



## Montessori Teacher Academy Application Form

<b>PROGRAM: EARLY CHILDHOOD</b>	
Application Fee: *	\$ 200.00
Tuition Fee:	\$4000.00
Texts and Materials:	\$ 650.00
Practicum:	\$ 600.00
14 Undergraduate Credits (if required)	\$ 100.00
<b>Total:</b>	<b>\$5550.00</b>

<b>OFFICE USE ONLY:</b>	
Application Fee	_____
References	_____
Transcript	_____
Essay	_____
Resume	_____
Background check	_____

\*Not a refundable fee

All **applications** must be postmarked by May 1, 2011.

All **fees** must be postmarked by May 15, 2011.

Name:		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:		
<i>Street</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
Home phone:	Cell phone:	Work Phone:
Email address:	U.S. citizen: <input type="checkbox"/> yes <input type="checkbox"/> no	

College	Dates attended	Date graduated

Additional Education:	
Present Position:	<i>address</i>
Work Experience:	

## **ADMISSION REQUIREMENTS**

1. Submit a brief essay (not to exceed 350 words) stating your reason for taking the Montessori training, what previous Montessori experience or training you may have had, and your experience in working with young children.
2. Submit two official transcripts from your college or university. If your degree is from a foreign university, you must have your credits evaluated by Indiana University South Bend.
3. Submit three letters of recommendation, two professional and one personal letter.
4. Submit current resume.
5. Submit the application fee. You will not be registered without submitting this fee. This fee is nonrefundable.
6. Associates degree and/or Montessori Classroom experience required, Bachelor's degree preferred. Students that do not hold a Bachelor's degree are required to enroll in and complete 14 undergraduate education credits (some additional assignments apply) at Indiana University South Bend for a nominal fee of \$100.
7. All students enrolled in the Montessori program working toward certification as a Montessori teacher in Early Childhood must attend all summer classes and required Institutes scheduled during the cycle. All lectures, demonstrations and practices sessions are considered part of the AMS course hour requirements for certification. Attendance is mandatory. Any absences or missed class time must be made up before student will be recommended for certification.
8. E-mail accessibility is expected for all MTA students.

## **PAYMENT OPTIONS**

1. Full payment must be postmarked by May 15, 2011. Payment made to Indiana University South Bend.
2. Indiana University South Bend accepts cash, check, Master Card, Visa and Discover.

## **DISCLAIMERS AND POLICIES**

1. Admission to the Montessori Teacher Academy is open to all qualified individuals regardless of race, gender, color, creed or national origin.
2. Applications will be reviewed as soon as all required content is received.
3. Applications received after May 15, 2011, will be considered on a space-available basis and payment-in-full is required within 24 hours of acceptance.

### REFERENCES

Name	Position, Title or Relationship	Contact information

### STUDENT TEACHING

Have you chosen a student teaching site? \_\_\_\_ yes \_\_\_\_ no

If yes, provide:

<i>school name</i>	<i>address</i>	<i>phone number</i>	<i>contact person</i>
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### GENERAL INFORMATION

Please list any special talents, hobbies, or activities you are involved in:

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If you require special accommodations, please explain here:

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Where did you hear about the Montessori Teacher Academy?

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When applying for MTA, a classroom observation is required, please complete the following form.

### OBSERVATION REPORT

I have observed \_\_\_\_\_ worked \_\_\_\_\_ in a Montessori classroom.

Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Please list any additional Montessori schools you have observed:

Please make a few brief comments on your observation:

**CRIMINAL BACKGROUND CHECK**

The Montessori Teacher Academy requires that prior to the first day of class in the summer session, all students enrolled submit to a criminal background check. A student whose background check results in “no record” may attend class at The Montessori Academy at Edison Lakes, and may be recommended for an internship. MTA will accept criminal background checks from the state in which you currently live, dated within 45 days of the program start date.

It is the applicant’s responsibility to acquire a background check and for all fees connected with this procedure.

**PLEASE NOTE ATTENDANCE POLICY**

All students enrolled in the Montessori program working toward certification as a Montessori teacher in Early Childhood must attend all summer classes and three institutes scheduled during the year. All lectures, demonstrations, and practice time are considered part of the AMS course hour requirements for certification. Attendance is mandatory. A student will be excused only in case of illness, death or birth in the immediate family. Any absences or missed class time must be made up before a student will be recommended for certification.

**SIGNATURE**

I have received and read the MTA disclaimer and polices explaining the requirements, fees, times and dates and the attendance policy of the teacher training program.

<i>Signature</i>	<i>Date</i>
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The above applicant is \_\_\_\_\_ accepted \_\_\_\_\_ not accepted into The Montessori Teacher Academy.

<i>Signature</i>	<i>Date</i>
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**YOUR APPLICATION WILL REMAIN INCOMPLETE UNTIL ALL REQUIREMENTS ARE MET.**

**Please mail completed application with application fee to:**

**Montessori Teacher Academy  
c/o Julie Gabrielse, Program Director  
530 East Day Road  
Mishawaka, IN 46530**