



# APPLICATION

**Elementary 1 Certification Program: Ages 6 – 9**

**Elementary 1 & 2 Certification Program: Ages 6 – 12**

## **INSTRUCTIONS**

Complete all pages and submit them with your essay and letters of recommendation (see Application Checklist for essay and recommendations).

Your application may be submitted by email, fax, or regular mail. To mail the application send to:

Age of Montessori  
301 Evergreen Drive, Suite 100  
Bozeman, MT 59715

You may also scan and email this application to:

[customerservice@ageofmontessori.com](mailto:customerservice@ageofmontessori.com)

To check the status of your application contact the email above or call our offices Monday to Friday 9am to 5pm MST at:

Telephone: (406) 284-2160  
Fax: (406) 284-2163

Email: [customerservice@ageofmontessori.com](mailto:customerservice@ageofmontessori.com)



Age of Montessori is an Applicant in Good Standing with the Montessori Accreditation Council for Teacher Education for its Elementary 1 - 2 certification program. Applicant in Good Standing in no way determines the outcome of the accreditation decisions by MACTE. [www.macte.org](http://www.macte.org)

Age of Montessori admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

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## **THE AGE OF MONTESSORI IS HERE!**

Welcome to authentic training in the real Montessori method taught in the legacy of Maria Montessori

- Estimated time commitment of 10-15 hours per week
- Prerequisite for Elementary Certification: bachelor's degree and MACTE-accredited Early Childhood Certificate, or an Age of Montessori Early Childhood Foundations certificate

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## **4 STEPS TO ELEMENTARY TEACHER CERTIFICATION**

### **STEP 1 – ONLINE STUDY FOR STUDENTS IN ELEMENTARY 1 OR ELEMENTARY 1 & 2**

Eleven months of online study of the philosophy and psychology that is the heart of the Montessori Method.

Topics include:

- Getting To Know Your Prepared Online Environment
- The Heart of the Curriculum
- Preparation of the Montessori Elementary Teacher
- Human Tendencies and the Stages of Development
- The Imagination and the Growth of Intelligence
- The Cosmic Plan-Overview
- The Cosmic Plan-Culture
- The Prepared Environment
- Geometry
- Math
- The Cosmic Plan-Biology
- The Cosmic Plan-Geography
- The Cosmic Plan-History
- Language
- Classroom Management
- Education for Peace
- Introduction to Internship

Students read assigned texts and online content, study videos, write papers and regularly share their thoughts in online discussion forums with classmates and instructors.

### **STEP 2 – RESIDENCY**

Elementary 1 requires four weeks in summer (students are responsible for paying their own travel, room and board).

Elementary 2 requires an additional three weeks the following summer.

Please inquire as to Residency location.

### STEP 3 – INTERNSHIP

Students are responsible to find a Montessori school in their areas that may be suitable for their Internships. The Course Director will provide a letter of introduction to the selected school with a list of requirements to determine if the school is qualified to receive the student as an intern.

These requirements include a classroom that has:

- a certified Montessori teacher with at least one full year of teaching experience
- a full complement of Montessori materials
- an enrollment of mixed elementary ages
- a daily Montessori work cycle of 2-3 hours

Internship year includes:

1. Nine months of on-the-job training in a fully equipped Montessori school
2. Three visits from Age of Montessori field personnel
3. A series of phone and Skype meetings with our staff and fellow Interns
4. Completion of written assignments; material making; documentation of lessons presented to individual children and small groups; conducting whole-class activities; and participation in all aspects of daily classroom life

(Self-directed Internships may be approved at discretion of Program Director. Call Registrar for details.)

### STEP 4 – FINAL PRACTICAL EXAM AND CERTIFICATION

- Completion of all academic requirements
- Final Practical Exam
- Tuition & fees paid in full

Certification students have up to four years to complete all requirements. Students must begin the Internship within two years of the end of the in-class Residency.

### ELEMENTARY CERTIFICATION TUITION AND FEES:

ELEMENTARY 1 CERTIFICATION			ELEMENTARY 2 CERTIFICATION		
Course Components	Tuition	Professional Fees	Course Components	Tuition	Professional Fees
Part 1: Online Study	\$3,500		Part 1: Online Study	\$1,800	
Part 2: Residency*	\$1,785		Part 2: Residency*	\$1,075	
Part 3: Internship**	\$1,000		Part 3: Internship**	--	
<b>TOTAL</b>	<b>\$6,285</b>	<b>\$695</b>	<b>TOTAL</b>	<b>\$2,875</b>	<b>\$695</b>
<b>GRAND TOTAL</b>	<b>\$6,980</b>		<b>GRAND TOTAL</b>	<b>\$3,570</b>	

\* Travel, room and board during the onsite Residency varies and is the responsibility of the student. Every effort will be made to assist students to find housing for minimal rates.

\*\* If a student lives in an area where no existing Montessori schools or Age of Montessori field personnel live, travel fees will be added accordingly for on-site visits. Travel fees will also be added for self-directed internship visits fifty or more miles from the field supervisor. Students are responsible for their own room and board. Most schools hire interns as classroom aides and pay them accordingly.

\*\*\* If enrolling in both Elementary 1 and 2, contact Registrar for discounted fees.

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## PAYMENT INFORMATION

- A non-refundable application fee of \$100 is due with the Application.
- Payment of full tuition (minus Professional Fees) upon acceptance entitles the student to a 5% discount.
- All funds must be rendered in U.S. currency. Foreign bank drafts, including those from Canada, must account for currency differences.
- A \$75 late fee will be applied after course start date.

### REFUND POLICY

- Prior to the start of the course, upon written request, a full tuition refund less a \$25 handling fee will be provided within two weeks.
- A refund of tuition will be made for withdrawals or dismissals during the first six weeks of classes (see Course Refund Schedule below).
- Withdrawals or dismissals after the first six weeks of classes will not receive a tuition refund.
- If unforeseen circumstances require a student to postpone or cancel the Online Study, Residency or Internship, those fees may be held until a later date when the student is able to attend, or a refund will be given.

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## COURSE REFUND SCHEDULE

The following schedule applies for all refunds:

TIME OF WITHDRAWAL OR DISMISSAL	PERCENTAGE OF REFUND DISMISSAL
During the first week of class	95%
During the second week of class	75%
During the third week of class	65%
During the fourth, fifth and sixth week of class	40%

- 1. **Photo:** Headshot.
- 2. **Application.**
- 3. **Essay:** Explain in at least 300 words why you desire training in Montessori education. Your essay must be written in English and typed in 12-point font on letter-sized paper. Attach this essay to your Application.
- 4. **Technology and Computer Literacy Requirements:** Complete, sign and attach this form (page 7) to your Application.
- 5. **\$100 Application Fee:** Make checks payable to Age of Montessori. To pay by credit card, call (406) 284-2160.
- 6. **Elementary Internship Coordinator:** After we have received your application and before your application is approved you will need to talk to our Elementary Internship Coordinator to discuss your plans for completing the nine-month student teaching requirement.
- 7. **Two Letters of Recommendation:** From previous or current employers, or teachers with whom you have worked. Recommenders should use the enclosed recommendation form. They must complete the form and mail it to the address on the form.
- 8. **Transcripts:** An official transcript of your highest college degree (bachelor's or above) must be sent to Age of Montessori.
- 9. Please submit a copy of your **MACTE-accredited Early Childhood Teaching Certificate or certificate of completion** from Age of Montessori's Early Childhood Foundations course.
- 10. If transferring to our Elementary 2 Program, please submit a copy of your **MACTE-accredited Elementary 6-9 diploma.**

Please complete the appropriate items and send them to:

1. **BY MAIL:**

Registrar  
Age of Montessori  
301 Evergreen Drive, Suite 100  
Bozeman, Montana 59715

2. **BY FAX:** (406) 284-2163

3. **BY EMAIL:** [customerservice@ageofmontessori.com](mailto:customerservice@ageofmontessori.com)



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## WORK EXPERIENCE RELEVANT TO ELEMENTARY TEACHING

Please list your work experience for the last five years, especially work that is relevant to the child/education and development. (List your most recent experience first.) Attach an additional page if necessary.

EMPLOYER	ADDRESS	DATES EMPLOYED	JOB TITLE / DUTIES

Please describe your previous experience with Montessori education. Include experience in Montessori classrooms, workshops, training or your personal reading.

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## INTERNSHIP INFORMATION

If you have already made arrangements for your Internship site, please provide the following information:

School Name \_\_\_\_\_

School Address \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State (or Country) \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Office Fax Number \_\_\_\_\_

Name of School Director \_\_\_\_\_ Email \_\_\_\_\_

Name of Supervising Teacher \_\_\_\_\_

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## APPLICANT AGREEMENT

I, \_\_\_\_\_ [print full name], affirm that all of the information contained in this application is correct and accurate. I understand that intentionally providing false information may constitute fraud, and can result in forfeiture of any monies or tuition paid, as well as revocation of an awarded Montessori certificate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## TECHNOLOGY REQUIREMENTS

### A Windows, Macintosh or Linux Computer with:

- Sound card/speakers
- Video/graphics card
- High speed Internet access (768Kb/second or faster; if you are using a dial-up connection or equivalent, the course quality may be less than optimal)
- Word Processing Program
- Email access
- Current anti-virus software (such as AVG, McAfee or Norton)
- Skype

**Browser Requirements:** Firefox 3 or higher is highly recommended and preferred; however, Internet Explorer 8 or higher is another alternative. Other browsers may be used, but may not support all functionalities in our learning platform. We recommend that you remain updated with the latest versions of web browser software. All browsers should have Cookies, Java, and Pop-ups enabled (i.e., do not block Pop-ups).

**Additional Software:** The following additional software is required and can be obtained from the websites listed below:

- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- Flash Player (<http://www.adobe.com/products/flashplayer/>)

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## COMPUTER LITERACY REQUIREMENTS

Verify that you are able to do each of the following:

- Connect to the Web using a browser
- Navigate the Internet
- Send and receive emails using the e-mail system of your choice
- Do basic word processing, including cutting and pasting
- Open, save and manage files
- Use basic Windows or Macintosh features (open and close programs, scroll up and down)
- Watch online videos and listen to online audios
- Use Skype

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## APPLICANT AGREEMENT

I am responsible for meeting the Technology and Computer Literacy Requirements listed above. Absence of the required technology and skills can negatively impact my ability to complete the course.

Signature \_\_\_\_\_ Date \_\_\_\_\_





**TUITION CONTRACT  
(ELEMENTARY 1 ONLY)**

**PARTY RESPONSIBLE FOR PAYMENTS (SELECT ONE)**

- Applicant
- Sponsoring school

School Name \_\_\_\_\_

School Head / Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

- Other

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Relationship to student \_\_\_\_\_

**PAYMENT PLAN AND METHOD FOR ELEMENTARY 1**

Please circle **PLAN A, B, C, or D** of your choice below:

PLAN	NO. OF MO. PAYMENTS	SCHEDULE	PROFESSIONAL FEES
A	1	<b>One payment of \$6,715.75</b> which includes a 5% tuition discount (Tuition of \$6,285 with 5% discount of \$314.25 = \$5,970.75 plus \$745 Professional Fees)	<b>\$745</b>
B	9	<b>Initial \$2,000</b> , plus 9 monthly payments of \$559 (includes \$745 Professional Fees)	<b>\$745</b>
C	3	<b>Initial \$2,000</b> , plus 3 equal quarterly payments of \$1,677 (includes \$745 Professional Fees)	<b>\$745</b>
D	22	<b>September program: Initial \$1,300</b> , with 22 payments of \$261 (includes \$745 Professional Fees)	<b>\$745</b>
	15	<b>March program: Initial \$1,300</b> , with 15 payments of \$382 (includes \$745 Professional Fees)	<b>\$745</b>

A \$25 fee is assessed for late payments. Age of Montessori does not charge interest or payment plan fees.

In addition to base tuition and fees, students may be assessed internship fees based on geographic proximity to Age of Montessori field representatives. Your base tuition covers cost of the 1st and 3rd field visit provided you live within a 300 mile radius of one of our field representatives. (The second visit in most cases will be via SKYPE.) If your internship school will be outside of this radius, please discuss potential additional travel fees with our Registrar upon application.

Internships, both supervised and self-directed, require a minimum of two in-person visits.



## TUITION CONTRACT (ELEMENTARY 2 ONLY)

### PARTY RESPONSIBLE FOR PAYMENTS (SELECT ONE)

- Applicant
- Sponsoring school

School Name \_\_\_\_\_

School Head / Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

- Other

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Relationship to student \_\_\_\_\_

### PAYMENT PLAN AND METHOD FOR ELEMENTARY 2

Please circle **PLAN A, B, C, or D** of your choice below:

PLAN	NO. OF MO. PAYMENTS	SCHEDULE	PROFESSIONAL FEES
A	1	<b>One payment of \$3,476.25</b> which includes a 5% tuition discount (Tuition of \$2,875 with 5% discount of \$143.75 = \$2,731.25 plus \$745 Professional Fees)	<b>\$745</b>
B	9	<b>Initial \$2,000</b> , plus 9 monthly payments of \$180 (includes \$745 Professional Fees)	<b>\$745</b>
C	3	<b>Initial \$2,000</b> , plus 3 equal quarterly payments of \$540 (includes \$745 Professional Fees)	<b>\$745</b>
D	12	<b>Initial \$1,300</b> , with 12 payments of \$194 (includes \$745 Professional Fees)	<b>\$745</b>

A \$25 fee is assessed for late payments. Age of Montessori does not charge interest or payment plan fees.

In addition to base tuition and fees, students may be assessed internship fees based on geographic proximity to Age of Montessori field representatives. Your base tuition covers cost of the 1st and 3rd field visit provided you live within a 300 mile radius of one of our field representatives. (The second visit in most cases will be via SKYPE.) If your internship school will be outside of this radius, please discuss potential additional travel fees with our Registrar upon application.

Internships, both supervised and self-directed, require a minimum of two in-person visits.

## TUITION CONTRACT (ELEMENTARY 1 & 2)

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Security Code (Visa and MasterCard 3-digits found on back of credit card; American Express 4 digits found on front of card): \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Street Address

City

State (or Country)

Zip/Postal Code

Phone Number \_\_\_\_\_

(Please list a phone number where you can be reached to answer questions and/or confirm payment processing.)

Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

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### APPLICANT AGREEMENT

The information given on this Tuition Contract is correct to the best of my understanding. I understand that if I am accepted into the program, I am responsible for the full tuition and agree that payments will be made in a timely manner. I understand that an unpaid balance may result in termination of enrollment, and/or may delay certification upon completion of course requirements.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of School from sponsoring school (if applicable):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Other person responsible for tuition payments (if applicable):

Signature \_\_\_\_\_ Date \_\_\_\_\_



## RECOMMENDATION FORM ELEMENTARY 1 CERTIFICATION

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### APPLICANT INSTRUCTIONS

1. Two Recommendations are required. Use these two forms.
2. Write your name and email address in the blank at the bottom of each page.
3. Complete Applicant Agreement section below on both copies.
4. Give Recommender one copy to complete. Repeat process for second Recommender.
5. Recommenders mail, scan or fax completed forms to:

Registrar  
Age of Montessori  
301 Evergreen Drive, Suite 100  
Bozeman, Montana 59715  
customerservice@ageofmontessori.com

6. Sign below. Please note that by signing, you waive your rights under the Family Education Rights and Privacy Act of 1974 to inspect this document.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: This form may be emailed or photocopied.*

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### APPLICANT AGREEMENT (TO BE COMPLETED BY APPLICANT)

Applicant Name \_\_\_\_\_

Recommender Name \_\_\_\_\_ Title \_\_\_\_\_

Recommender Institution/Organization \_\_\_\_\_

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### RECOMMENDER INFORMATION (TO BE COMPLETED BY RECOMMENDER)

Recommender Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Street Address

City

State (or Country)

Zip/Postal Code

Institution/Organization \_\_\_\_\_ Title \_\_\_\_\_

Applicant Name \_\_\_\_\_

Contact Information \_\_\_\_\_

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## RECOMMENDER (TO BE COMPLETED BY RECOMMENDER)

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
3. How would you compare the applicant to other individuals you have known in the same capacity? (circle one)

POOR	FAIR	AVERAGE	EXCELLENT	OUTSTANDING
1	2	3	4	5

4. How well do you think the applicant will perform in the Age of Montessori certification program? (Circle one or write "unsure" if unfamiliar with the program requirements.)

POOR	FAIR	AVERAGE	EXCELLENT	OUTSTANDING
1	2	3	4	5

5. Please rate the applicant on each of the characteristics below using the following scale:

0 = Unable to Judge   1 = Poor   2 = Fair   3 = Average   4 = Excellent   5 = Outstanding

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| ___ Academic performance         | ___ Ability to do independent work  |
| ___ Dependability/responsibility | ___ Ability to work with others     |
| ___ Intellectual capacity        | ___ Problem solving                 |
| ___ Motivation for program       | ___ Spoken English language skills  |
| ___ Maturity                     | ___ Written English language skills |

6. Please note any concerns about the candidate's language skills here. (Please note that all instruction in the Age of Montessori program will be given in English.)

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7. Please use this space or attached sheets to make additional comments or recommendations regarding the applicant. Please be specific about the individual's strengths and weaknesses.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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## RECOMMENDER INSTRUCTIONS

Please send this completed form to:

Registrar  
Age of Montessori  
301 Evergreen Drive, Suite 100  
Bozeman, MT 59715  
customerservice@ageofmontessori.com

Applicant Name _____
Contact Information _____

Age of Montessori 301 Evergreen Drive, Suite 100, Bozeman, Montana 59715 Telephone: (406) 284-2160 / Fax: (406) 284-2163 Email: [customerservice@ageofmontessori.com](mailto:customerservice@ageofmontessori.com)

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August 4, 2017



## RECOMMENDATION FORM ELEMENTARY 1 CERTIFICATION

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### APPLICANT INSTRUCTIONS

7. Two Recommendations are required. Use these two forms.
8. Write your name and email address in the blank at the bottom of each page.
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11. Recommenders mail, scan or fax completed forms to:

Registrar  
Age of Montessori  
301 Evergreen Drive, Suite 100  
Bozeman, Montana 59715  
customerservice@ageofmontessori.com

12. Sign below. Please note that by signing, you waive your rights under the Family Education Rights and Privacy Act of 1974 to inspect this document.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: This form may be emailed or photocopied.*

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### APPLICANT AGREEMENT (TO BE COMPLETED BY APPLICANT)

Applicant Name \_\_\_\_\_

Recommender Name \_\_\_\_\_ Title \_\_\_\_\_

Recommender Institution/Organization \_\_\_\_\_

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### RECOMMENDER INFORMATION (TO BE COMPLETED BY RECOMMENDER)

Recommender Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Street Address

City

State (or Country)

Zip/Postal Code

Institution/Organization \_\_\_\_\_ Title \_\_\_\_\_

Applicant Name \_\_\_\_\_

Contact Information \_\_\_\_\_

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## RECOMMENDER (TO BE COMPLETED BY RECOMMENDER)

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
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POOR	FAIR	AVERAGE	EXCELLENT	OUTSTANDING
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1	2	3	4	5

5. Please rate the applicant on each of the characteristics below using the following scale:

0 = Unable to Judge   1 = Poor   2 = Fair   3 = Average   4 = Excellent   5 = Outstanding

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| ___ Academic performance         | ___ Ability to do independent work  |
| ___ Dependability/responsibility | ___ Ability to work with others     |
| ___ Intellectual capacity        | ___ Problem solving                 |
| ___ Motivation for program       | ___ Spoken English language skills  |
| ___ Maturity                     | ___ Written English language skills |

6. Please note any concerns about the candidate's language skills here. (Please note that all instruction in the Age of Montessori program will be given in English.)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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## RECOMMENDER INSTRUCTIONS

Please send this completed form to:

Registrar  
Age of Montessori  
301 Evergreen Drive, Suite 100  
Bozeman, MT 59715  
customerservice@ageofmontessori.com

Applicant Name _____
Contact Information _____

Age of Montessori   301 Evergreen Drive, Suite 100, Bozeman, Montana 59715   Telephone: (406) 284-2160 / Fax: (406) 284-2163   Email: [customerservice@ageofmontessori.com](mailto:customerservice@ageofmontessori.com)

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