

Application and Admission Process

MGTEI Early Childhood Development and Education (0-6) program encompasses Infant & Toddler (0-3) and Early Childhood (2.5-6) Certification Courses that are aimed for adult learners seeking a Montessori credential and working with infants, toddlers, preschoolers, and kindergarteners. To be considered as a certified Montessori guide, candidates must complete all academic components and the teaching practicum as required for each course level.

Step 1: Application

1. Complete the MGTEI online application
2. Print the completed application and write the Statement of Interest in Montessori training providing evidence of the ability to practice in a Montessori classroom with children in the age range, accordingly with the candidate chosen level
3. Attach an up-to-date resume listing your current employment
4. Sign and date application and statement, and collect the following documents:
 - a. If applying for the AMS Infant & Toddler Full credential:
 - i. a copy of bachelor's diploma and transcripts from a U.S. recognized college/university OR
 - ii. if degree is from outside U.S., copy of the degree evaluation by a recognized transcript evaluation services agency (go to Resources)
 - iii. a copy of a Montessori Early Childhood credential awarded (*); if you do not hold a credential, it is required attendance of the Early Childhood Overview component (24 additional hours)
 - b. If applying for the AMS Early Childhood Full credential:
 - i. a copy of bachelor's diploma and transcripts from a U.S. recognized college/university OR
 - ii. if degree is from outside U.S., copy of the degree evaluation by a recognized transcript evaluation services agency (go to Resources)
 - iii. any Montessori certification, if awarded
 - c. If applying for AMS I & T or EC Associate credential:
 - i. a copy of a High School diploma or equivalent and transcripts OR
 - ii. a copy of an associate degree from a U.S. recognized college/university
 - iii. if degree is from outside U.S., a copy of the degree evaluation by a recognized transcript evaluation services agency (go to Resources)
 - iv. any Montessori certification, if awarded
 - d. 3 (three) professional recommendations
 - One colleague (two colleagues if self-directed)
 - Supervising educator (unless self-directed)
 - School administrator
 - e. Scan all documents listed above in a file with your name and level chosen
 - f. Email the file to admissions@montessoriglobalte.com

Step 2: Admission

1. Application Reviewed/Recommendation

MGTEI Admissions office contacts you via email confirming receipt of the completed application for review. If application is missing information or in need of clarification, staff contacts you via email with a request.

- After your application review and recommendation to attend course, Admissions office contacts you to schedule an interview by phone or a virtual meeting.
- After interview, if you are accepted as an adult learner candidate, you will receive an email confirming successful completion of all items in Step 1 with the following documents attached:
 - Letter of Acceptance
 - MGTEI Adult Learner Handbook
 - Instructions in how to access the Certification Courses portal, with username, password, and designated email address.
 - Instructions to complete required documents in Step 3.

2. Application Approved/Acceptance Letter

Candidate

- submitted application and supporting documentation that meets all admission requirements and is locating a practicum site and must inform Admissions office that practicum is arranged, giving notice of name, location, director/head of school name, phone, and email address
- request transcripts to U.S. colleges/universities to be sent directly to MGTEI Admissions office or via email to admissions@montessoriglobalte.com
- OR
- request transcripts to outside of U.S. degree evaluations to be sent directly to MGTEI Admissions office or via email to admissions@montessoriglobalte.com
 - MGTEI sends to the practicum site director/head of school the Practicum Packet with all forms that need to be completed and signed before start of practicum phase

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Step 3: Enrollment

a) Completion of enrollment documents

Candidate

- completes the Candidate Registration form
- revises the Enrollment & Tuition Contract
- request the Sponsorship Verification form (if applicable)
- complete the Background Check Authorization form

b) Submission of required documents and fees

Candidate submits the items listed below directly to Admissions office via email at admissions@montessoriglobalte.com

- completed and signed Candidate Registration form
- revised and signed the Enrollment & Tuition Contract
- receipt of the \$450.00 non-refundable registration fee paid (\$166 of this fee goes towards MACTE 2022 student registration fee)
- a photocopy of a current government-issued photo ID
- signed acknowledgment of MGTEI adult learner handbook and course catalogue
- completed and signed Sponsorship Verification form (if applicable)
- provide the receipt for tuition payment as established in the Enrollment and Tuition Contract

MGTEI

Candidate will receive an email confirming successful completion of Step 3a-b and , if applicable, attachments with instructions to complete other required documents.

c) MGTEI Final Review

*This step must be completed within six weeks of the start of course chosen.

d) Completion of the practicum site set

*This step must be completed before practicum phase starts.

- Completed and signed Practicum Site Packet that includes:
- Intern Information & Practicum application
- Practicum Site Requirements Checklist
- Practicum Site Information & Guidelines
- Practicum Site & Supervising Directress Agreement (supervised practicum only)
- Practicum Site & Intern Agreement
- Standards & Responsibilities for the Practicum Site
- Standards & Responsibilities for the Intern
- Practicum Site Intern Job Description
- Practicum Site Non-discrimination Policy
- Supervising Teacher Information Form
- Supervising Teacher Evaluation of Intern

Certification guidance

- If a candidate wishes to receive a MGTEI certificate, the online application must be completed as well as providing all supporting documentation.
- Once officially accepted into the MGTEI, the course must be completed within three years of the start date of acceptance.
- A course completion certificate for professional development is awarded at the conclusion of each course.
- MGTEI requires payment for each individual course at the time of enrollment to that course. There is no requirement to prepay the entire cost of the program.
- Upon successful completion of academic and practicum phases and all requirements fulfilled, including financial, MGTEI sends a recommendation letter to AMS for the credential.
- Currently, MGTEI is an American Montessori Society (AMS) applicant affiliate.
- In 2022, MGTEI is seeking dual accreditation with American Montessori Society (AMS) <https://amshq.org/> and the Montessori Accreditation Council for Teacher Education (MACTE) <http://www.macte.org/>
- MGTEI is an applicant in good standing with MACTE.
- When accredited, a MGTEI diploma with a MACTE seal will be awarded at the completion of all course requirements.