

EDUCATIONAL BACKGROUND

High School	Graduation Date	City, State	Diploma
College	Graduation Date	Major	Degree
Graduate School	Graduation Date	Field of Study	Degree
Montessori Credential	Program	Year	
Other Studies/Workshops	Program	Year	

Please request **2 sets of official transcripts** from the school of your highest educational level completed. These are required for admission. If your transcripts are from an educational institution that is located outside the United States, they must be evaluated by a U.S. evaluation service. We suggest you contact World Education Services.

EMPLOYMENT BACKGROUND

Present Employer	Position	From	To
Previous Employer	Position	From	To
Previous Employer	Position	From	To

TEACHING EXPERIENCE

Previous School	Position	From	To
Previous School	Position	From	To
Other Experience Working with Children			

Teaching Certificate - *Traditional and/or Montessori 3-6*

(please send copies to our admissions director, D'Neil Duffy)
If you do not have a 3-6 Montessori Certification you must register for and attend the 3-6 Overview week.

REFERENCES

Three current letters of recommendation are required for admission to our program. These should be written specifically for consideration of your admission to our program this year. At least two of these must be professional. Please list the names and information for the three people who will be submitting recommendations to us on your behalf:

Professional reference name	Position/title	Relationship to applicant
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Professional reference name	Position/title	Relationship to applicant
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Personal reference name	Position/title	Relationship to applicant
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PRACTICUM/INTERNSHIP

Practicum (internship site) School	Name Supervising Teacher		
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Street Address	City	State	Zip
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Phone #	Fax #	Email Address	School Director
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School Affiliation: AMS AMS MEMBER SCHOOL # _____ EXPIRATION DATE _____

AMI OTHER _____

I do not have arrangements for a Practicum (internship) site. *If you do not have a practicum site, please visit the AMS website www.amshq.org to view school listings for possible practicum school locations.*

Are you proficient in English? _____

Classes are conducted in English and written work must be submitted in English. Adult Learners must be able to speak, understand, read, and write English to succeed in our courses. While we expect English proficiency, we do welcome a cultural and ethnically diverse community of Teachers and Adult Learners. If you are fluent in other languages, please let us know what other languages you speak:

TO COMPLETE YOUR APPLICATION, PLEASE:

1. Email your completed application form to DNeil@mettc.org.
2. Send your **\$150 NON-REFUNDABLE APPLICATION FEE** (payable to METTC) to William Maier, Lexington Montessori School / Attn. METTC, 130 Pleasant Street, Lexington, MA 02421.

All tuition payments and fees are due in full by **June 1** unless you have chosen the 2-part payment plan (5% surcharge): 60% of tuition due June 1 of first summer & remaining 40% due June 1 of second summer. **Full payments made by May 1** will receive a discount (\$350 for Elem I, \$500 for Elem I-II). Registrations received after this deadline will not receive a discount.

3. Write and submit by email to DNeil@mettc.org a Personal Statement of 350 words answering:
 - a) Why you want to become a certified Montessori Elementary Teacher?
 - b) Is there anything you would like us to know about your learning style that would enable us to better assist you during the course?
4. Email three current letters of recommendation (2 professional and 1 personal) and a copy of any teaching certificates to DNeil@mettc.org. Your references may email their letters directly.
5. Have two sets of official transcripts from your highest educational institution level completed emailed to DNeil@mettc.org or if your institution does not do electronic transcripts, have them mailed to D'Neil Duffy, 4265 Supinlick Ridge Road, Mount Jackson, VA 22842*

* If transcripts are mailed after June 1st, please use this address: Lexington Montessori School / Attn. METTC, 130 Pleasant Street, Lexington, MA 02421.

CANCELLATION BY APPLICANT: The applicant may cancel this contract and receive a full refund of all monies paid, including the application fee, if cancellation is emailed directly to DNeil@mettc.org within five (5) business days, after the date of the signature on this application.

REFUND POLICY: If an Adult Learner withdraws from the program one month prior to the program starting date, 100% paid tuition (less registration fee) will be refunded. After the start of the program, allowable refund percentages are computed from the date of official withdrawal, not from the time when the Adult Learner ceases attending classes. The Adult Learner is required to withdraw officially by submitting a written letter of intent to the admissions director.

CANCELLATION OF PROGRAM: METTC reserves the right to cancel any program prior to its start date due to lack of enrollment. In the event of such cancellation, paid fees, deposits, and tuitions will be refunded.

JOB PLACEMENT DISCLAIMER: METTC does not guarantee job placement to graduates upon program/course completion.

METTC admits Adult Learners without regard to race, religion, color, national origin, age, sexual orientation, sex, disability, or any other categories protected by federal, state, or local law. This *policy applies to administration of its educational policies, admission policies, and all of its benefits or programs.* Upon receipt of your complete application package, we will notify you by mail with regard to your acceptance.

We look forward to working with you in the exciting and important task of preparing yourself to be a professional Montessori educator. By signing your name below, you let us know that you have read and understand all aspects of this application and recognize your legal responsibilities in regards to this application. You also let us know that you agree to be photographed or videotaped for our promotional purposes. If you do not wish to be photographed or videotaped, you understand that it is your responsibility to notify us in writing.

Applicant's Signature

Date

Please print your name as you would like it to appear on your Montessori credential (upon successful completion of the course and requirements).