Application for Admission

METTC certification programs are accredited by MACTE (www.macte.org) and AMS-affiliated.

Now Accepting Applications for our Summer 2019 Teacher Certification Programs

Full Name *

First Name

Middle Initial and/or Name

Last Name
Preferred Name
Please indicate if you would prefer to use a shortened or nick name for program activities and name tags.

Maiden Name

Home Address *

Address 1

Address 2

City

State/Province

Zip/Postal Code

Country

Phone Number *
Mobile/Cell Phone preferred

(###) ### ####

Other Phone Number
Email Address *
Must be able to access this email on a regular (daily) basis throughout the summer and school year!

Other/Alternate Email Address
This may be a personal email address or a school provided email address.

How did you hear about METTC?

I am applying for: *
Select the teacher certification program for which you are applying.
[If you are applying for the Intro/Overview course ONLY, choose that program here and select the on-site or online option below.]

- Elementary I (6-9) Teacher Training
- Elementary I-II (6-12) Teacher Training
- Elementary II (9-12 Stand Alone) Teacher Training
- Elementary II (9-12 for 6-12) [for those with 6-9 certification]
- Intro to Montessori/EC Overview ONLY [Not as part of a certification program]

I must also apply for Intro to Montessori/Early Childhood Overview
[*Required for anyone not already EC/3–6 certified; please select either the on–site or online option] [The online version is required for those taking the 9–12 Stand Alone this year, and is an option for those taking 6–9 or 6–12 who would prefer to reduce their on–site time by one week.] [The Intro/Overview course is also open to interested individuals who are not currently seeking an elementary certification track.]

- On–site (1 week) Overview Course
- Online (8 week) Overview Course

School Association
If applying at the request of a school where you are employed, please indicate the school:
Financial Arrangements
If the school will be responsible for part or all of your tuition and/or other fees, please include a summary of your financial arrangement:

EDUCATIONAL BACKGROUND
You will need to have two sets of official transcripts from your highest educational institution level completed emailed to admissions@mettc.org or if your institution does not do electronic transcripts, please contact our Admissions Director at that email address (admissions@mettc.org) for specific instructions.

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.

[Individuals applying for the Intro/Overview course ONLY are not required to submit transcripts, nor to have completed college, but please indicate if no college as the application form requires this line to be filled in.]

High School *
Name - City/State - Graduation Date - Diploma

College *
Institution - Graduation Date - Major - Degree

Graduate School
Institution - Graduation Date - Major - Degree

Other Studies/Workshops
Institution - Program Year - Field of Study
Montessori Credential
Teacher Education Program – Level - Year of Certification (Please send copies to our Admissions Director – admissions@mettc.org) If you do not hold a 3–6 Montessori Certification, you must register for and attend the Introduction to Montessori/Early Childhood Overview *.

EMPLOYMENT BACKGROUND
Please list your present employer and up to two previous employers. Include the position(s) held and dates employed.

TEACHING EXPERIENCE
Please list any present and/or previous schools at which you have taught. Include the position(s) held and dates taught. Also include any other relevant experience working with children, and any teaching certificates held.

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. Email these three current letters of recommendation (2 professional and 1 personal) and a copy of any teaching certificates to admissions@mettc.org. Your references may email their letters directly.

[Individuals applying for the Intro/Overview course ONLY are not required to submit reference letters, but please complete the names of three references as the application form requires these lines to be filled in.]

1st Professional Reference *
Name - Position/Title – Relationship to Applicant

2nd Professional Reference *
Write a Personal Statement of 350 words answering the following:

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?

PERSONAL STATEMENT *
(You may compose the statement here, or indicate that you will be submitting it separately by email to admissions@mettc.org)

[The full personal statement is optional for individuals applying for the Intro/Overview course ONLY, but please indicate such as the application form requires this line to be filled in.]

PRACTICUM / INTERNSHIP SITE
AMS certification requires that all elementary interns complete at least one full year in a full-time practicum in a Montessori three year multi-age classroom at the level for which they are being trained. A student interning in a 9–12 class that does not have 6th grade students is required to make a plan to observe and present lessons to 6th grade students. This plan must be approved by the METTC practicum coordinator. The intern must work full time, typically for a minimum of six hours per day, five days per week for the school year, and remain in the same classroom throughout the entire year. Other practicum phase requirements are part of a practicum site agreement form which will need to be completed by all parties upon admission and prior to the start of the practicum phase.

Practicum (Internship Site) School *
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. You may also send an inquiry to info@mettc.org in the event that our admissions director is aware of any openings in your area. You may still apply for admissions and if accepted continue your search for a practicum location. Indicate in this field that you do not yet have a practicum site arranged.

[Individuals applying for the Intro/Overview course ONLY do not complete a practicum, but please indicate such as the application form requires this line to be filled in.]
Practicum School Location/Address

Address 1

Address 2

City

State/Province

Zip/Postal Code

Country

Practicum School Phone

(###)  ###  ####

School Director's Name
(Please indicate any title with first name)

First Name  Last Name

School Director's Email
Name of Supervising Teacher /or Self-Directed

A "Supervising Teacher" is an experienced Montessori Credentialed teacher who works in the same classroom with the intern; otherwise the intern is considered "Self-Directed."

First Name                          Last Name

Practicum School Affiliation

Indicate if this school is affiliated with AMS (American Montessori Society), AMI (Association Montessori International), or other professional society.

AMS Member School Number

If the school has an AMS Member #, please include here.

Are you proficient in English? *

☐ Yes
☐ No

Language

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:

Application Fee *

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. (The two payment option is only available for the 6-9 and the 6-12 courses; also note that those choosing the two payment plan will only receive access to the Elementary I (6-9) level albums and materials their first year.)

Full payments made by May 1 will receive a discount (see website for tuitions, fees, and discount details). Registrations received after this deadline will not receive a discount.

[The non-refundable application fee for individuals applying for the Intro/Overview course ONLY is $50.]

☐ I have sent the check myself
POLICIES

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 admissions@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.

Signature *

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.

To indicate your signature, please print your full name as you would like it to appear on your Montessori credential (upon successful completion of the course and requirements).

Date *

MM  DD  YYYY