



• **Adrian Dominican Montessori Teacher Education Institute** •

Dear ADMTEI Applicant,

Thank you for your interest in our Montessori Early Childhood Teacher Certification Program. We offer you a warm welcome. We are extremely pleased and encourage you as you begin an exciting career in the Montessori profession.

ADMTEI has been blessed with a successful and well renowned program in Adrian and we continue to be proud of the wonderful people that work with us and come to us for their Montessori education. As you look through our brochure, please take note of our exceptionally qualified faculty of Montessori professionals. It is important to point out that our faculty fully embraces the Montessori Educational Philosophy. We strive to create a nurturing and supportive environment that allows every adult learner to successfully reach his or her goals.

In order to ensure that adult learners receive the personal attention and individual assistance they require, each academic session offers a limited number of openings. We, therefore, encourage you to contact us at your earliest convenience, by phone or email, with any questions you may have.

In addition to your completed application form and fee, you must forward original and official transcripts from your highest academic degree earned (high school, college or graduate school) so that we may begin the necessary work to complete the enrollment process on your behalf.

We thank you again and look forward to working with you.

Sincerely,

Sister Leonor J. Esnard, OP, PhD

Sister Leonor J Esnard. OP, PhD
ADMTEI Executive Director

APPLICATION

Montessori Early Childhood
Certification Program



Adrian Dominican Montessori Teacher Education Institute

Applicant Information

Full Name: _____ Today's Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Cell Phone: _____ Work Phone: _____

Email Address: _____

Are you at least 18 years of age? YES NO

Are you a citizen of the United States? YES NO If no, do you need an I-20 to study? YES NO

Education

High/Home School*: _____ Graduation date: _____

College/University: _____ Years attended: 1 2 3 4 5+

Did you graduate? YES NO Graduation date: _____ Degree/Major: _____
 (Month/Year)

Is your degree from another country other than the United States? YES* NO

***If yes**, to obtain a credential from AMS you **must submit an equivalency evaluation of your degree** at the time of your credential recommendation.

Have you received State Teacher Certification? YES NO

Montessori Workshops/Seminars _____

***Home schooled applicant:** In order for an AMS Associate credential to be issued, AMS must be able to **verify that the adult learner graduated from a school with recognized accreditation, or received a GED.**

Employment

Please list the last three places of employment beginning with the most recent employer first.

Name of Employer: _____

Title/Position: _____

Dates: _____

Name of Employer: _____

Title/Position: _____

Dates: _____

Name of Employer: _____

Title/Position: _____

Dates: _____

**Reference forms will be sent to you after we process your application.
Please do not submit any references with this application.
Three letters of reference are required for acceptance in the program.**

How did you learn about our program?

- Internet/ADMTEI Website/Facebook _____
- Referred by a friend _____
- Referred by a school _____
- American Montessori Society (AMS)
- Flyer/Brochure (Where?) _____
- Previous Lecture/Seminar (Where/When?) _____
- Other _____

An Application Fee of \$250 must accompany this application.

The application fee may be paid by check/money order to ADMTEI,
PayPal on the application page of www.admtei.org or credit card (please call the office).

The application fee is non-refundable.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to enrollment, I understand that false or misleading information in my application may result in my release.

Signature: _____ Date: _____

Adult Learner Information Form



Adrian Dominican Montessori Teacher Education Institute

NAME: _____

Each applicant must submit a statement with regard to the following areas. Attach any additional pages needed.

1. What has been your educational/training experience and/or exposure regarding Montessori education?

2. What is your basic understanding of the Montessori principles and their method of implementation in a classroom?

3. What are your goals with respect to entering a Montessori education program and the Montessori profession?

4a. Please list any Montessori schools which you have observed.

4b. What were your impressions based on your observations?

5. List any special interests, hobbies, groups and/or professional organizations in which you participate:

6. Add any additional comments or information below. (Optional)

Signature _____ Date _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this information form and for your interest in enrolling in our program.



Adrian Dominican Montessori Teacher Education Institute

2018 - 2019 WEEKEND PROGRAM SCHEDULE

Friday:	12:00 - 5:30 pm	Instruction
Saturday:	8:00 am – Noon 1:00 pm – 5:00 pm	Instruction Instruction
Sunday:	8:00 am – 1:00 pm	Instruction

2018

2019

August 24, 25, 26

January 11, 12, 13

September 7, 8,9

January 25, 26, 27

September 21, 22, 23

February 8, 9,10

October 5, 6, 7

February 22, 23, 24

October 19, 20, 21

March 8, 9, 10

November 2, 3, 4

March 22, 23, 24

November 16, 17,18

April 12,13,14

Nov 30, Dec 1, 2

May 10,11

**A detailed schedule of classes for each weekend
Is available on our website: www.admtei.org**

Tuition Schedule 2018 - 2019



Adrian Dominican Montessori Teacher Education Institute

Registration Fee (Non-refundable): \$250.00

The Adult Learner Registration Fee secures enrollment in the program and satisfies the costs associated with that process.

Practicum Requirement: \$1,000.00

The Adult Learner Teaching or Practicum phase of the program may be completed concurrently with, or separately from the Academic phase. However, the costs associated with the Practicum requirement are included in the total cost of tuition.

Academic Requirement: \$4,500.00

The Academic portion of the program is offered on the campus of the Adrian Dominican Sisters. This portion of the tuition satisfies the cost of lectures, manuals, handouts, demonstrative tools and associated materials.

Total Cost of Tuition: \$5,750.00

Late Fee: *Applicants who submit the required application after the August 1st deadline will be assessed a non-refundable late fee of \$100 to cover administrative costs.*

Note: *Tuition will be refunded within 30 days if the applicant is rejected for enrollment or withdraws before the program begins. The application fee is non-refundable.*

Tuition Payment Plans 2018 - 2019

Registration fee: \$250.00 – Due with application

1. One- time Payment Discount – Save \$250.00:

Due on or by August 15th \$5,500.00 - \$250.00 discount =**\$5,250.00**

2. Split Payment Option: 1st payment due August 15 \$2,750.00
2nd payment due January 15 \$2,750.00
=\$5,500.00

3. Ten Monthly Payments Option:

Ten payments of \$550.00 with payments due Aug. 15,
Sept. 15, Oct. 15, Nov. 15, Dec. 15, Jan. 15, Feb. 15,
March 15, April 15, May 15 (*10 months X \$550.00*) =**\$5,500.00**

Financial Information:

ADMTEI is an institution not funded by the government; therefore, federal student loans are unavailable to our students. Private loans can be obtained through a personal financial institution such as a bank or credit union. **We recommend your payment selection includes a loan to cover the total tuition or present credit card information for automatic payments.** Checks or money orders are acceptable. **A credential cannot be issued to anyone who has not met tuition responsibilities as required by the American Montessori Society (AMS).** The student is liable for all costs incurred for the collection of past due accounts. Accounts requiring collection action will be liable for attorney fees and costs. We do not anticipate the student's failure to meet the terms of her tuition contract.

Books and Supplies:

Each adult learner receives manuals, necessary notes, handouts and related information throughout the academic phase. Additionally, adult learners receive appropriate lesson plans and instruction in compiling their curriculum albums. All of these materials are included in the cost of tuition. The core curriculum courses (Everyday Living, Sensorial, Language and Math) require the adult learner to purchase a three-ring binder and plastic sleeves for each course.

AMS and MACTE Fees:

ADMTEI is responsible for all registration fees required by the American Montessori Society (AMS) and the Montessori Accreditation Council for Teachers Education (MACTE). ADMTEI initiates a two-year AMS membership on behalf of each adult learner. All certification processing and diploma fees are included in the cost of tuition.