



Arkansas Center for Montessori Studies

Adult Learner Handbook

TEACHER TRAINING PROGRAM
EARLY CHILDHOOD, ELEMENTARY I, ELEMENTARY I-II
Revised February 2019

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MISSION STATEMENT

Arkansas Center for Montessori Studies (ACMS) is an educational training center for adult learners who wish to become certified Montessori teachers. By providing a quality training program our mission is to protect the integrity of the Montessori philosophy, instill a love of learning, and inspire teachers to continue the Montessori legacy.

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Course Descriptions

All courses are considered to be undergraduate. ACMS is not affiliated with any college or university. Courses will not be considered for credit or units towards any type of degree. Upon completion, graduates will be presented with a certificate of attendance and an ACMS diploma.

Early Childhood – This course is an intensive teacher training program in the use and method based on Dr. Maria Montessori’s work and research. This program credentials teachers for the 2 ½ - 6 year age group. **This program is MACTE accredited and a full affiliate of AMS.**

Elementary I – This is an intensive training program in the use and method based on Dr. Maria Montessori’s work and research. This program credentials teachers for the 6 – 9 year age group. **This program is MACTE accredited and a full affiliate of AMS.**

Elementary I-II - This is an intensive training program in the use and method based on Dr. Maria Montessori’s work and research. This program credentials teachers for the 6 – 12 year age group. This program will require additional hours during the second summer of training. This program has not yet applied for MACTE accreditation or affiliation with AMS.

*Completion of coursework in no way implies that an adult learner will procure employment or occupational advancement. ACMS is not responsible for providing employment or negotiating salaries for the adult learner. If the training site learns of possible job openings, they will be passed on to the adult learners or posted in the break area for adult learners to view.

Admission Criteria and Selection Process

In order to be eligible for application into the training program, adult learners must have a bachelor’s degree from an accredited institution. Adult learners must fill out an application, submit the application fee and provide the following items: copy of diploma, a complete transcript, and two letters of recommendation. Adult learners must also submit an essay describing their experience with children and why they would like to become a Montessori teacher. Each adult learner will be contacted for a face-to-face interview or phone interview. Adult learners will be notified in writing upon completion of their files of their acceptance into the program. Admission will be based upon essay answers, interview answers, and a transcript review. If for any reason the candidate is refused, they have the right to appeal to the administrative committee.

Transcript Requirements for Adult Learners Who Do Not Have a Bachelor's Degree or Higher from a Regionally Accredited U.S. College/University - A transcript from a non-U.S. regionally accredited college/university must be submitted to a recognized U.S. credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. Accredited colleges and universities in the United States may also make such evaluations. If the evaluation determines the non-U.S. transcript to be equivalent to a Bachelor's degree or higher in the U.S., the adult learner will satisfy the Bachelor's degree requirement for an AMS credential upon successful completion. The official transcript equivalency evaluation is to be submitted to the AMS office of teacher education by the TEP director in lieu of the college transcript. (AMS page 36)

Credential for Graduates Who Do Not Have the Equivalent of a Regionally Accredited U.S. College/University Degree - AMS offers a credential at each course level to candidates who have a minimum of a Bachelor's degree from a non-U.S. college/university, who meet the admissions requirements and successfully complete the requirements of that course. A credential is awarded to those whose degree is officially determined to not be equivalent to a U.S. Bachelor's degree from a regionally accredited college/university, but which still meets the nationally recognized post-secondary educational standard in the state, province, or country of issuance. This credential will state the degree earned and the name of the country in which the degree was earned. [11/03] The official equivalency evaluation is to be submitted to the AMS office of teacher education by the TEP director in lieu of the non-U.S. transcript. Candidates whose non-U.S. transcript is determined to be equivalent to a U.S. Bachelor's degree or higher from a regionally accredited U.S. college/university will be awarded the full AMS credential. (AMS page 36)

*Early Childhood candidates not holding a bachelor's degree may be considered but an interview will be required in addition to the above criteria.

*Elementary I candidates not holding an Early Childhood credential will be required to take 40 academic contact hours in an Early Childhood Overview Course. Preferably this will be done at your proposed practicum site prior to enrollment in the Elementary Training Program.

Transfer Policy

Transfer between AMS-Affiliated Programs

For transfer of a current adult learner from one AMS-affiliated teacher education program to another AMS-affiliated teacher education program, the candidate must be within the three-year time limit following the original academic phase and be a current member of

AMS. ACMS will review and evaluate the previously completed academic and practicum work, and consider the cost of the review. The training center will notify the adult learner in writing with the fees and time required to complete all transfer requirements and will contact the original program to determine that the learner is in good standing including fulfillment of any financial obligations. ACMS will also submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

Transfer from other teacher education programs recognized by AMS (AMI, NCME, and MACTE accredited programs)

For transfer of a current adult learner from an education program recognized by AMS (AMI, NCME, and MACTE accredited programs) the candidate must have a degree in keeping with AMS credential requirements and be a current member of AMS or registered as an adult learner. ACMS will review and evaluate the credential and portfolio of the candidate and utilize proficiency pretesting to plan a program of study. ACMS will determine the minimum requirements of the academic phase that the candidate must take to fulfill AMS qualifications. All candidates must take Montessori philosophy and theory from the program that will issue the credential recommendation. Practicum requirements must meet the requirements of an AMS-affiliated teacher education course practicum. ACMS will assess and evaluate proficiency as required by the AMS-affiliated teacher education program and ensure that all requirements of the AMS-affiliated teacher education program recommending the adult learner for an AMS credential are met. ACMS will also submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits, including distance education credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course. (AMS Handbook December 2013)

Program Cycles

Our next course cycle begins Summer 2019 with classes meeting daily. Adult learners will be able to begin their practicum phase during the Fall of 2019 while concurrently finishing up their remaining coursework (two to three seminars during the fall and spring semesters). Adult learners will return to campus during the Summer 2020 for practical exams.

Faculty to Adult learner Ratios

ACMS is proud to offer small classes with ample one-to-one instruction time. If at any time our class becomes more than 10 adult learners, another class will be started if possible. If it is not possible to start another class, then enrollment for that semester will be closed.

Course Objectives:

- To provide adult learners with a firm understanding of Dr. Montessori’s philosophies, principles, and methods and their relationship to traditional educational practices and theories.
- To provide adult learners with an understanding of the use and purpose of each material utilized in the classroom.
- To implement knowledge of child development as it relates to the child’s learning environment.
- To prepare adult learners for placement in a classroom by arming them with the knowledge to plan, design, present, and evaluate classroom activities in the core curriculum areas.

Course Components – Early Childhood

Practical Life/Everyday Living (32 academic contact hours) – The purpose of the practical life section of the Montessori program is to expose the adult learner to lessons that will help the child develop fine motor skills as well as developing habits of initiative, persistence, and the sense of order. By teaching a child to love “doing it myself” an automatic response of experiencing happiness in learning will occur. Many of the practical life lessons help to develop the foundation for reading, writing, and math.

Sensorial (32 academic contact hours) – As the children master the sensorial exercises, they reinforce the skills learned in practical life. These skills are concentration, coordination, independence and order. In Sensorial, the child learns to classify, grade, sort, sequence and make choices and decisions. In addition, as the child acquires these abilities and skills she is also acquiring fundamental pre-math and pre-reading skills. The sensorial exercises give the child an understanding of length, width, shapes, size, colors, shades, sounds, tactile and smells as well as developing the vocabulary to describe them.

Language (36 academic contact hours) – The purpose of this class is to inspire children to read and write. This is done by using the five senses and focusing on the following areas: (1) perceptual, (2) sounds, (3) sound groups, (4) grammar, and (5) writing.

Mathematics (36 academic contact hours) – The purpose of this math course is to develop appropriate practices for establishing logio-mathematical skills in pre-school children. A teacher’s responsibilities include the ability to recognize when a child is ready to do specific exercises that are necessary before the child moves on to a new material. This course will allow teachers to categorize math materials as concrete or abstract, loose or fixed, and will help her make a presentation correctly.

Physical and Life Science (20 academic contact hours) – The purpose of this course is to explore the purpose in offering science to preschool children which is to encourage them to learn more about their world. The child can use matching, classifying, and grouping to review botany and zoology. In botany, the study includes comparing green and non-green plants, seed and non-seed, fruit and vegetables. In zoology, the child will use matching, classification, sorting and defining skills to differentiate between invertebrates and vertebrates.

Social Studies (20 academic contact hours) – The purpose of this course is to explore the land and the people that live on it not only geographically but historically and culturally as well.

Classroom Leadership (12 academic contact hours) – This course includes topics related to preparing the environment, scheduling the child's day, record-keeping, observing the children, communication, problem-solving, discipline, and peace education.

Montessori Philosophy/Theory (32 academic contact hours) – The purpose of this course is to introduce the adult learner to the different stages of Maria Montessori's life with an understanding of the historical influences on her philosophy and theories of educating children. The course will also include the history of education and the influences on Montessori philosophy.

Observation (28 academic contact hours) – This course focuses on observation methods in the classroom. Eight hours of academic content is included and the remaining hours are documented observations during the practicum.

Child Development/Psychology (32 academic contact hours) – This course discusses theories of development and the stages of development. Current theories, current research, and special developmental needs are also discussed.

Art, Music, Movement (16 academic contact hours) – The purpose of this course is to give the adult learner a basis for art, music, and movement in the classroom. Activities are geared towards two-dimensional art, three-dimensional art, art history, art appreciation, loco-motor skills, line activities, songs, and finger plays

Parent Involvement (4 academic contact hours) – This course will focus on getting parents involved in their child's education with strategies for collaboration with parents. This course will also prepare adult learners to answer parent's questions about Montessori Education and why it works.

Early Childhood Practicum (540 hours) – This is an internship in an approved Montessori classroom for at least 3 hours each day for nine months.

Course Components – Elementary I

Mathematics – (56 academic contact hours) – The Elementary I Mathematics course will introduce the Montessori mathematics manipulatives geared for the child aged 6-9 years. This course will demonstrate for the adult learner the terminology used for the materials and the way to demonstrate and use them in the Elementary I classroom. The course will be taught with a combination of lecture, presentations, discussions, and adult learner practice.

Geometry (40 academic contact hours) – The Elementary I Geometry course will introduce the Montessori geometry manipulatives geared for the child aged 6-9 years. This course will demonstrate for the adult learner the terminology used for the materials and the way to demonstrate and use them in the Elementary I classroom. The course will be taught with a combination of lecture, presentations, discussions, and adult learner practice.

Language (40 academic contact hours) – The Elementary I Language course will focus on reading, writing, and parts of speech for the child aged 6-9 years. This course will demonstrate use of the Language Montessori materials with special focus on Grammar boxes and Logical Analysis.

Geography (12 academic contact hours) – The Elementary I Geography course will focus on cultural geography and political geography. The adult learner will work with the puzzle maps and pin maps for political geography. Cultural focuses will start with the child's home country and branch out to the rest of the world. A discussion of the nomenclature used in the geography area will also be featured.

History (12 academic contact hours) – The Elementary I History course will focus on the passing of time and then transition into the history of the universe including the timeline of life and the timeline of man.

Biological Sciences (12 academic contact hours) – The Elementary I Biological Sciences course will focus on botany and zoology. The adult learner will learn nomenclature of parts and types of plants in great detail. The study of animals will also take place including external and internal parts of the different classes of animals.

Physical Science (12 academic contact hours) – The Elementary I Physical Science course will focus on the formation of the earth, simple machines, magnetism, states of matter and properties of matter. The scientific method will also be an important topic in this course.

Curriculum Design and Strategies (12 academic contact hours) – This course covers topics in modern designing of the curriculum including the scope and sequence of the materials and how they relate to national and state standards.

Classroom Leadership (12 academic contact hours) – This course includes topics related to preparing the environment, scheduling the child’s day, record-keeping, observing the children, communication, problem-solving, discipline, and peace education.

Montessori Philosophy/Theory (32 academic contact hours) – The purpose of this course is to introduce the adult learner to the different stages of Maria Montessori’s life with an understanding of the historical influences on her philosophy and theories of educating children. The course will also include the history of education and the influences on Montessori philosophy.

Practical Life (17 academic contact hours) – This course will prepare adult learners in implementing Montessori’s approach to practical life in the classroom. The main topics of discussion will include care of self, care of the environment, and proper social skills. Peace Education will also be featured. This course will be taught with a combination of lecture, presentations, and discussion.

Child Development (32 academic contact hours) – This course discusses theories of development and the stages of development. Current theories, current research, and special developmental needs are also discussed.

Movement and Physical Education (12 academic contact hours) – This course discusses how to use movement inside of the classroom and outside of the classroom. Adult learners at this age need plenty of time to strengthen gross motor skills which are necessary to the coordination and refinement of fine motor skills.

Visual Arts and Crafts (12 academic contact hours) – This course will focus on how to implement arts and crafts into the Elementary Classroom. Focus will be on two-dimensional art, three-dimensional art, and art history and appreciation.

Music (12 academic contact hours) – This course will focus on how to bring music into the Elementary Classroom. The adult learner will be introduced to several types of instruments that elementary children may utilize. Music appreciation will also be discussed.

Elementary Practicum (1080 hours) – This is an internship in an approved Montessori Elementary Classroom for at least 6 hours per day for nine months.

Course Components – Elementary II

Mathematics – (47 academic contact hours) – The Elementary II Mathematics course will continue to introduce the Montessori mathematics manipulatives but geared for the child aged 9-12 years. This course will demonstrate for the adult learner the terminology used for the materials and the way to demonstrate and use them in the Elementary II classroom. The course will be taught with a combination of lecture, presentations, discussions, and adult learner practice.

Geometry (40 academic contact hours) – The Elementary II Geometry course will continue to introduce the Montessori geometry manipulatives but geared for the child aged 9-12 years. This course will demonstrate for the adult learner the terminology used for the materials and the way to demonstrate and use them in the Elementary II classroom. The course will be taught with a combination of lecture, presentations, discussions, and adult learner practice.

Language (40 academic contact hours) – The Elementary II Language course will continue to focus on writing and more in-depth studies of parts of speech for the child aged 9-12 years. This course will demonstrate use of the Language Montessori materials with special focus on Advanced Logical Analysis, diagramming sentences, clauses, capitalization and correct punctuation usage.

Geography (12 academic contact hours) – The Elementary II Geography course will continue focus on cultural geography and political geography. The adult learner will work with the pin maps for political geography. Cultural focuses continue to focus on cultures of the world with special attention to any places special to the child. A discussion of the nomenclature used in the geography area will also be featured.

History (12 academic contact hours) – The Elementary II History course will focus on the history of the universe including the timeline of life and the timeline of man. Further studies through research are done at this age. Research includes topics such as the ancient civilizations, United States history, and world history.

Biological Sciences (12 academic contact hours) – The Elementary II Biological Sciences course will continue the study of botany and zoology. The adult learner will learn to classify plants and animals based on distinguishing characteristics. Adult learners will also learn about the other kingdoms. The study of human anatomy is introduced through the Great River story.

Physical Science (12 academic contact hours) – The Elementary II Physical Science course will focus on further research of the formation of the earth, simple machines, gravity, the

elements, and chemical reactions. Adult learners at this age are encouraged to perform experiments; therefore, the scientific method will still be an important topic in this course as well as safety procedures in a laboratory setting.

Course Expectations:

Each adult learner will be expected to uphold the AMS code of ethics. Adult learners should be respectful in dealing with other learners, instructors, and classroom materials. In regards to coursework, adult learners are expected to be responsible for keeping up with due dates and completing satisfactory work. Adult learners should take special care that their work is their own. Plagiarizing and cheating will not be tolerated.

ACMS instructors, directors, and board members will also be expected to uphold the AMS code of ethics.

All classes, coursework, internships, and testing must be completed within two years from the start date of the adult learner. The practicum phase may be started up to three years following the completion of the academic phase in extenuating circumstances. A formal letter must be written explaining the need for the extension. A decision will be made by the director and the adult learner will be notified in writing of a decision. Additional fees may apply for re-admittance into the program. Adult learners upgrading from an Elementary I to an Elementary I-II certificate must also do so within three years of the completion of the academic phase start date of Elementary I. Upgrading after the three year time period may result in additional learner fees being assessed.

In a rare instance that an adult learner or family member is in a life-threatening situation, he/she would be given consideration to re-apply to the teacher program. A re-application fee will be assessed, any remainder of tuition will be due as well as any MACTE or AMS fees to bring the adult learner to a current status.

Practicum Phase

In order to be eligible for entry into the practicum phase, adult learners must have completed 90% of the core components with a score of 85% or better. Adult learners who enroll and begin during the fall semester will not be eligible for the practicum until they have completed the summer courses and seminars. ACMS prefers that practicum sites be AMS accredited or member schools.

Grading System

Adult learners will receive rubrics for any written assignments and album creation. Rubrics used must reflect a score of 85% or higher for the assignment to be acceptable. Written exams which feature multiple choice questions must earn at least an 85%. Acceptable completion (earning a score of 85% or better) of each course component will be required for the adult learner to earn a completion certificate from ACMS.

Financial Information

Registration Fee: A non-refundable application fee of \$100 is required and must be submitted with the completed application and all necessary documents. If the adult learner's application is denied by the program, the application fee will be refunded within 30 days. Upon acceptance to the program, a \$900 deposit is required to hold your spot in the program.

Tuition Fees: The tuition for the Early Childhood program is \$6,000. A deposit is due upon acceptance (as noted in the previous paragraph). The remaining \$5,100 plus all other fees are due before the first day of class. The tuition for the Elementary I program is \$6,500. A deposit is due upon acceptance (as noted in the previous paragraph). The remaining \$5,600 plus all other fees are due before the first day of class. The tuition for the Elementary II program is \$3,500. A deposit is due upon acceptance (as noted in the previous paragraph). The remaining \$2,600 plus all other fees are due before the first day of class.

Albums and Adult learner Fees: Currently AMS and MACTE adult learner fees are \$401 at any program level. Albums will be ordered by the program before classes start. The Early Childhood Albums are \$350, Elementary I Albums are \$600, and Elementary II Albums are \$350. All of these fees are due before the first day of class.

Additional Books, Equipment, and Supplies: Adult learners will be issued a supply list of items that are useful for use during training along with a list of required reading for the program. It will be the adult learner's responsibility to purchase, borrow, or rent these items. These additional items will cost the adult learner approximately \$150-\$200.

Total cost:

	Application	Deposit	Remaining Tuition	Albums	AMS & MACTE Fees	Total Cost	Other Supplies
Early Childhood	\$100	\$900	\$5140	\$350	\$401	\$6891	\$150-\$200
Elementary I	\$100	\$900	\$5640	\$600	\$401	\$7641	\$150-\$200
Elementary II	\$100	\$900	\$2640	\$350	\$401	\$4391	\$150-\$200

ACMS Code of Ethics

Our commitment to our adult learners:

1. To provide a quality Montessori training program
2. To provide an encouraging and supporting environment
3. To treat all adult learners with respect
4. To employ faculty members full of integrity
5. To provide equal treatment for all adult learners
6. To keep adult learner records confidential
7. To provide a safe and healthy learning environment
8. To not discriminate against adult learners regarding race, sex, national, or ethnic

origin

Attendance Policies

Adult learners will be required to sign in and out on their attendance record upon arrival each morning and upon return from lunch. Instructors must initial the attendance record daily to ensure proper recording of times. Adult learners are expected to attend all classes. If a class is missed, adult learners will be required to make up the missed days. Instructors will advise regarding make-up assignments. Attendance of 90% of total clock hours is required. Excessive absences (more than two) will result in retaking the course component. This may result in assessment of additional fees.

In the case of an emergency, a leave of absence may be taken. Courses will be taken the next year when courses are available or anytime they are offered within three years of the original start date.

Dismissal Policy

A director, instructor, or practicum supervisor may recommend dismissal from the program for any of the following reasons:

- Violation of the Code of Ethics
- Cheating
- Acting unprofessionally towards instructors, directors, other personnel, parents, or adult learners
- Failure to demonstrate acceptable understanding of material
- Lack of commitment to coursework (including but not limited to: poor attendance, poor participation in group discussions or presentations, not completing assignments)

Upon recommendation of dismissal, a committee will be formed to discuss the reason for recommendation with the adult learner. A probationary period of one week will be offered in

which the adult learner may correct the behaviors. If acceptable correction is not made during the probationary period, the adult learner will be dismissed from the program and a refund will be issued according to the policy below.

Withdrawal Policy

Adult learners who cannot finish their coursework for good reason may submit a written request for withdrawal to the program director. Upon receiving the withdrawal request, the director will meet with the adult learner to determine a course of action. If no accommodations can be made with the adult learner, then withdrawal will be permitted and a refund will be issued according to the policy below.

Course Cancellation

If there are fewer than two adult learners enrolled in any program, ACMS retains the right to cancel the program for that cycle. Adult learners will be notified at least two weeks prior to start of course date of cancellation. Refunds will be issued according to the policy below.

Refund Policy

According to state law, adult learners have 72 hours from completion of enrollment contract to cancel enrollment. If cancelled within 72 hours a full refund will be given. Otherwise, the following policies will apply. The \$100 application fee is non-refundable unless the application is denied by the program. All refunds will be processed within 30 days.

Percentage Completed	Refundable Amount
Up to 25%	Pro rata basis
From 25% to 50%	50% refund
From 50% to 75%	25% refund
Above 75%	No refund

Adult learner Responsibilities

- Adult learners are expected to maintain a neat appearance including proper attire and footwear.
- Promptness is expected, tardiness is unacceptable.
- Leaving during class time is not permitted.
- Eating during lectures or presentations is not acceptable.
- Smoking on campus is not permitted.
- Adult learners are responsible for the admissions procedure and knowledge of the adult learner handbook.

- Adult learners should be informed of the policies and procedures listed in the handbook and should get clarification on any questions before signing the handbook signature page.
- Adult learners are responsible for acceptable completion on all assignments.

Grievance Procedures

1. Step one must start with the adult learner discussing their complaint with the person and trying to resolve the problem.
2. If the problem can't be resolved by a one-to-one discussion, the adult learner may turn to the Director or the Assistant Director.
3. The next option is an Arbitration Committee formed by a faculty member, a adult learner, and an off-campus advisor. By secret ballot the committee votes to resolve the problem.
4. After exhausting the above procedure, if the adult learner still has issues they have the option of contacting MACTE, AMS, or the Arkansas State Board of Private Career Education.

*An adult learner may obtain a copy of the appropriate standards and/or the MACTE policy and procedure for submission of complaints by contacting the MACTE office.

MACTE
420 Park Street
Charlottesville, VA 22902

Arkansas State Board of Private Career Education
501 Woodlane Road, Suite 312 South
Little Rock, AR 72201
501-683-8000

AMS
116 East 16th Street, Fl 6
New York, NY 10003

Support Services

Each adult learner will be assigned a faculty advisor by ACMS. Advisors may be faculty members of ACMS, or faculty members of practicum site CVMS. These advisors will be for academic purposes and will be familiar with the policies and procedures of the teacher program. If an adult learner needs non-academic advising or health related referrals, these will be made on a case by case basis.

There are several hospitals and emergency care clinics in the city of Little Rock. If adult learners require medical attention during on-campus hours, the instructor should be notified immediately. If it is indeed an emergency, 911 should be called first before any concern of notifying the instructor. An accident or incident report should be filled out and filed with the office. First aid kits are available for minor injuries.

St. Vincent Hospital
16221 St. Vincent Way
Little Rock, AR 72223
501-552-8150

Baptist Hospital
9601 Interstate 630 Exit 7
Little Rock, AR 72205
501-202-2000

Central Arkansas Urgent Care
14524 Cantrell Road #160
Little Rock, AR 72223
501-868-4400

Area Services

The city of Little Rock offers diverse area attractions. These are especially useful for the in-state adult learner researching field trips and community outreach for the classroom. The Central Arkansas Library system has several locations around town where research may take place.

Roosevelt Thompson Library
38 Rahling Circle
Little Rock, AR 72223
501-821-3060

Clinton Presidential Center
1200 President Clinton Avenue
Little Rock, AR 72201
501-374-4242

Main Branch Library
100 Rock Street
Little Rock, AR 72201
501-918-3000

Heifer International
1 World Avenue
Little Rock, AR 72202
501-907-2600

Hillary Rodham Clinton Children's Library
4800 W. 10th Street
Little Rock, AR 72204
501-978-3870

Heifer Ranch
55 Heifer Road
Perryville, AR 72126
501-889-5124

Nondiscrimination Policy

ACMS 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, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Financial Aid

The American Montessori Society offers scholarships to aspiring Montessori teachers. For more information, adult learners may visit their website www.amshq.org. There are also adult learner loans available from Arkansas Rural Endowment Fund, Inc.

*The Early Childhood Program and the Elementary I Program are MACTE accredited and full affiliate programs of AMS. The Elementary II Program has not been MACTE accredited and is not affiliated with AMS at this time.

APPENDIX A - ACADEMIC CALENDARS

*Dates and Times are subject to change. A two-week notice will be given when possible with the exception of emergencies and inclement weather.

Early Childhood

See attached calendar

Elementary I

See attached calendar

Elementary II

See attached calendar

APPENDIX B – SBPCE Grievance Policy
FORM 8000

NOTICE TO ADULT LEARNERS

This school is licensed and regulated by the Arkansas State Board of Private Career Education (SBPCE) under Arkansas Code Annotated § 6-51-601 et.seq. The school, among other things, shall:

- Furnish to the adult learner no later than the first day of attendance a copy of the program outline, schedule of tuition, fees and other charges, policies pertaining to excused and unexcused absences, make-up work, tardiness, grading system, satisfactory progress, refund policy, rules of operations, and a complaint procedure which includes information on how to contact the SBPCE.
- Publish and administer admissions requirements.
- Not promise employment of any type, for any period of time, nor for any rate of pay to a prospective adult learner, unless such conditions for employment are clearly stated in the enrollment contract signed by the prospective adult learner and/or the adult learner's parent, guardian or guarantor and by an authorized official of the school.
- Publish and adhere to a procedure for handling adult learner complaints.
- Publish and adhere to an attendance policy.
- Have facilities, equipment, instructional materials, instructional staff and other personnel to provide educational services necessary to meet the stated objectives for which the educational services are offered.
- Offer only programs that have been properly licensed by the SBPCE.
- Provide locations for adult learners to complete their internship, externship, etc. if the program in which enrolled requires this component. If the internship, externship, etc. requires the adult learner to complete this at a time different from the hours they normally attend class, the adult learner shall be notified in writing prior to enrollment.

If you have questions or believe your rights have been violated, you may contact the SBPCE.

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312 South
Little Rock, AR 72201
Phone: (501) 683-8000
E-MAIL: sbpce@arkansas.gov
WEBSITE: www.sbpce.org

APPENDIX C – MACTE Competencies

MACTE Competencies

I. Knowledge	
	1a. Montessori Philosophy
	1b. Human growth and development
	1c. Subject matter for each Course Level* not to exclude: <ul style="list-style-type: none"> • Cosmic Education • Peace Education • Practical Life • The Arts • Fine and Gross Motor Skills
	1d. Community resources for learning
II. Pedagogy	
	2a. Correct use of Montessori materials
	2b. Scope and sequence of curriculum (spiral curriculum)
	2c. The prepared environment
	2d. Parent/teacher/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. Teaching with Grace and Courtesy	
	3a. Classroom leadership
	3b. Authentic assessment
	3c. The Montessori philosophy and methods (materials)
	3d. Parent/teacher/family partnership
	3e. Professional responsibilities
	3f. Innovation and flexibility

APPENDIX D – AMS Code of Ethics

AMS requires that all member schools and affiliated teacher education programs agree to comply with the AMS Code of Ethics. AMS relies on self-compliance of this Code.

In pledging to accept the Code of Ethics, heads of schools and program directors agree that the educators in their institutions will strive to conduct themselves professionally and personally in ways that reflect their respect for one another and for the children they serve; and that they will do whatever is within their talents and capacity to protect the right of each child to have the freedom and opportunity to develop his or her full potential.

Principle I – Commitment to the Adult learner

In fulfillment of the obligation to the children, the educator

1. shall encourage independent action in the pursuit of learning;
2. shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin;
3. shall protect the health and safety of adult learners;
4. shall honor professional commitments and maintain obligations and contracts while never soliciting nor involving adult learners or their parents in schemes for commercial gain;
5. shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II – Commitment to the Public

The Montessori educator shares in the responsibility for developing policy relating to the extension of education opportunity for all and for interpreting educational programs and policies to the public. In fulfilling these goals, the educator

1. shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution of distinguishing private views from the official position of the Society.
2. shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

Principle III – Commitment to the Profession

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education. In fulfilling these goals, the educator

1. shall extend just and equitable treatment to all members of the Montessori education profession;
2. shall represent his or her own professional qualification with clarity and true intent;
3. shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. shall use honest and effective methods of administering duties, use of time, and conducting business.

*from AMS website, Adopted 1969, AMS Board of Directors. Expanded 1975. Updated 2008 and 2010.

APPENDIX E – Signature Page

I, _____, have read the Adult Learner Handbook and understand all policies and procedures stated within.

As a perspective adult learner, I read the handbook before signing the enrollment agreement (application).

I agree to abide by the policies and procedures.

I understand what is expected for successful completion of each course component and the overall program.

Signature: _____ Date: _____

APPENDIX F – Associate Credential Signature Page

Adult Learners without a Bachelor’s Degree from a regionally accredited U.S. college/university or its equivalent applying for admission to the Early Childhood Program only may receive an Associate Credential. Adult Learners are encouraged to complete their Bachelor’s Degree within three years of their Associate Credential and at that time may apply for an upgrade of the Associate Credential to the Early Childhood Credential.

I, _____, understand this policy and agree to continue the application process with this knowledge.

Signature _____ Date _____

APPENDIX G – Professional Development Requirement

AMS requires that holders of AMS credentials issued on or after July 1, 2013 complete 50 hours of professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. If professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met.

To maintain an active credential, verification of professional development is to be submitted to AMS 30 days in advance of the 5-year anniversary of the issuance of the credential, and every 5 years thereafter (no forms should be submitted prior to June 2018).

Signature _____ Date _____

If yes, please explain: _____

Please submit an essay answering the following prompts:

- What experience have you had working with children?
- Describe one time you were a positive role model to a child or where a teacher was a positive role model to you.
- Why do you wish to pursue Montessori training?

Registration Fee: A non-refundable application fee of \$100 is required and must be submitted with the completed application and all necessary documents. If the adult learner's application is denied by the program, the application fee will be refunded within 30 days. Upon acceptance to the program, a \$900 deposit is required to hold your spot in the program.

Tuition Fees: The tuition for the Early Childhood program is \$6,040. A deposit of \$900 is due upon acceptance (as noted above). The remaining \$5,140 plus all other fees are due before the first day of class. The tuition for the Elementary I program is \$6,540. A deposit of \$900 is due upon acceptance (as noted above). The remaining \$5,640 plus all other fees are due before the first day of class. The tuition for the Elementary II program⁶ is \$3,540. A deposit of \$900 is due upon acceptance (as noted above). The remaining \$2,640 plus all other fees are due before the first day of class.

Albums and Adult learner Fees: Currently AMS and MACTE adult learner fees are \$401 at any program level. Albums will be ordered by the program before classes start. The Early Childhood Albums are \$350, Elementary I Albums are \$600, and Elementary II Albums are \$350. All of these fees are due before the first day of class.

Additional Books, Equipment and Supplies: Adult learners will be issued a supply list of items that are useful for use during training. It will be the adult learner's responsibility to purchase, borrow, or rent these items. These additional items will cost the adult learner approximately \$150-\$200.

Total cost:

	Application	Deposit	Remaining Tuition	Albums	AMS & MACTE Fees	Total Cost	Other Supplies
Early Childhood	\$100	\$900	\$5140	\$350	\$401	\$6891	\$150-\$200
Elementary I	\$100	\$900	\$5640	\$600	\$401	\$7641	\$150-\$200
Elementary II	\$100	\$900	\$2640	\$350	\$401	\$4391	\$150-\$200

Clock hours: The Early Childhood program involves 300 academic clock hours plus 540 practicum clock hours for a total of 840 clock hours. The Elementary I program involves 325 academic clock hours plus 1080 practicum clock hours for a total of 1,405 clock hours. The Elementary II program involves 175 clock hours plus 1080 practicum hours (if not previously completed) for a total of 1,580 clock hours.

Upon acceptance into the program, this application becomes a contract between the adult learner and Arkansas Center for Montessori Studies. I have read the application and catalog and agree to the policies and procedures as outlined.

Signature of applicant: _____ Date: _____

Accepted by ACMS

By _____ Title _____ Date _____

⁵ Please include any Montessori certificates or diplomas received.

⁶ A Montessori Elementary I certificate must be held before enrolling in Elementary II program.

*ACMS does not discriminate on the basis of race, gender, national or ethnic origin in admissions or administration of any other policies.