



## **APPLICATION PACKET**

### **Cohort Group 2017**

Early Childhood Program: Ages 2 ½ - 6

**Business Office:**

333 Madison Avenue  
Covington, KY 41011

**Classroom:**

1053 Madison Avenue  
Covington, KY 41011

859-431-2075 ext. 115  
email: [hgerker@gccme.org](mailto:hgerker@gccme.org)

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GCCME is dedicated to preparing Montessori teachers by providing quality instruction in an atmosphere of inspiration, helpfulness, sincerity, and respect for the individual. It is our mission to educate teachers on the Montessori Method, emphasizing rationale behind the philosophy, the transformation of the teacher, and the importance of continual self-growth.

GCCME is affiliated by American Montessori Society and accredited by the Montessori Accreditation Council for Teacher Education (MACTE). The program prepares adult learners for careers in Montessori education at the Infant/Toddler and Early Childhood levels.

The Early Childhood course is a hybrid course which includes face to face meetings and online learning. The program requires the following components to be completed for credentialing by AMS:

- Attendance and participation in classes.
- Self-reflection and evaluation.
- Observations in Montessori classrooms.
- Practicum in a Montessori classroom.
- Written assignments.
- Written and performance assessments.
- Research Project and Child Study.

### **PROGRAM TIMEFRAME**

The Early Childhood AMS credential can be completed in one or two years. While we strongly encourage two years, the program can be completed in one year with the approval of the Program Director.

### **COURSES OF STUDY**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Montessori Philosophy</li> <li>• Observation</li> <li>• Child Development (includes major theorists)</li> <li>• Classroom Leadership</li> <li>• Practical Life</li> <li>• Sensorial</li> <li>• Language</li> <li>• Math</li> </ul> | <ul style="list-style-type: none"> <li>• Cultural-<br/>(Science, Art, Music, Drama, History, Geography)</li> <li>• Professionalism</li> <li>• Family Partnerships</li> <li>• Program Administration</li> <li>• Personal Growth and Development</li> <li>• Peace Education</li> </ul> |
|---|--|

## LOCATION OF PROGRAM

GCCME is a division of Children, Inc. The GCCME business office is at: 333 Madison Ave., Covington, KY 41011. The classroom provides a fully equipped Montessori environment where adult learners can practice with a complete set of Montessori materials. It is located at 1053 Madison Ave., Covington, KY 41011. Montessori schools in the Greater Cincinnati area are sometimes used for workshops and observations.

## PROGRAM SECTIONS

**Section I, The Academic Workshop (Year 1)** - The adult learner receives instruction and demonstrations in all curriculum areas as well as classroom management, child development, observation and evaluation techniques. Adult learners also learn how to create a prepared learning environment and have opportunities for supervised practice with the learning materials. This portion of the program consists of a series of written assignments on readings from Montessori texts and related texts. The topics focus on Montessori principles, child development theories, observation of children and environments for learning. Of the 317 hours in this section, 100 of those will be conducted via Blackboard, our online course management system. Adult learner evaluation(s) are also included in the Academic Workshop.

**Section II, Practicum (Year 2\*)** - Under guidance of an experienced Montessori educator or in a self-directed practicum, adult learners teach in a Montessori program (working in a classroom for 3 hours a day, five days a week or 540 hours for 9 consecutive months). Assignments for this section include observations, material making, family partnerships, a child study, and a research project. Practicum sites must be approved by the program director prior to entry into the practicum section. Adult learners are also required to attend Practicum Seminars, totaling 32 hours of face-to-face meetings throughout the school year (and 8 hours of face-to-face assessments).

*\*Self-directed practicums must be approved by the GCCME Program Director. When adult learners choose to complete the certification in one year, both of these sections are completed concurrently.*

## COST OF PROGRAM

Application fee:	\$100
Tuition:	\$6,000
Supplies:	\$400
Practicum Fee:	\$500
<i>(due before start of practicum))</i>	
AMS & MACTE Adult Learner Fees:	\$380
*Writing in College workshop	\$150
<i>*required for adult learners w/out an Associate's Degree</i>	

*Practicum sites that are outside a 100-mile radius from GCCME, the cost of transportation and lodging (if required) must be assumed by the adult learner. Possible additional fees include personal supplies and curriculum albums.*

Tuition payment options are available.

American Montessori Society offers Teacher Education Scholarships. Visit [www.amshq.org](http://www.amshq.org) for more details.

## **SCHEDULE OVERVIEW – EARLY CHILDHOOD, Ages 2.5 - 6**

### **Face to Face Meetings:**

#### **Summer 2017**

June 12 - June 16 (8am-5pm)

June 19 -June 23 (8am-5pm)

July 31 -August 4 (8am-5pm)

#### **Monthly Weekend Meetings**

*Saturday meetings are for Academic phase adult learners,  
Sunday mornings are for Practicum phase adult learners only.*

Sept. 9-10

Oct. 7-8

Nov. 11-12

Jan. 13-14

Feb. 10-11

March 10-11

April 14-15

May 5-6

#### **Summer 2018**

June 11-June 15 (8am-5pm)

Distance learning courses begin July of 2017 and continue through May of 2018.

## **GATEWAY COMMUNITY & TECHNICAL COLLEGE**

Graduates (interested in earning their Associate's Degree) of GCCME who enroll at Gateway for one IECE class may receive 18 semester credit hours in the IECE (Interdisciplinary Early Education) Program. The adult learner must hold a current AMS credential, supply Gateway admissions office with ACT or COMPASS scores, meet with an advisor in the IECE program, provide a copy of all transcripts and proof of the AMS credential, and pay tuition as outlined by Gateway.

## **MASTER'S DEGREE OPTIONS**

GCCME does not offer a degree. However, there are options to consider upon graduation from GCCME if you are interested in obtaining your Master's Degree. Locally, you can visit Xavier Montessori where they offer a M.Ed. in

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Montessori Education (one year distance learning option with MACTE credential). Another option is The Center for Contemporary Montessori Programs at St. Catherine University in St. Paul, MN (one year distance learning option with an AMS credential).

### **HOUSING ARRANGEMENTS**

GCCME has many adult learners from out of town who require housing during the Summer sessions and monthly weekend meetings. While we do not arrange housing, a list is made available in Spring for those that may need it. Please email Jennifer Cruz, GCCME Administrative Coordinator, if you are in need of housing ([jcruz@childreninc.org](mailto:jcruz@childreninc.org)).

### **AMS ASSOCIATE EARLY CHILDHOOD CREDENTIAL**

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelor's degree from a regionally accredited U.S. college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

### **AMS FULL EARLY CHILDHOOD CREDENTIAL**

The candidate for an AMS Early Childhood credential holds a minimum of a Bachelor's degree from a regionally accredited U.S. college/university or its equivalent.

### **RECOGNITION OF TRANSCRIPT**

(for applicants with non-U.S. transcripts)

Applicants that do not have a high school diploma or credential from a regionally accredited U.S. College/University must submit a transcript 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. 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

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then be eligible for an AMS credential upon successful completion. If the evaluation determines that the non-U.S. transcript is not the equivalent of a Bachelors' degree or higher, then an Associate credential will be awarded. If English is not the applicant's first language, a Test of English as a Foreign Language (TOEFL) may also be required.

### **ADMISSION/ENROLLMENT POLICIES**

Applicants must have at least a high school diploma or GED, submit three letters of recommendation (preferable a combination of academic, professional, and personal), official college transcripts or a high school diploma, be interviewed by a GCCME Faculty member, and complete the Online Learner Readiness questionnaire and write the Montessori personal statement. Credit may be given for previous course work in another MACTE accredited course.

Applicants that do not have a minimum of an Associate's Degree are required to complete a "Writing in College" workshop with GCCME before beginning the Certification Program. There is an additional \$150 fee for this course to be paid before beginning the program.

Once all application materials (and the \$100 nonrefundable application fee) have been received, an interview (phone or in person) will be scheduled. Late registrations will be accepted based on availability.

# GCCME

Greater Cincinnati Center  
for Montessori Education  
*Preparing Successful Teachers Since 1988*

<b>APPLICATION FOR ENROLLMENT</b>		
<b>Early Childhood Program</b>		
Name:		
DOB:	AMS Membership #?	
Street address:		
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	
Email:		
Emergency Contact:	Phone:	
How did you hear about GCCME?		
<b>EDUCATION</b>		
High School:		Dates:
*Undergrad College:		Dates:
Degrees earned:	Major:	Minor:
Grad./Professional:		Dates:
Degrees earned:	Major:	Minor:
Other Education or Training:		Dates:
*The "Writing in College" workshop (with GCCME) is required for adult learners who do not have an associate's degree or higher. The workshop fee is \$150 due upon acceptance into the program.		
<b>EMPLOYMENT</b>		
Current Employer:		
Dates employed:		
Position:		
Previous Employer:		
Dates employed:		
Position:		

<b>REFERENCES</b>	
<i>(LIST THE INDIVIDUALS WHO YOU HAVE REQUESTED TO WRITE LETTERS OF RECOMMENDATION FOR YOU)</i>	
Name:	Phone:
Position/title:	Relationship to you:
Name:	Phone:
Position/title:	Relationship to you:
Name:	Phone:
Position/title:	Relationship to you:
<b>ADDITIONAL DOCUMENTATION</b>	
<input type="checkbox"/> Application fee of \$100 is enclosed (I understand this is non-refundable).	
Three letters of recommendation: <input type="checkbox"/> are enclosed in sealed envelopes <input type="checkbox"/> are being submitted via email to <a href="mailto:jcruz@childreninc.org">jcruz@childreninc.org</a>	
College transcripts or copy of high school diploma: <input type="checkbox"/> are enclosed <input type="checkbox"/> are being sent directly to GCCME	
Tuition payments: How will payments be made? <input type="checkbox"/> self <input type="checkbox"/> school sponsored (list below) <input type="checkbox"/> other (list below) Tuition Sponsor's name: _____ Tuition Sponsor's address: _____ Tuition Sponsor's phone: _____ Email: _____ <input type="checkbox"/> Payment plan is enclosed (see page 10 of this packet)	
Montessori Reflection (required for admission consideration)*: in a personal statement, describe why you want to become a credentialed Montessori teacher. Be sure to include the answers to the following questions: 1. Why do you want to become a credentialed Montessori Teacher? 2. What are your expectations of this program? 3. What special qualification or attributes do you bring to this field? 4. How and when did you first learn about the Montessori philosophy? 5. Describe your experiences working with children. *This reflection should be typed, 250-400 words, and attached to the application packet.	
<input type="checkbox"/> Online Learner Readiness Survey is enclosed (see page 9 of this packet).	
<input type="checkbox"/> Admission for non-degree holding adult learners AMS form is enclosed (see page 11 of this packet).	
<input type="checkbox"/> Page 12 of this packet, checked and signed by applicant.	
<b>MAIL COMPLETED APPLICATION WITH ADDITIONAL DOCUMENTATION TO:  JENNIFER CRUZ, GCCME ADMINISTRATIVE COORDINATOR  333 MADISON AVE, COVINGTON, KY 41011  CHECKS PAYABLE TO: CHILDREN, INC.</b>	

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**Online Learner Readiness Survey**

The following survey will help you to determine if distance learning is compatible with your learning style. Your answers will be discussed with the Program Director during the interview stage of your application.

Please indicate whether you agree or disagree with the following statements by making an "x" in the appropriate box.

	Agree	Somewhat Agree	Disagree
I am good at setting goals and deadlines for myself.			
I have a really good reason for taking an online course.			
I finish the projects I start.			
I do not quit just because things get difficult.			
I can keep myself on track and on time.			
I can learn from things I hear, like lectures, audio recordings or webinars.			
I have to read something to learn it best.			
I have developed a good way to solve problems I run into.			
I learn best by figuring things out for myself.			
I like to learn in a group, but I can learn on my own, too.			
I am pretty good at using the computer.			
I am comfortable with internet searches, bookmarks, and downloading files.			
I have a computer at home (desktop or laptop).			
I have a printer.			
I am connected to the Internet with a fairly fast, reliable connection.			
I have headphones or speakers.			
I have a microphone.			

**Payment Plans**

Please indicate below your plan for submitting payment(s) to GCCME. This can be altered to fit individual needs (with approval from the Program Director).

**When paid in full, up front – there is a \$500 discount.** For adult learners without an associate’s degree or higher, there is an additional \$150 fee for the “Writing in College” workshop (to be completed before beginning the program in June).

\_\_\_\_\_ **Option 1:** Full payment before course begins (includes a \$500 discount)

7280.00

- 500.00 discount

\$6780.00 Total

\_\_\_\_\_ **Option 2:** Down payment and 12 monthly payments

2000.00 due at start of academic workshop (June 2017)

+ 440.00 per month, thereafter for 12 months

\$7280.00 Total

Adult learner Signature: \_\_\_\_\_

*This document must be completed by applicants with a high school diploma or GED, but not a Bachelor's degree.*



**Admission for Early Childhood Candidate**

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I have read and understand my responsibility as an applicant for the Early Childhood course level of this teacher education program.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program (print)

\_\_\_\_\_  
GCCME Program Director Name (print)

\_\_\_\_\_  
GCCME Program Director Signature

\_\_\_\_\_  
Date

By signing your name below, you:

- Certify that you have read and understand all aspects of the application process.
- Certify that you understand potential admission is not complete until all required elements have been received by GCCME.
- Agree to adhere to GCCME’s academic integrity, which includes but is not limited to mandatory attendance to all face to face sessions and providing your own work for assignments (and/or citing all resources).
- Agree to be photographed or recorded for GCCME’s promotional purposes. If you do not wish to be, you understand that it is your responsibility to notify us in writing.
- Certify that, if accepted, you will ultimately be responsible for all tuition and fees.
- Certify that all application information provided is complete, accurate, and true to the best of your knowledge.

Printed applicant name:	
Applicant’s signature:	Date:

<b>Office Use Only:</b>
Interviewer/date of interview:
Application fee paid:
Official Transcripts/Credentials:
Recommendation letters:
Online Learner Readiness Survey:
Narrative Self-Reflection:
AMS associate credential?
Payment plan: