summary if a chat is missed. Courses where students have missed chats, will not be counted as complete and are not eligible for transfer credit toward the certification program.**

Observed Lesson Presentations

– (average one observation per curriculum course)

Most online curriculum courses require that all students complete an observed lesson presentation. This assignment assists adult learners in practicing with materials presented during the online component and verifies practice and an opportunity to engage in reflective practice. Supervising educators or course instructors include comments in person, viewing a video recording of the lesson, or seeing a video chat program. The student must be observed by the person indicated as the supervising educator in the student's enrollment paperwork or by the course instructor. This form must include comments from the observer and the signature of the supervising educator as part of the submission to count. A minimum of two observed lesson presentations must be completed before the student enrolls in the Educator Practicum course. If a lesson is submitted via video recording, the instructor will set a time to review the lesson presentation through a video chat program. The Registrar must approve a copy of the supervising educator's

credential. The credential must be MACTE accredited for the same age level as the student's program with Montessori Live.

Lesson Plans

Lesson plans assist adult learners in understanding 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.

Practice Summaries

Assists adult learners to practice with students using materials being presented through our video resources during each of the online curriculum components. This assignment provides a detailed narrative, which serves as a verification of materials practice throughout the program.

The assignment also provides an ongoing opportunity to engage in reflective practice.

Making Materials

Material making provides opportunities for the adult learner to create materials and allows the instructor to see the materials' quality and provide comments. Material making occurs throughout the program as part of the online and residency components and counts for a portion of the student's practicum requirement.

Assignments for Practicum for Teachers

Reflective Essays

Provide opportunities for the adult learner to engage in reflective practice and demonstrate a deepening understanding of Montessori philosophy, classroom management, practical application, and curriculum scope and sequence. Reflections are a daily part of face-to-face residencies as well.

Practicum Project

Part of the practicum is to create an extension of an area of interest for the adult learner's learning environment based on student interest.

Case Study and Observation of a Student

Observation is a critical component of the Montessori method. The case study allows adult learners to design an individualized program for a student that covers most of the school year.

Classroom Observations

Adult learners must observe their students throughout the program. These observations are written in a narrative form and discussed during the practicum chats.

Observing Other Montessori Schools

In the School Leadership program, administrators are required to observe two local Montessori schools and interview the head of the school. Adult learners must visit at least two other Montessori schools in their local area and write a summary of each observation. The comparison shows the many faces of Montessori and gives the adult learner a broader perspective.

Reflecting on Peace Education

Students will be asked to reflect on activities relating to peace education throughout their practicum year.

Regular contact with the Practicum Instructor

The instructor for the practicum course maintains close communication with students throughout the practicum year. Chats are scheduled every other week 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 the experience.

Lesson Plans and Albums

Adult learners must demonstrate a complete scope and sequence of lesson plans for their level. This collection of lessons and support materials is organized to support adult learners throughout their teaching careers.

Supervised Practice

Adult learners have opportunities for materials demonstration and practice components. Opportunities to create materials and art extensions are available in the residencies and online courses.

Assignments for School Leadership

Personal and Professional Life Balance

This assignment is designed to reaffirm the importance of caring for Self and Family while dealing with school leadership pressures and responsibilities. Designing a balanced schedule is one thing. Following it is another!

Leadership Project

Administrators must design and implement a leadership project that begins in the PRAA Practical Applications course and is completed during the PRADM practicum. The final presentation of this project will become part of the RESADM residency.

Observing Other Montessori Schools

Participants must visit at least two other Montessori schools in their local area and write a summary of each observation. The comparison is designed to show the many faces of Montessori pedagogy and give a broader perspective.

Interviewing Other School Leaders

Participants are required to interview the head of school for each of the observation sites on the topic of leadership and write a summary comparing the interviews. The assignment is designed to show the many faces of Montessori leadership and give a broader perspective.

Regular contact with the Practicum Instructor

The instructor for the practicum course maintains close communication with students throughout the practicum year. Chats are scheduled every month and provide opportunities to support and receive support from colleagues.

Textbooks/Manuals – Practicum Reference Library

The Educator Practicum (PRED) course requires that you show evidence of a personal reference library. You should begin to build your Montessori resource materials starting with your first course. Be mindful to download any weekly lesson plans or manuals, if supplied, along with support documents as well as other information collected over your experience in the program. Montessori Live's downloadable lessons and manuals are free and supplement the required textbooks. Textbooks are available for purchase at Montessori Research and Development at (www.montessorird.com).

Practicum for School Leadership Diploma Program

Practicum for Administrators (PRADM)

The online component of the Practicum course officially begins on September 1st and goes through March 31st (a minimum of 700 clock hours of on-the-job experience). The Administrator Practicum (PRADM) is designed to be part two of the practicum experience.

- Prerequisites FDN, OBS, SMCU
- Flexible Enrolment - Suggested November 1 - March 31
- 700 clock hours at your location (evidence of 700 clock hours required)
- 1 in-person visit (travel costs, daily rate, and per diem not included in tuition)
- 5 Monthly group chats

Qualifications for School Leader Mentor

The supervising mentor must have a degree in administration, general education, or educational leadership and at least three years of Montessori school administrator experience in public or private Montessori programs. Ideally, the mentor should have experience like that of your program. A resume, degree transcript, and any Montessori certificates (optional) should be uploaded to the Practicum course. For public administrators, a copy of state principal licenses must also be provided. The practicum course instructor will contact the mentor to discuss responsibilities for this role.

One In-person visit – (Individually scheduled with a supervising mentor) (MACTE requirement)

Each participant will meet at their school location with a supervising administrative mentor. This person may be the practicum supervisor or might be an experienced administrator from the participant's local community. The visit should include a tour of the facility, observation of some of the learning environments, and mentorship. There will be a form provided to document the completion of this requirement. We strongly suggest finding someone local rather than incurring the cost of the course instructor traveling to your location.

Monthly virtual contacts – Monthly contacts with the cohort are scheduled throughout the practicum experience and are designed to provide advice and support regarding specific site-related issues. In this way, students learn from each other's experience and wisdom.

Administrator Practicum Assignment

Action Research Project on Leadership (continuation from PRAA). The action research project presentation will be part of the capstone course, the Administrator Residency, scheduled during the summer in June or July.

School Leadership Administrative Practicum Site Requirements

The School Leader practicum site must ensure the following requirements:

- **Age Range of Students:** The practicum administrator must work in a school environment that contains children between the ages of 3 to 6 and/or 6 to 12 year-olds.
- **Environment:** The school environment must have an essential complement of Montessori materials for each level. The classroom environments should be consistent for each age level served.
- **Job Description/Contract:** The school has given the administrator a job description or contract.
- **Supervision:** The administrator agrees to work with a local mentor who is a principal in a Montessori program and has at least three years of experience OR the Montessori Live practicum instructor.
- **Non-Discriminatory Policy:** The school has published non-discriminatory policies for both students and faculty/staff.
- **Completion Support:** Other school leaders will be generally supportive of the administrator in efforts to meet her/his practicum requirements.

- Regulations: The school has the appropriate licensure and other required documents for operation.

Educator Certification Practicum Experiences

Contiguous with philosophical theory and lessons in the 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 observation of children working under the mentorship of a master Montessori educator is a broad form of learning. Learning that arises from practical observation and need provides an active, contextual form of training leading to earning a diploma.

Prerequisites for the Practicum Experience

- Early Childhood program prerequisites require successful completion of FDN, OBS, and RESS-EC.
- Elementary I and EL I-II program prerequisites require successful completion of FDN, OBS, RESS-EI, and seven curriculum courses.
- Elementary II Standalone prerequisites are FDN, OBS, and RESS-EI (if required) and successful completion of two curriculum courses
- Approval of practicum site - The educator's responsibility is to arrange for employment and placement at a school for the practicum. Forms for approval of the practicum 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.

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

Montessori Live is not responsible for monitoring practicum sites. We ensure that the learning environments have an essential complement of Montessori materials to ensure acceptable practice by observing educators in their settings and virtually touring the environment to make suggestions on design. Lists of required materials for each level can be found in the Montessori Research and Development albums (www.montessorird.com).

Practicum Site Requirements for Teacher Certification

- Age Range of Students: The practicum intern must make arrangements to work in a learning environment with a minimum of five to six children who attend either half or full day for the majority of each week during a 3-hour work time and are between the ages of 3-6 years old (Early Childhood). This option is only available for the Early Childhood level.
- Environment: The intern's learning environment must have an essential complement of Montessori materials. The classroom environment should be consistent with the description in these guidelines for the age level served. Lists of required materials for each level can be found in the Montessori Research and Development albums (www.montessorird.com).
- Job Description/Contract: The school has given the intern a job description or contract.
- Supervision: The school agrees not to give total responsibility for a class without the presence of a supervising teacher or another qualified staff person. If the intern is self-directed, the training program will assume more responsibility for oversight and communication with the school administration.
- School Policies: The school has communicated administrative policies and internship guidelines to the intern.
- Non-Discriminatory Policy: The school has published non-discriminatory policies for 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 generally support the intern to meet her/his practicum requirements.
- School Administration agrees to cooperate and communicate with the training program as required.

The supervising educator must be able to meet with the intern regularly to provide advice as well as observe in the intern's environment to complete lesson observations. All adult learners enrolled in MACTE-accredited programs must complete a practicum experience of at least 400 teaching clock hours for Early Childhood and 520 teaching clock hours for Elementary I, Elementary I-II, and Elementary II Stand-alone.

Montessori Live provides ongoing support throughout the practicum experience through regular synchronous chats during the school year that cover practical applications of Montessori philosophy, problem-solving of common classroom management challenges, clarification, and encouragement of practicum assignments. The online course component opens in August each year and remains open until students complete their required assignments. An experienced Montessori Live faculty member supervises the Practicum course. The instructor also observes each adult learner a minimum of two times during the fall and early spring via video conference.

At least one additional observation must be conducted face-to-face during the practicum year.

Montessori Live recommends that this observation be completed by the student's supervising educator per the Practicum Site Agreement or Supervising Educator Agreement. The supervising educator and school administrator will receive surveys in May to verify practicum teaching internship hours and indicate program satisfaction.

Standards and Responsibilities for Supervising Educators

1. **Credentials:** Supervisors must hold a MACTE-accredited teacher-training program credential or the equivalent and supply a copy to the training program's registrar. The course director shall determine exceptions and report them to MACTE.
2. **Teaching Experience:**
3. The supervising educator must be in at least the third year of teaching in a Montessori setting.
4. **Student Experiences:**
5. The supervising educator is responsible for providing advice relating to the following areas:
 - Preparation and maintenance of indoor environments
 - Observation of lessons given throughout the internship
 - Instructional strategies
1. **Assessment:** The supervising educator must be able to meet with the intern regularly to provide advice as well as observe in the intern's environment to complete lesson observations. The supervising educator must complete a survey relating to the intern's progress and be available to discuss progress with the Montessori Live practicum course instructor.

Standards and Responsibilities for Self-Directed Educators

Montessori Live provides ongoing support throughout the practicum experience through regular synchronous chats during the school year that cover practical applications of Montessori philosophy, problem-solving of common classroom management challenges, clarification, and encouragement of practicum assignments. The online course component opens in August each year and remains open until students complete their required assignments. An experienced Montessori Live faculty member supervises the Practicum course. The instructor also observes each self-directed adult learner a minimum of three times during the fall, winter, and early spring via live conferencing software. At least one additional observation must be conducted face-to-face during the practicum year.

Interns requiring a self-directed internship will participate in the online PRED course with all interns in their cohort. Students who indicate they are self-directed during their practicum experience will need to plan with the Practicum course instructor to travel to the school site once during the practicum experience. Montessori Live will charge an extra administrative fee to support students during their practicum experience. However, this fee does not include travel or per diem expenses to visit the school site. Students are responsible for reimbursing these costs for Montessori Live or the qualified educator.

Policies and Procedures

Student-to-Instructor Ratio

The online component has a maximum of fifteen (15) adult learners to one instructor. Residencies have a maximum of twenty (20) adult learners to a minimum of one instructor per subject.

Student Identification Policy

Montessori Live requires a copy of a government-issued photo ID and a jpeg photo at registration. The picture is posted on the course platform (Moodle) home page for identification purposes. Our student registration system issues secure logins and passcodes to each participant. It follows FERPA guidelines and protects adult learner privacy. The adult learner is observed virtually and in person during the practicum phase. Exams are a required component of the Elementary II Summer Residency course and are performed in person.

Transfer of Credit

Montessori Live accepts transfer credit from other programs on a case-by-case basis. Transfer credits issued from other MACTE-accredited programs or universities geared toward Montessori education are acceptable at the sole discretion of Montessori Live.

Students seeking full credit for previous Elementary I certification must provide Montessori Live with a copy of a MACTE-accredited certificate or diploma and final transcripts that verify happy hours of instruction and descriptions of curriculum content. The Registrar will evaluate partial transcripts and course completion certificates submitted for transfer credit based on the number of hours satisfied for each curriculum area. Albums and portfolios will also be reviewed for adult learners requesting completion of a partially completed program.

No part of the practicum phase may be satisfied by previous academic work, practicum, or life experience unless the adult learner transfers directly from one MACTE-accredited training program into another with little gap between training experiences. Approved transfer credits will count toward program completion from Montessori Live. Montessori Live reserves sole discretion in determining what is approved by other programs.

Attendance Policy

Residency Attendance

Montessori Live meets MACTE's attendance policy of 90% attendance for all residencies. If a student misses more than 8 hours for the EL I or EL II residency or 12 hours for the EL I-II residency, the days need to be made up in a future residency.

Practicum Attendance

The educator and administrator practicum courses require the completion of all assignments and a final score of at least 85%, meaning each assignment can earn less than full points. If a participant fails to complete all of the assignments, they must do so the following school year or re-enroll in the following practicum course, depending on how many assignments are outstanding. They also need to satisfy MACTE's minimum requirements for practicum teaching hours.

Online Course Attendance

Participants must demonstrate 85% mastery to satisfactorily complete a course.

100% of the virtual chats need to be either attended in the synchronous lecture or submit a summary of the discussion and upload it to the chat attendance assignment where completion points are given. Courses are left open for a reasonable time period (one to three weeks) to allow for extra opportunities to finish up course requirements. Participants are asked to contact the course instructor regarding their progress. At the end of three weeks, if the 85% mastery level has not been reached, the student must repeat a course for no additional charge one time only.

Chat and Forum Attendance

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. Students are expected to participate in regularly scheduled chat sessions during a course of study. The chat session takes on a similar tone to a regular classroom session. Instructors make announcements, provide supplementary information on the videotaped lectures, and engage in discussion.

Throughout the course, students must also participate in discussion forums that are a component of the learning management system (LMS). Every week, the instructor posts a question about lecture content and course readings. Points for these activities include posting a reflection and commenting on others' postings. Forum reflections allow for exchanging ideas among participants that may not have been discussed during a live chat. Breakout group sessions in traditional classrooms could be considered an equivalent practice.

Students are required to review the lecture and presentation videos each week. Student progress is tracked electronically for administrative purposes. Assignments are generally based on practicing with materials or material-making based on a review of course videos and lesson plans. Points are given for completing assignments.

Chat and forum participation are essential evaluation criteria for course completion. Assignments are the third component. 85% is the minimum requirement to pass each course, but 100% chat participation are required.

Academic Integrity

The online component of our program depends on students viewing video lessons and lectures as well as other assignments and resources posted for each course week. To pass each online module, students must see and complete these resources every week. Montessori Live can track a student's progress through our course management system (Moodle). If it becomes evident that a student is attempting to complete our coursework without viewing these resources substantially and thoroughly. In that case, the student may be required to repeat the module or be unenrolled from the program at the sole discretion of the Montessori Live administration.

Scheduling Policy

Adult learners are enrolled in classes based on published schedules and class availability. To get started and enrolled in a class, complete Step 1 requirements. For final approval for certification programs, Step 2 supporting documentation must be completed within six weeks from the start date of the first course.

Payment and Financial Aid Policy

Montessori Live has a pay-as-you-go policy that requires payment for each 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. If your employer sponsors your educational expenses, please have the **School Sponsor Verification** form completed and signed. 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 and is not eligible for FAFSA or State Financial Aid programs. For institutions/districts paying for participant tuition, see this handbook's Registration Procedures & Information section.

Payment Option Within the 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, Western Union and American Express.

Extension Policy

The student has four years to complete the program from the date the application has been approved and registered with MACTE. If a student requests an extension, they must pay a processing fee to MACTE and \$295 to Montessori Live. The extension will need to be approved by the Registrar 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.). Montessori Live may require that some courses be repeated. In the case of extenuating circumstances, an adult learner has up to five (5) years to finish their program for teachers and three (3) years for administrators. The adult learner would be charged an additional registration fee past this deadline.

Course Cancellation Policy

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 to register for a different class to transfer the original charge toward such enrollment. If the program cancels a course, the student will be placed in a similar course for no additional charge.

Withdrawal and Refund Policy

- The program application and registration fees are non-refundable.
- This refund policy covers only courses offered by Montessori Live. If a student wishes to withdraw from a course, s/he will contact the Registrar. The Registrar's Office will issue eligible refunds within 30 days.
- The last day to withdraw from an online course with a full refund is the 7th day after the course begins.
- The last day to withdraw with a 75% refund is the 14th day after the course begins.
- A notified or unnotified withdrawal after two weeks will not be refunded.
- If a student completes more than 50% of the course requirements and then requests to drop the course, they are ineligible to repeat it for no additional charge.
- We make every effort to give participants sufficient time to complete courses as long as they communicate with either the registrar or the course instructor.
- If a participant drops or withdraws from the program entirely, refunds will only be disbursed for prepaid coursework where the participant has not yet been enrolled.

- Montessori Live is organized in a pay-as-you-go structure, so participants pay only for the course in which they are currently enrolled rather than the entire program at once.
- Students who do not complete practicum requirements by June 30th will be enrolled into the next practicum course for a reduced fee. Students will not receive a final grade and credit for the practicum until all requirements are completed.
- Montessori Live withholds all course and program completion certificates, diplomas, and transcripts until the tuition is paid in full.

Dismissal Procedures

Montessori Live administration can place participants on probationary status or dismiss them entirely from the training program for cause. The ultimate decision rests with the executive director. At our discretion, Montessori Live reserves the right to withdraw a student for *consistent absenteeism, lack of sufficient communication with course instructors over time, issues of academic integrity, or a pattern of withdrawing or repeatedly failing to complete courses.*

If a faculty member doubts a participant's ability to adhere to the responsibilities listed in this handbook or deal positively and appropriately with other adults in their cohort, Montessori Live administration will be informed. If the cause for concern is sufficiently demonstrated, a written plan will be outlined and agreed upon to establish reasonable goals to remediate the concern. It is up to the executive director to determine the outcome. Every effort will be made to avoid withdrawing a participant from our programs.

Refunds will follow the guidelines published in this handbook.

Grievance Policy

Purpose

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

The composition of the Arbitration Committee

The Arbitration Committee will be composed of the following persons who shall remain committee members 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 its management, faculty, and staff in the following areas:

1. Incomplete training by a lecturing instructor that is significantly diminished or divergent from the published syllabi.
2. The program is unable to meet instituted requirements during the practicum/internship phase.

3. The program fails to meet anyone's financial obligations 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 to recompense for their services. Grievances that the committee decides are not severe 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 whom the charge 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 be brought before the program's Arbitration Committee, which 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 mediate a satisfactory solution between them. Failing that, the Arbitration Committee shall decide, by majority vote, a course of action that shall be binding on all parties.

Contacting MACTE

Montessori Accreditation Council for Teacher Education
420 Park Street, Charlottesville, VA 22902
434-202-7793, info@macte.org

No Guarantee of Employment

Montessori Live does not guarantee employment, salary, or occupational advancement. We do not provide employment placement services besides a section on our website where schools can request a job posting (which is rare).

Statement of Services Provided

We do not provide student services other than academic advising for completing Montessori Live programs. We do not provide psychological counseling or medical services of any kind. Students must use local medical facilities per their health insurance policy requirements. As most of our program is online, the possible need for medical services is limited to the summer residency component (two or three weeks in July). We give informal advice to students who request assistance with their individual situations. Our program graduates receive continuing access to our Video Lesson Library.

Technical Support

Montessori Live strives to make the course enrollment process as simple as possible. To facilitate the successful navigation of our website, we have provided below some basic guidelines at this link: <https://montessorilive.org/e-learning-technology/>. If a participant is experiencing difficulty with any technical aspect of the online program, he/she may contact Technical Support. Please contact Technical Support at techsupport@montessorilive.org.

Technology Policies

Montessori Live utilizes the following technologies:

- Campus Cafe – Student services software currently in effect
- MailChimp - Newsletter subscription
- MoodleRooms - Course management software
- Zoom - Course live chat management software

- WordPress - Website management software

Privacy Policy

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

The only personally identifiable information we obtain about visitors to our website 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 about the personal identities of our visitors. The only information tracked is about 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, home address, etc.) will not be disclosed to anyone for any reason. We employ strict security measures to safeguard online transactions; all information about order fulfillment is sent and received via an encrypted internet channel using the latest encryption technology.

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 primary purposes. First, we receive information to determine ways of improving our website by seeing which areas, features, and products are most popular. Second, we collect information to facilitate e-commerce transactions on our website and aid our visitors in participating in contests, polls, and other non-commerce-related activities. All information gathered in this manner is via Google Analytics and does not identify the user.

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 website that you think is inappropriate, please get in touch with us.

Login Information

The user has been provided with a valid screen name and password to access the Product (the "Login Information"). All Login Information must be kept confidential and may only be used by the user. The user is responsible for maintaining the security and confidentiality of all Login Information and preventing unauthorized access to the Product and the Content. The unauthorized use of any log-in Information, either with or without the user's knowledge, shall be deemed a breach of this Agreement or may constitute an infringement of Montessori Live's

copyrights. Unauthorized access to or use of the Product or the Content by someone using the User's Log-in information may be attributed to the user.

Communication from Montessori Live

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

Required Specifications

All adult learners are required to use turn on their live video feed during online chats. A required headshot is posted to the online profile that matches their photo ID. This requirement verifies identity to uphold the highest standard of academic honesty. All other required or recommended specifications can be found on 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 or for-profit manner or public exhibition. In no event shall the Product or the Content be used outside this Agreement's scope or beyond the Term of the subscription plan.
- b) *Original Intent and Purpose of Content* – The 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 way 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, decompiling, disassembling, and reverse-engineering the website or the Content.
- d) *Content Displayed on the Website* – The 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* – The user may not download still images from the Product for personal use in any manner.

Content May Not Be Downloaded or Copied

Except as expressly 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

The 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

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

Legal, Advertising and Marketing Policy, and Release

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

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

Consent to assign and transfer 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"). Montessori Live will use the Works to further the education and training of educators and school leaders in Montessori philosophy and pedagogy. 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. I hereby represent and warrant that I have the right and power to enter into this Lecture Release and Assignment.

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

Montessori Live has 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 audio recordings, supplemental materials, and their underlying copyrights ("Works"). The Works shall constitute Montessori Live's property, wholly and solely, 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. Montessori Live agrees to use the Works to further the education and training of educators and school leaders in Montessori philosophy and pedagogy.

Students agree that their legal rights shall be governed by Florida law. **The courts of Sarasota County, Florida, shall have exclusive jurisdiction and venue for any legal action or proceeding arising out of any dispute with Montessori Live to which the student irrevocably consents.**

Graduation Policies and Procedures

1. Satisfactory completion of all online courses as required for each program.
2. Satisfactory completion of the Summer Residency as required for each program.
3. Satisfactory completion of teaching online practicum course as detailed in the course syllabus AND
 - a minimum of 400 teaching hours for the early childhood program (120 hours directly working with children)
 - a minimum of 520 teaching hours for the elementary programs (120 hours directly working with children)
 - a minimum of 700 administrative hours for the school leadership diploma program
4. All tuition and registration fees must be paid.

Evaluation Policies

Evaluation of progress in Montessori Live is an ongoing "real-time" process that allows students to receive feedback and results in a timely and accurate manner. Using the course management system, grades for assignment submissions, reports, etc., are entered directly into each student's record. In addition to using the grades function in Moodle, grade entry data is backed up in the Campus Café Student Services software program. Students can access their 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 Grading Rubric for ONLINE Forums – Online Courses

- 0 = Forum is missing a post and was open for at least two weeks
- 1-3 points = Discussion was posted to the forum. QUALITY POINTS
- 2 points = At least one response to others noted (minimum)

In most online courses, forums will be closed after two weeks and will not reopen. We encourage students to post to as many colleagues as possible to promote great discussion. The courses that are most beneficial for people always have the most active 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 add much value to the conversation. Remember, students 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 Grading Rubric for Residencies

- A Score of 0 = Forum was missing a post and was opened for at least 48 hours.
- A Score of 3 = Discussion was posted to the forum.
- A Score of 4 = Discussion was posted to the forum, and one response to others was noted.
- A Score of 5 = Discussion was posted to the forum, and two responses to others were noted (minimum).

During the residencies, the forums will be closed after 48 hours and will not reopen. We encourage you to post to as many colleagues as possible to promote great discussions. The courses that are most beneficial for participants are always the courses with the most active forum participation in posting and responding. Please respond in a thoughtful way that forwards the discussion. Just saying "great" or "I agree" does not add much value to the

discussion. Remember, students 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.

Explanation of Grading Rubric for Live or Recorded Chats

Option 1: (100%) The adult learner was present for 90% of the live chat session.

Option 2: The Adult Learner reviewed the missed chat recording before the next scheduled live chat and (100%) submitted a summary of the discussion to the weekly assignment called Chat Attendance

85% is the minimum requirement to pass each course, but 100% participation in chats is also required.

Courses where students have missed chats, will not be counted as complete and are not eligible for transfer credit toward the certification program.

Explanation of Grading Rubric for Assignments – Online Courses

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

The use of oral or written language is excellent, with clear communication. (25%)

The assignment covers all directions given. (25%)

The submission was on or before the due date. (10%)

Explanation of Grading Rubric for Assignments - Residency Courses

The assignment is thorough, meaningful, and organized. (50%)

The use of oral or written language is excellent, with clear communication. (25%)

The assignment covers all directions given. (25%)

Viewing of Video Resources

IMPORTANT NOTE: The online component of our program depends on students viewing video lessons and lectures as well as other assignments and resources posted for each week of a course. Students must see and complete all these resources weekly to pass each online module. Montessori Live can track a student's progress through our course management system (Moodle). Suppose it becomes evident that a student is attempting to complete our coursework without viewing these resources substantially and thoroughly. In that case, the student may be required to repeat the module or be unenrolled from the program at the discretion of the Montessori Live administration.

Important Forms

Professional Reference Form for Colleague



Professional Reference Form
for
COLLEAGUE

Montessori Live Educator Training Program, Inc. (Montessori Live)

Respondent: Thank you for completing this form for the applicant to our Montessori teacher-training program. We greatly appreciate you doing so in a timely manner. Once you have completed the form, please sign, date, scan, and email to registrar@montessorilive.org. Please put the applicant's name in the SUBJECT line.

Name of Montessori Live Applicant: _____

Course Level (check one): Early Childhood (ages 3-6) Elementary I (ages 6-9) Elementary I-II (ages 6-12) Elementary II (ages 9-12)

The following information is required of the colleague completing this form:

Name: _____

Address: _____

E-mail: _____

Telephone: _____

Please answer all questions

1. *How long have you known the applicant and in what context?*
2. *Necessary skills for a Montessori educator include: a love of children, a high degree of motivation, energy, responsibility, time-management skills, and attention to detail. Please comment on the qualities of the applicant that would make him/her an effective educator of children of the ages at his/her chosen course level (see above)?*
3. *The Montessori Live teacher training programs involve coursework and assignments that require practice with age-appropriate children using Montessori materials in a Montessori environment.*
4. *Please verify to the best of your knowledge that this applicant has access to an age-appropriate Montessori environment to practice lessons with the materials and with children?*
5. *Do you have any concerns regarding the ability, suitability, or availability of the applicant to work with children?*
6. *Can you offer any additional information that would be helpful in considering this applicant?*

Signature of Colleague

Date

www.montessorilive.org, info@montessorilive.org, 833.366.5483
Montessori Live is a MACTE-accredited, independent educator training program.

Professional Reference Form for Supervising Educator



Professional Reference Form
for
SUPERVISING EDUCATOR

Montessori Live Educator Training Program, Inc. (Montessori Live)

Respondent: Thank you for completing this form for the applicant to our Montessori teacher-training program. We greatly appreciate you doing so in a timely manner. Once you have completed the form, please sign, date, scan, and email to registrar@montessorilive.org. Please put the applicant's name in the SUBJECT line.

Name of Montessori Live Applicant: _____

Course Level (check one): Early Childhood (ages 3-6) Elementary I (ages 6-9) Elementary I-II (ages 6-12) Elementary II (ages 9-12)

The following information is required of the supervising educator completing this form:

Name: _____

Address: _____

E-mail: _____

Telephone: _____

1. *How long have you known the applicant and in what context?*
2. *Necessary skills for a Montessori educator include: a love of children, a high degree of motivation, energy, responsibility, time-management skills, and attention to detail. Please comment on the strengths of the applicant that would make him/her an effective educator of children of the ages at his/her chosen course level (see above)?*
3. *Do you have any concerns regarding the ability, suitability, or availability of the applicant to work with children?*
4. *Can you offer any additional information that would be helpful in considering this applicant?*

Signature of Supervising Educator

Date

www.montessorilive.org, info@montessorilive.org, 833.366.5483
Montessori Live is a MACTE-accredited, independent educator training program.

Professional Reference Form for Head of School



Professional Reference Form for HEAD of SCHOOL

Montessori Live Educator Training Program, Inc. (Montessori Live)

Respondent: Thank you for completing this form for the applicant to our Montessori teacher-training program. We greatly appreciate you doing so in a timely manner. Once you have completed the form, please sign, date, scan, and email to registrar@montessorilive.org. Please put the applicant's name in the SUBJECT line.

Name of Montessori Live Applicant: _____

Course Level (check one): Early Childhood (ages 3-6) Elementary I (ages 6-9) Elementary I-II (ages 6-12) Elementary II (ages 9-12)

The following information is required of the Head of School completing this form:

Name: _____

Address: _____

E-mail: _____

Telephone: _____

1. *How long have you known the applicant and in what context?*
2. *Necessary skills for a Montessori educator include: a love of children, a high degree of motivation, energy, responsibility, time-management skills, and attention to detail. Please comment on the strengths of the applicant that would make him/her an effective educator of children of the ages at his/her chosen course level (see above)?*
3. *Do you have any concerns regarding the ability, suitability, or availability of the applicant to work with children?*
4. *The Montessori Live teacher training programs involve coursework and assignments that require practice with age-appropriate children using Montessori materials in a Montessori environment. Confirm the work schedule or the number of hours per week that this applicant has access to an age-appropriate (for the program level), Montessori environment to practice lessons with materials and with children.*
5. *Can you offer any additional information that would be helpful in considering this applicant?*

Signature Head of School

Date

www.montessorilive.org, info@montessorilive.org, 833.366.5483
Montessori Live is a MACTE-accredited, independent educator training program.

Practicum Site Agreement for Supervised Teachers

 **MONTESSORI** PRACTICUM SITE AND SUPERVISING EDUCATOR AGREEMENT (PSA)
LIVE

THIS SECTION IS TO BE COMPLETED BY THE INTERN.

NAME OF INTERN: _____ Cell Phone: _____

Email Address: _____

Certification level being sought: 3-6 __, 6-9 __, 6-12 __, 9-12 __

Signature of Intern _____ Date _____

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR.

NAME OF HEAD OF SCHOOL: _____

Cell Phone: _____ Email Address: _____

PRACTICUM SITE: _____

Site Address: _____

Program level of intern's environment where lesson presentations take place: 3-6 __, 6-9 __, 6-12 __, 9-12 __

PRACTICUM SITE OPTION: (Check all that apply to your site option and employment status)

- SUPERVISED (Supervising Educator is Lead Teacher) _____
- SUPERVISED (Supervising Educator is on site but not in the same classroom.) _____

PRACTICUM SITE EMPLOYMENT STATUS:

- EMPLOYED _____ OR
- VOLUNTEER _____ (attach a copy of the volunteer agreement)

	(circle one)		
1. JOB DESCRIPTION/CONTRACT: The intern has been given a written job description and/or contract.	yes	no	Job description /contract
2. VOLUNTEER POLICY FOR INTERNS (if applicable): The school has written expectations for interns not employed by the school.	yes	n/a	Volunteer Intern policy (pages that apply)
3. SCHOOL POLICIES: The school has communicated to the intern administrative policies and school guidelines for the internship.	yes	no	Intern policy (pages that apply)
4. SUPERVISION: Unless self-directed, school agrees not to ask the intern to assume main responsibility for class without a supervising teacher or other qualified staff person.	yes	no	(none)
5. ONGOING SUPPORT: The school will be supportive of the intern in efforts to meet her/his practicum requirements.	yes	no	(none)
6. INSTRUCTIONAL/OBSERVATION TIME ALLOWANCE: If employed, 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 _____ and _____ years-old.	yes	no	(none)
8. ENVIRONMENT: The intern's classroom has a full complement of Montessori materials. The classroom environment is consistent with the description in these guidelines for the age level served.	yes	no	(none)


MONTESSORI PRACTICUM SITE AND SUPERVISING EDUCATOR AGREEMENT (PSA)
 LIVE

Intern's proposed work schedule for the 2024-2025 academic school year will be as follows: Day – Hours (Example: M-F 9-5)

Start date for current school year: _____ Last day of school date: _____

Weekly schedule:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

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 the intern and provide the required support. MACTE requires the Intern to complete at least 400 teaching hours for Early Childhood, Elementary I, and Elementary II or 520 for Elementary I-II. Montessori Live prefers 600-800 hours for EC and 1,000 – 1,200 hours for Elementary over one school year.

I understand that I will be asked to re-verify the intern's teaching hours after his/her internship. This form must be resubmitted if the persons identified above are no longer working with the intern in this capacity.

Signature of Head of School **Date**

THIS SECTION IS TO BE COMPLETED BY THE SUPERVISING EDUCATOR.

NAME OF SUPERVISING EDUCATOR: _____

Cell Phone: _____ Email Address: _____

Program level of supervising educator's credential and effective date: (ex: EL-I, 2012) _____

A copy of the supervisor's credentials is attached. yes ___ will email to registrar@montessorilive.org ___

SUPERVISING EDUCATOR CRITERIA

1. **Credentials:** Supervisors must hold a MACTE-accredited teacher training program credential (or the equivalent) at the same level as the intern seeking and supply a copy 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 third year of teaching in a Montessori setting.
3. **Student Experiences:** The supervising educator is responsible for providing advice relating to the following areas:
 - Preparation and maintenance of indoor environments
 - Observation of lessons given throughout the internship
 - Instructional strategies
4. **Assessment:** The supervising educator must be able to meet with the intern regularly to provide advice and observe the intern's environment to complete lesson observations. The supervising educator must complete a survey of the intern's progress and be available to discuss progress with the Montessori Live practicum course instructor, if necessary.

As a Supervising Educator, I attest that all the information entered on this form is accurate. I have read the goals and expectations. I agree to schedule regular lesson observations with the interns as they complete the program's online component. I agree to supervise the intern to the best of my ability and provide support and advice as needed. I will contact the Montessori Live Program Director or Registrar if I have any questions or concerns. I will email a copy of my teaching credential to registrar@montessorilive.org.

Signature of Supervising Educator **Date**

Practicum Site Agreement for Self-Directed Teachers



PRACTICUM SITE AND MENTOR AGREEMENT FOR SELF-DIRECTED (PSA)

THIS SECTION IS TO BE COMPLETED BY THE INTERN.

NAME OF INTERN: _____ **Cell Phone:** _____

Email Address: _____

Certification level being sought: 3-6 __, **6-9** __, **6-12** __, **9-12** __

Montessori Live Site Visit: One additional observation must be conducted face-to-face during the practicum year. Students who indicate they are self-directed during their practicum experience will need to make arrangements with the Practicum course instructor to travel to their school site once during the practicum experience. Montessori Live will charge an extra administrative fee to support the students during their practicum experience. The intern will pay and arrange travel and per diem expenses for the practicum instructor to visit the school site.

Local Mentor Site Visit: The practicum requires that form R7 and form R11 be observed face-to-face during the practicum year. Students who indicate they are self-directed during their practicum experience must arrange a visit with the local Mentor at the practicum site.

Signature of Intern **Date**
THIS SECTION IS TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR.

NAME OF HEAD OF SCHOOL: _____

Cell Phone: _____ **Email Address:** _____

PRACTICUM SITE: _____

Site Address: _____

Program level of intern's environment where lesson presentations take place: 3-6 __, **6-9** __, **6-12** __, **9-12** __

PRACTICUM SITE OPTION: (Check all that apply to your site option and employment status)

- **SELF-DIRECTED** (Practicum instructor will conduct the in-person observation) yes _____ no _____
- **SELF-DIRECTED** (Visiting mentor will conduct the in-person observation) yes _____ no _____

PRACTICUM SITE EMPLOYMENT STATUS:

- EMPLOYED _____ OR
- VOLUNTEER _____ (attach a copy of the volunteer agreement)

	(circle one)		
1. JOB DESCRIPTION/CONTRACT: The intern has been given a written job description and/or contract.	yes	no	Job description /contract
2. VOLUNTEER POLICY FOR INTERNS (if applicable): The school has written expectations for interns not employed by the school.	yes	n/a	Volunteer Intern policy (pages that apply)
3. SCHOOL POLICIES: The school has communicated to the intern administrative policies and school guidelines for the internship.	yes	no	Intern policy (pages that apply)
4. SUPERVISION: Unless self-directed, school agrees not to ask the intern to assume main responsibility for class without a supervising teacher or other qualified staff person.	yes	no	(none)
5. ONGOING SUPPORT: The school will be supportive of the intern in efforts to meet her/his practicum requirements.	yes	no	(none)
6. INSTRUCTIONAL/OBSERVATION TIME ALLOWANCE: If employed, school allows the intern release time to meet program training requirements and observations.	yes	no	(none)


PRACTICUM SITE AND MENTOR AGREEMENT FOR SELF-DIRECTED (PSA)

7. AGE RANGE OF CLASS: The intern's classroom contains children predominantly between the ages of _____ and _____ years-old.	yes	no	(none)
8. ENVIRONMENT: The intern's classroom has a full complement of Montessori materials. The classroom environment is consistent with the description in these guidelines for the age level served.	yes	no	(none)

Intern's proposed work schedule for the 2024-2025 academic school year will be as follows: Day – Hours (Example: M-F 9-5)

Start date for current school year: _____ Last day of school date: _____

Weekly schedule:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

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 the intern and provide the required support. MACTE requires the Intern to complete at least 400 teaching hours for Early Childhood, Elementary I, and Elementary II or 520 for Elementary I-II. Montessori Live prefers 600-800 hours for EC and 1,000 – 1,200 hours for Elementary over one school year.

I understand that I will be asked to re-verify the intern's teaching hours after his/her internship. This form must be resubmitted if the persons identified above are no longer working with the intern in this capacity.

Signature of Head of School **Date**

THIS SECTION IS TO BE COMPLETED BY THE MENTOR.

VISITING MENTOR NAME: _____

Mentor's Cell Phone: _____ Email Address: _____

Please include a copy of the visiting mentor's MACTE-accredited credential (effective August 2022 or earlier).

- Credentials:** The individual must hold a MACTE-accredited credential effective August 2022 (or earlier).
- Responsibilities:** The mentor is responsible for visiting the practicum site at least once, completing a classroom management observation form (R7), and observing one lesson presentation using the form (R11).
- The mentor may provide advice relating to the following areas:
 - Preparation and maintenance of indoor environments
 - Instructional and behavior strategies
 - General advice regarding the Montessori classroom environment

As the visiting mentor, I attest that all the information entered on this form is accurate. I agree to support the intern to the best of my ability, consistent with any agreement reached between the intern and me. I also agree to allow the practicum instructor to contact me regarding my onsite visit. If I have any questions or concerns, I will contact the Registrar. I will email a copy of my teaching credential to registrar@montessorilive.org.

 Signature of Visiting Mentor (if applicable) Date

 Print Mentor Name (if applicable)

 Signature of Practicum Instructor (if applicable) Date

School Sponsor Verification Form



School Sponsor Verification Form

Montessori Live Educator Training Program, Inc. (Montessori Live)

Respondent: Thank you for completing this form for the applicant to our Montessori teacher-training program. We greatly appreciate you doing so in a timely manner.

Name of Montessori Live Applicant: _____

Contact information for Head of School

School: _____

School Address: _____

Head of School Name: _____

E-mail: _____

Telephone: _____

By my signature, I am verifying my approval for the named applicant to participate in the following program (circle one):

EC / EI / EI-II / EII / School Leadership

I am also verifying that _____ (name of school) will contribute to the payment of tuition. (select one option)

The school will pay full tuition as well as registration fees _____

The school will pay partial tuition of _____ (please clarify below) _____

Contact information of person responsible for receiving tuition invoices and submitting tuition payments:

Name: _____

E-mail: _____

Phone: _____

Payments will be made via: (check all that apply)

PayPal _____ Check _____ Direct Deposit _____ Online Bank Transfer _____

Our payment policy is posted at <https://montessorilive.org/policies/>

Once you have completed the form, please sign, date, scan, and email to registrar@montessorilive.org. Please put the applicant's name in the SUBJECT line.

Signature of Head of School Date

www.montessorilive.org, info@montessorilive.org, 833.366.5483
Montessori Live is a MACTE-accredited, independent educator training program.

PRADM Practicum Site and Mentor Agreement



PRACTICUM SITE AND SUPERVISING MENTOR AGREEMENT FOR LEADERS

NAME OF ADMINISTRATOR: _____

PRACTICUM SITE: _____

Address: _____

Montessori levels of school environments: infant/toddler ____, 3-6 ____, 6-9 ____, 6-12 ____, 9-12 ____, secondary _____

PRACTICUM SITE OPTION: (Check all that apply to your site option and employment status)

- SUPERVISED (Supervising Educator on site) _____ OR SELF-DIRECTED (Practicum instructor will supervise)

PRACTICUM SITE EMPLOYMENT STATUS:

- Must provide evidence of employment (black out salary and other personal information) such as offer letter or another document stating employment status and current position. **Copy of employment evidence is attached yes ___ no ___**

NAME OF EMPLOYER REPRESENTATIVE: _____

Cell Phone: _____ Email Address: _____

NAME OF PRACTICUM SUPERVISING MENTOR: _____

Cell Phone: _____ Email Address: _____

PRACTICUM SUPERVISING MENTOR CRITERIA

Credentials: The supervising mentor must have a degree in administration, general education, or educational leadership and at least three years of Montessori school administrator experience in public or private Montessori programs. Ideally, the mentor should have experience similar to that of your program. A resume, degree transcript, and any Montessori certificates (optional) should be uploaded to the Practicum course. For public administrators, a copy of state principal licenses must also be provided. The practicum course instructor will contact the mentor to discuss responsibilities for this role.

- Completed and signed copy of this Agreement upload to practicum course ___
- Copy of resume showing at least three of administrative experience (required) upload to practicum course ___
- Copy of transcript (required) upload to practicum course ___
- Copy of Montessori teaching certification (optional) upload to practicum course ___
- Copy of State principal license (public programs) upload to practicum course ___

2. **Administrator Experience:** The supervising administrator must be in at least the third year of administration in a Montessori setting.

3. **Responsibilities:** The supervisor is responsible for mentorship of adult learner relating to the following areas:

- General school administration
- Stakeholder relations (such as boards, regulatory agencies, parents, and community members)
- Supervision of faculty



PRACTICUM SITE AND SUPERVISING MENTOR AGREEMENT FOR LEADERS

4. **Assessment:** The supervising educator must be able to:
 - Meet at least once in person for approximately 2 hours at the practicum location and generally document the experience in an email to the practicum course instructor.
 - Be available by phone or email to answer questions or give advice about concerns.
 - Meet online or by phone at least one time for approximately an hour and generally document the conversation in an email to the practicum course instructor to discuss progress, concerns, etc.
 - At the conclusion of the practicum experience, the supervisor must complete a survey relating to the adult learner's progress and be available to discuss progress with the Montessori Live practicum course instructor, if necessary.
5. **Self-directed:** Adult learners will be supervised by the practicum instructor. Daily rate and travel expenses for in-person visits are not included in the course tuition.

As Supervisor, I attest that all of the information entered on this form is completely accurate. I have read and agree to the criteria.

Signature of Supervising Mentor

Date

Signature of Employer Representative

Date



PRADM Contact Forms

(Available upon request)

Recommended Student Schedules by Program

(View online at <https://montessorilive.org/how-to-become-montessori-certified/>)

Curriculum Course Forms

Available in the syllabi and in online courses

Practicum Course Forms

Available in the Practicum Handbook and in the online courses.

Practicum Syllabus

Available in the practicum course and upon request.

Program Handbook Acknowledgment

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

Acknowledgment

I agree to abide by the policies of Montessori Live as outlined in the Program Handbook.

Certification 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: _____

