



APPLICATION PACKET

Cohort Group 2017

Infant & Toddler Program

Business Office:

333 Madison Avenue
Covington, KY 41011

Classroom:

1053 Madison Avenue
Covington, KY 41011

859-431-2075 ext. 115

email: 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 Infant & Toddler course is a hybrid course which includes face to face meetings and distance learning. The program requires the following components to be completed for credentialing by AMS:

- Attendance and participation in classes (both online and face-to-face).
- Self-reflection and evaluation.
- Observations in Montessori classrooms.
- Practicum in a Montessori classroom.
- Written assignments.
- Written and performance assessments.
- Research Projects.

PROGRAM TIMEFRAME

GCCME allows for certification by the American Montessori Society in one year. The Adult Learner works to complete both academic and practicum coursework concurrently.

COURSES OF STUDY

Montessori Philosophy
Observation
Child Development
Montessori Pedagogy
Environmental Design
Child Family and Community
Personal Growth and Development
Program Leadership

LOCATION OF PROGRAM

GCCME is a division of Children, Inc. The GCCME business office is at: 333 Madison Ave., Covington, KY 41011. The Learning 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 area are sometimes used for workshops and observations.

PROGRAM OVERVIEW

Academic Coursework - The adult learner receives instruction and demonstrations in all course areas. Adult learners learn how to create a prepared learning environment and have opportunities for supervised practice with the learning materials. The academic coursework consists of the completion of all classes and assignments in each course, written assignments on readings from Montessori and related texts, group discussions, activities, and the development of Infant and Toddler Resource Albums. Of the 194 hours in the program, 58 of those will be conducted via Blackboard, our online course management system.

The Practicum Experience - 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). Practicum sites must be approved by the program director prior to entry into the program. Assignments specific to the practicum experience include observations, material making, family partnerships, and a child study. Adult learners are also required to attend Practicum Workshops, totaling 18 hours of face-to-face meetings throughout the school year.

**Self-directed practicums must be approved by the GCCME Program Director.*

COST OF PROGRAM

Application fee:	\$100
Tuition:	\$5,800
Supplies:	\$400
AMS & MACTE Adult Learner Fees:	\$380
*Early Childhood Overview	\$150
<i>*required for adult learners w/out EC credential</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 for more details.

SCHEDULE OVERVIEW – Infant & Toddler

Face to Face Meetings:

Summer 2017

June 26 - 29 (8am-5pm)

July 10 - 14 (8am-5pm)

July 17- 21 (8am-5pm)

Weekend Meetings

Saturday meetings are part of the Academic Coursework

Sunday mornings are the Practicum Workshops

October 14-15

January 20-21

April 28-29

Summer 2018

June 25-June 29 (8am-5pm)

Distance learning courses begin July of 2017 and continue through June 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 12 semester credit hours in the IECE (Interdisciplinary Early Education) Program. The adult learner must hold a current AMS certificate, 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 AMS certification, 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 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 weekend meetings. While we do not arrange housing, a list is made available in Spring for those that may need it.

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www.gccme.org - 859.431.2075*

AMS ASSOCIATE INFANT & TODDLER CREDENTIAL

AMS grants the AMS Associate Infant & Toddler 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 Infant & Toddler course who do not have a U.S. Bachelors 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 INFANT & TODDLER CREDENTIAL

The candidate for an AMS Infant & Toddler 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 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

APPLICATION FOR ENROLLMENT		
Infant & Toddler Program		
Name:		
DOB:	AMS Membership #?	
Street address:		
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	
Email:		
Emergency Contact:	Phone:	
How did you hear about GCCME?		
EDUCATION		
High School:		Dates:
Undergrad College:		Dates:
Degrees earned:	Major:	Minor:
Grad./Professional:		Dates:
Degrees earned:	Major:	Minor:
Other Education or Training:		Dates:
EMPLOYMENT		
Current Employer:		
Dates employed:		
Position:		
Previous Employer:		
Dates employed:		
Position:		

REFERENCES	
<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:
ADDITIONAL DOCUMENTATION	
<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 jcruz@childreninc.org	
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.	
MAIL COMPLETED APPLICATION WITH ADDITIONAL DOCUMENTATION TO: JENNIFER CRUZ, GCCME ADMINISTRATIVE COORDINATOR 333 MADISON AVE, COVINGTON, KY 41011 CHECKS PAYABLE TO: CHILDREN, INC.	

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Online Learner Readiness Survey

We'd like you to take some time for self-reflection. 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 Early Childhood credential, there is an additional \$150 fee for the “Early Childhood Overview ” course (completed as part of the online course).

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

6580.00

- 500.00 discount

\$6080.00 Total

_____ **Option 2:** Down payment and 12 monthly payments

2000.00 due at start of academic workshop (June 2015)

+ 381.66 per month, thereafter for 12 months

\$6580.00 Total

Adult learner Signature: _____

Date: _____

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



Admission for Infant & Toddler Candidate

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

Applicant Name (print)

Applicant Signature

Date

Program (print)

Program Director Name (print)

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:

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