



Cottage Montessori Teacher Education Program
3835 N West Ave, Fresno, CA 93705 | 559-222-6600
www. montessoritraining.info

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2016 & 2017

Cottage Montessori Teacher Education Program – 1 Year

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2016 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 |

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |

Single Position vs. Concurrent Aggregated Position

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |

Self-Employed / Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2016 | 0 | 0 |
| 2017 | 0 | 0 |

Institutional Employment

| Calendar Year | Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution. | Total Graduates Employed in the Field |
|---------------|--|---------------------------------------|
| 2016 | 0 | 0 |
| 2017 | 0 | 0 |

Student's Initials: _____ Date: _____

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| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2016 | NA | NA | NA | NA | NA |
| 2017 | NA | NA | NA | NA | NA |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

(This program does not require a state licensure.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Cost of Educational Program

Total charges for the program for students completing on-time in 2018: **\$3750**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ **Date:** _____

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Federal Student Loan Debt

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.



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Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students **CMTEP** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date



* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on 02/08/2018. As of 02/08/2020, two full years of data for this program will be available.

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

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- “First Available Exam Date” is the date for the first available exam after a student completed a program.
 - “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
 - “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
 - “Salary” is as reported by graduate or graduate’s employer.
 - “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

CERTIFICATION/CREDENTIAL

Candidates, who hold a degree from a recognized college, will be awarded an *Early Childhood Teacher Credential* upon satisfactory completion of the coursework.

An *Early Childhood Associate Credential* will be issued to candidates who do not hold a college degree. Teachers with an Early Childhood Associate Credential are strongly encouraged to complete their Bachelor's degree. Once completed, they will be eligible for an upgrade to an AMS Early Childhood Teacher Credential.

It is the policy of *Cottage Montessori Teacher Education Program* that all holders of an *AMS Early Childhood Credential* or an *AMS Early Childhood Associate Credential*, show evidence of professional development. It is the requirement of the American Montessori Society that teachers complete **50 hours every 5 years**. This can be in the form of attendance and participation in conferences, seminars, webinars, workshops, etc. with appropriate documentation.

ADMISSION REQUIREMENTS

1. Completed application.
2. One letter of recommendation from professional in the field of education..
3. One letter of personal reference.
4. Copy of all transcripts.
5. Criminal record clearance/fingerprints.
6. Health forms/TB clearance.
7. Application fee - non-refundable of \$75
8. A recent photo.
9. A one page statement describing how you discovered the Montessori Method, what your current teaching philosophy is, and why you want to become a Montessori teacher.
10. Describe teaching experience with this age group - include volunteer work.

Applicants for the Montessori Early Childhood (2.5 - 6) Teacher Training Credential must have a high school diploma. A college degree is desired, but not required. This is a very rigorous training and requires hours of study time each week along with a great deal of processing and writing. Students will need to have an excellent understanding of both written and spoken English.

If Applicant has no prior experience working with children, please emphasize interest in children and any skill or talent working with children. This should also be addressed in the letters of reference and will be taken into consideration by the Executive Administrator and Director.

Classes and Seminars are 8 hours a day, with a 30 minute lunch break. Our Adult Learner to Instructor ratio is 12:1.

A personal interview will be scheduled upon receipt of all documents (or a Skype session) and the candidate will be notified within two weeks of interview.

TUITION AND FEES

| | |
|---|---------|
| Application fee (non-refundable) due w/ completed application | \$ 75 |
| Professional fees - (MACTE & AMS) includes membership to AMS | \$ 375 |
| Curriculum Manuals* | \$ 325 |
| Tuition for Academic Phase and Practicum Phase | \$3,000 |

**Manuals are given for each curriculum area and course - a total of 12 manuals and over 1,700 pages of presentations, lessons and extensions. The Adult Learner will be responsible for adding to this in the form of drawings, sample work, charts & graphs, photos and digital enhancements.*

Additional fees apply for self-directed Internships and off-site trainings. Speak with administrator for more details.

The Adult Learner is responsible for providing other learning materials such as pens & paper, binders, sheet protectors. Books for required reading may be checked out of the local public library, the lending library at CMTEP or purchased. It is recommended that these books be purchased as they serve as a source of reference for years to come.

Application deadline is May15th

Applicants will be notified of acceptance within 1 - 2 weeks.

Resource Materials fee, Professional fee and the fee for Curriculum Manuals, along with 50% of the tuition (\$1,500) are due within 15 days of written acceptance to the program.

The balance is due at the start of the Academic Phase.

POLICIES

Dismissal, Withdrawal, Cancellation & Refund Policy

Notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

If a student's behavior is verbally combative and negative, to the extent that it is preventing others from their right to learn, that student may be dismissed at the discretion of the Executive Administrator. The Adult Learner, Director, and Executive Administrator will meet and share their concerns and ask for a behavior plan from the student. If the behavior persists, the Executive Administrator will consult with the Director and make a decision as to whether this person will be dismissed or not.

If a student is absent, it is her/his responsibility to make up work. If that student does not make up the assignments or is absent more than 10% of the time during the Academic Phase, the student may be dismissed, at the discretion of the Executive Administrator, after consultations with the student and Director.

In the event the student is dismissed by CMTEP, the amount of refund as listed below shall apply.

If enrollment is cancelled within 5 days of registration, the full amount paid will be refunded, minus the non-refundable application fee. Cancellation must be in writing.

If cancellation occurs prior to the first day of instruction, any amount paid for tuition only will be refunded. The application fee and professional fee will not be refunded. The cost of the manuals, minus the shipping charge to return them, will be refunded.

In the case of the course being cancelled by CMTEP the amount to be refunded shall be as indicated below, less the application fee, which is not refundable.

A refund for the unused portion of the tuition is provided in the pro-rated amount as follows:

| <u>% of Attendance Time</u> | <u>Amount of Refund</u> |
|-----------------------------|--------------------------|
| 5% = 15 hours | 50% of \$3,000 = \$1,500 |
| 10% = 30 hours | 30% of \$3,000 = \$ 900 |
| 20% = 60 hours | 10% of \$3,000 = \$ 300 |

No refunds are given after completion of more than 20% of the Academic Phase.

All refunds will be given within 30 - 45 days of notice.

Adult Learner Financial Responsibilities

This is a comprehensive program, which requires a *very high level of commitment from all Adult Learners, as well as all faculty*. We urge you not to make any time-consuming commitments during the Academic Phase. There will be many reading and writing assignments, evening labs, as well as 300 class hours during the 6-week session.

Obligation for timely and complete payment rests with the Adult Learner. In the case of a school sponsorship, it is the responsibility of the student to provide all necessary information to the sponsoring school and ensure payment is made. The enrollment agreement is a legal contract, please be certain you understand all terms.

Student is responsible for costs involved with making materials required for coursework. These include but are not limited to an original exercise for each curriculum area, embellishment of albums, a journal, any materials associated with the role switch and case study. Student is also responsible for purchasing all books that are required reading.

TRANSFER POLICY

The program must develop a written policy and procedure for the transfer of adult learners from another AMS program and from non-AMS programs in keeping with the following guidelines:

Transfer between AMS Programs

For transfer of a current adult learner from one AMS teacher education program to another,

The candidate:

- Be within the three-year time limit following the original academic phase
- Be a current member of AMS

CMTEP:

- Review and evaluate previously completed academic and practicum work, and consider the cost of the review
- Notify the prospective adult learner in writing with the fees and time required to complete all transfer requirements

- Contact the original program to determine if the adult learner is in good standing including fulfillment of financial obligations
- Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form

Transfer from Teacher Education Programs recognized by AMS

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE accredited programs) will be considered with verification of the following documentation:

The candidate:

- Have a degree in keeping with AMS credential requirements
- Be a current AMS member or register as an adult learner

CMTEP:

- Review and evaluate the credential and portfolio of the candidate; utilize proficiency pretesting to plan a program of study
- Determine the minimum requirement of the academic phase that the candidate must take to fulfill AMS qualifications
- Require all candidates take Montessori theory and philosophy from the program that will issue the credential recommendation
- Determine that practicum requirements of the candidate meet the requirements of an AMS teacher education course practicum
- Assess and evaluate proficiency as required by the AMS teacher education program
- Ensure that all the requirements of the AMS teacher education program issuing the credential are met
- Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form

Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

ATTENDANCE AND ABSENCES

Academic Phase:

The *Cottage Montessori Teacher Education Program* is a very intensive training, therefore students are required to attend all scheduled classes and labs. It is also imperative that you arrive on time...for your benefit and out of

respect to the other Adult Learners. Any student arriving 10 minutes late will be considered tardy. Habitual tardiness (more than 3) will be grounds for dismissal.

Montessori is a hands-on environment, a majority of what is presented in the classroom setting cannot be “passed on” to a student from another class member, nor can the instructor take time out of the schedule to review. Therefore attendance is crucial, not only being present but participating in presentations and contributing to discussions. The collaborative nature of the learning experience is enhanced by each student’s participation.

We do understand that situations may arise that are out of the Adult Learner’s control, any missed portions of the classroom clock hours must be made up. The Adult Learner must complete the “Plan for Make-Up of Missed Clock Hours” (located in the back of the catalog) and it must be approved by the Program Director.

Excused absences may be made up. (An excused absence is due to illness or bereavement when the Program Director or Executive Director is contacted prior to the beginning of class.) Student is responsible for securing all class notes and assignments from Instructor(s) as well as classmates. In addition, student must make arrangements to see presentations during practice sessions if presentations have been missed.

All Adult Learner’s must meet the minimum attendance policy, **which is to be no lower than 95% of total clock hours of the Academic Phase. (15 hours max.) This includes Seminars.**

Adult Learners are required to record their attendance on a daily basis on the Weekly Attendance Sheet, which will be verified each day by the Director or Executive Administrator.

Practicum Phase:

The Practicum Phase is a minimum of 540 hours - that’s a minimum of 3 hours per day (during the children’s work period) 5 days a week, for 9-10 months (the length of Practicum Site’s school year.)

All Adult Learners are required to keep their own attendance records to be verified each week by Supervising Teacher.

Excused absences may be made up. (An excused absence is due to illness or bereavement when the School Director and Supervising Teacher is contacted prior to the beginning of class.) Student is responsible for making up any assignments that may have been missed that day.

If a student has more excused absences than permitted due to extreme circumstances, at the discretion of the Executive Administrator, may make up the course or part of the course the following term...as long as the course is offered within the three-year period.

This will be at an additional pro-rated cost of the student.

All requirements of the program MUST be met within three years of first day of attendance.

SCHOOL AND STUDENT RECORDS

Student records are maintained on site for a five-year period as required by the California State Law of Educational Institutions. Every effort is made to maintain student records indefinitely.

GRIEVANCE PROCEDURES

As a learning institution, we encourage our students to communicate clearly and responsibly to fellow students, instructors, program director and administrators and all staff. We also support our students in taking full responsibility for their learning experience. If an issue arises, the student should first go to the person who can do

something about it - the person with whom the issue is with. If resolution is unsuccessful, student may then take their concern to the Program Director, in writing. The Program Director will discuss and respond appropriately. The Program Director may also request the involvement of the Executive Administrator, who will invite an arbitration committee to participate, appointed by the program. In the event the student is still not satisfied, the next option is to submit in writing, grievance and meet privately with the Executive Administrator with resolution being the intention.

Recognition of the teaching credential of a MACTE accredited program by the State in which the program is being offered: (MACTE A.22):

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Fresno. CA 93705

STANDARDS FOR COMPLETION

Students must demonstrate the following competencies in order to be recommended for an Early Childhood Teacher /Early Childhood Associate credential:

- Knowledge and an understanding of Montessori philosophy and the ability to apply it in an early childhood setting
- Knowledge and ability to discuss other educational theories
- Comprehends and implements the knowledge of the stages of human growth and development
- Personal growth through reflection, introspection and self-evaluation
- Knowledge of developmental and behavioral norms and recognizes when a potential referral is appropriate
- Ability to utilize a variety of observation techniques
- Knowledge of age-appropriate evaluative measures
- Interprets both observations and evaluations appropriately
- Abilities in recording the progress of students
- The ability to give presentations of all Montessori materials accurately and articulate their purpose, rationale and where they fall in the sequence of materials and the developmental continuum of the child
- A variety of teaching strategies
- The ability to plan and implement group activities
- Develops original materials as needed based on observations
- Demonstrates professional behavior to other staff and parents
- Knowledge of community served
- Ability to design, prepare and maintain a developmentally appropriate environment incorporating the principles of the Montessori philosophy and method
- Models appropriate behavior
- Respect for all children at all times

NON-DISCRIMINATORY POLICY

This course is nonsectarian and admits all students and staff regardless of race, color, sex, or ethnic origin, to all the rights, privileges, programs and activities made available to students. We do not discriminate in the administration of our educational policies, philosophy or admissions policies.

STATE OF CALIFORNIA STUDENT RECOVERY FUND

The Student Recovery Fund (STRF) was established by the Legislature to protect California residents who attend a private postsecondary institution from losing money if you repaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

Bureau for Private Postsecondary and Vocational Education

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