

## AMI Elementary (6 – 12) Education Program

"The secret of good teaching is to regard the child's intelligence as a fertile field in which seeds may be sown, to grow under the heat of flaming imagination." *Dr. Maria Montessori - To Educate the Human Potential, p. 11*

Elementary aged children, typically, can be characterized by their questioning minds, their ability to abstract and imagine, their moral and social orientation and their unlimited energy for research and exploration. They move from the concrete through their own efforts and discovery to the abstract - thus greatly expanding their field of knowledge.

In an inquiry-based style of learning, elementary children work in small groups on a variety of projects which spark the imagination and engage the intellect. Lessons given by a trained Montessori teacher direct the children toward activities which help them to develop reasoning abilities and learn the arts of life.

Children, at this age, are driven to understand the universe and their place in it, and their capacity to assimilate all aspects of culture is boundless. Elementary studies include Geography, Biology, History, Language, Mathematics in all its branches, Geometry, Science, Music and Art. Exploration of each area is encouraged through trips outside the classroom to community resources such as the library, planetarium, botanical garden, science center, factory, hospital, etc. This inclusive approach to education fosters a feeling of connectedness to all humanity.

### Elementary Program Overview

The study of Montessori pedagogy and child development as well as an interdisciplinary approach to the study of human beings, their endeavors and relationship with the universe for children from six to twelve years.

- **Theory lectures** on the Montessori philosophy and psychology
- **Reading/study** of Dr. Maria Montessori's books including directed reading seminars
- **Presentation lectures** on the purpose and use of the variety of Montessori Elementary activities
- **Supervised practice** with the Montessori materials
- **Observation** in the community and in Montessori classes
- **Teaching practice** in Montessori schools directed by an AMI Elementary Diploma holder
- **Written work** - the student compiles a reference manual for each of the areas of the prepared environment; the student must complete the assignments given over the duration of the course
- **Material making assignments** - students make activities for the classroom to keep for their own use

### Requirements for Elementary Certification

The MTCBC will award the AMI Elementary (6 – 12) Diploma upon satisfactory completion of the AMI Requirements for Certification, a document that is signed by the Director of Training and the student upon acceptance into the course. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following: theory lectures, demonstrations of materials in each area, offered hours of supervised practice, discussions/reviews, and required reading seminars. In order to receive the diploma, the following requirements must be met: successful written and oral examinations, submission of acceptable albums in all areas, materials as required, observation and observation reports, practice teaching as scheduled and practice teaching reports.

## The Montessori Training Centre of BC

[Association Montessori Internationale \(AMI\)](#) The only AMI affiliated training centre in western Canada, the MTCBC was established in 1982 to meet the growing need for AMI Montessori educators. Our purpose as a non-profit society is to offer Montessori training courses accredited by the Association Montessori Internationale (AMI). Website: [www.montessori-ami.org](http://www.montessori-ami.org)

[Private Training Institutions Branch, \(The Ministry of Advanced Education\)](#) The MTCBC is a designated institution with the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education. Website: [www.ptib.bc.ca](http://www.ptib.bc.ca)

[Designated Learning Institution \(DLI\)](#) The MTCBC is a Designated Learning Institution in the International Student Program (ISP) listed with Immigration, Refugees and Citizenship Canada (IRCC). Website: [www.cic.gc.ca](http://www.cic.gc.ca)

### Course Staff



[Kyla Morenz, AMI Elementary Director of Training](#)

Kyla Morenz is an AMI Elementary Trainer from Toronto, Canada. She has a B.A. from the University of Waterloo and her M.Ed. from Loyola University in Maryland. In 2011, she obtained her TESOL certificate from the University of Toronto, Woodsworth College. She has AMI diplomas at both the 3-6 and 6-12 levels. She has taught in 6-9, 9-12, and 6-12 environments in Canada and Morocco. She has lectured on elementary courses in North America and Europe and continues to lecture in Prague, Czech Republic. She is looking forward to establishing the Elementary Course in Vancouver.



[Eduardo Cuevas, AMI Primary Trainer](#)

Eduardo completed AMI Primary Training in 1973 in Mexico City. Besides having directed his own class in the school he founded, he has directed training courses in Puerto Rico, Spain and the United States. He has been the Director of Training of the Primary Training Course at the MTCBC since 1999. Mr. Cuevas has extensive experience as an AMI Consultant and Director of Parent Education Programs. He holds a master's degree in Primary Education from Loyola College, Baltimore, USA and is a past member of the AMI Board of Directors.



[Erin Higginbottom, Course Assistant](#)

Erin Higginbottom got her start as an AMI Casa/preschool classroom assistant, has taught in both Lower and Upper Elementary classrooms in Western Canada, and has sat on the Board of Directors of The Montessori Society of Canada for several years. Erin also has experience in Montessori administration and leadership in the roles of Director of Education and Head of School. She holds a B.A. in English Literature from the University of Toronto, an A.M.I. Montessori Elementary Teaching Diploma from the Montessori Institute of Milwaukee, a Montessori Teacher Coaching Certificate from NCMPS, and is fully certified as an Orton Gillingham Therapeutic Tutor.

## AMI Elementary (6 – 12) Diploma

The Montessori Training Centre of British Columbia (MTCBC) works in affiliation with the Association Montessori International (AMI). The courses offered must meet rigorous standards, in both content and teaching staff. The Diploma awarded by the MTCBC is in great demand by Montessori Schools both nationally and internationally. Individuals must enquire what local requirements are, as set out by government regulatory bodies when applying for teaching positions.

### Program Admission Requirements

- 1) **Application Form:** The application form must be completed and emailed or mailed. Applications are available online at: [www.mtcbc-ami.org](http://www.mtcbc-ami.org)
- 2) **Personal Essay:** See questions provided on the application form.
- 3) **Resume:** A Resume (Curriculum vitae) must accompany the application form.
- 4) **Transcripts:** A photocopy of your AMI Primary Diploma is required to confirm the Foundation Course is not applicable. Official transcripts from each educational institution you've attended are required, with an English translation if necessary. The educational standard for the course is a Bachelor's degree. Please have transcripts mailed directly from the educational institution to the MTCBC in a sealed envelope.
- 5) **References:** Please provide each referee with the Reference Form you receive from the MTCBC. They must return it to you in a sealed envelope, to be included with your application package, or they must mail or email it directly to the MTCBC. All reference letters require personal contact information of the referee. Two of the three references must be on file to proceed with your interview. Please provide two professional references and one personal/character reference.
- 6) **Government ID:** Photocopy of two pieces of Government ID (driver's license, passport, etc.)
- 7) **Criminal Record Search:** Please complete and sign the Consent to a Criminal Record Check form according to instructions provided and return it to the MTCBC. The form must be sent by the MTCBC to the Ministry of Justice.
- 8) **English Language Proficiency for ESL Students:** IELTS Academic minimum 6.5, with no band under 6.0; TOEFL iBT 80 with no section under 19; TOEFL computer 220; or an equivalent test score, as determined by the Montessori Training Centre of BC. If one has studied successfully in a post-secondary institution where English is the language of instruction, this will be considered equivalent to a test score (no further tests required). Documentation is required with application papers.
- 9) **Personal Interview:** A personal interview will be arranged for each applicant once the documentation has been received, indicating your application file is complete. Once the interview has been completed, the Admissions Committee will meet, and an offer of acceptance may be made.

**Visas and Permits:** Please refer to the Canadian Immigration website for updated information.  
Website: [www.cic.gc.ca](http://www.cic.gc.ca)

## Course Calendar and Location:

The AMI Foundation Course led by Eduardo Cuevas during the first summer, will take place at the MTCBC Main Campus conveniently located at 8555 Cambie Street, in the heart of Vancouver. Classes are held Monday – Friday from 8:30 am – 3:30 pm.

The Elementary course occurs over three summers: 2019, 2020 and 2021 at beautiful North Star Montessori School conveniently located in North Vancouver, a satellite campus of the MTCBC. Course requirements (observations, practicums, etc.) between summers are personally scheduled by the student and occur off campus. Classes are held daily from 8:00 am to 4:30 pm. Between summers, students must participate in Webinars, complete and submit electronic assignments, arrange observations of children, and successfully complete practicum requirements in an Elementary environment directed by a guide who holds an AMI Elementary Diploma.

### Foundation Course: June 17 – July 19, 2019

Pre-requisite: AMI 3-6 Diploma OR attendance at the AMI Foundation Course, which is a 5-week full-time preparatory course that runs prior to the start of the Elementary course. This course will take place at the MTCBC Main Campus, Monday – Friday from 8:30 am – 3:30 pm. *This course is required for all students who do not hold an AMI Primary diploma*

### AMI Elementary (6 – 12) Education Program:

Summer One: July 22 – August 23, 2019

Summer Two: June 29 – August 21, 2020

Summer Three: June 28 – August 20, 2021\*

\* *Dates for Summer Three approximate and are to be confirmed by January 2021*

## Tuition and Fee Schedule of Payments

### Application and Course Fees Schedule (Note: all fees are in Canadian dollars.)

#### Upon Application

Application Fee (due with Application, non-refundable) Canadian or Permanent Resident		
Before February 28, 2019:	\$	200.00
On or after February 28, 2019	\$	250.00
International Student: Before February 28, 2019:	\$	300.00
On or after February 28, 2019:	\$	350.00
<b>Total Tuition for Foundation Course: (only for those requiring this course)</b>	<b>\$</b>	<b>2,000.00</b>

Total Tuition Fee for Elementary (6 – 12) for all students:	\$	13,500.00
Total Print Material Fee:	\$	500.00
Total Additional Fees: (AMI Membership, Archive and Examination)	\$	575.00

Schedule of Payments	
<b>Upon Acceptance</b>	
Foundation Course students only	\$ 2,000.00
Registration Deposit (all students) (due within two weeks upon offer of acceptance to reserve a space)	\$ 1,500.00
<b>Summer One: Fee Installment</b> (due on May 1, 2019):	
Tuition Fees	\$ 6,000.00
Print Material Fees	\$ 200.00
AMI student membership	\$ 50.00
Archive Fee	\$ 25.00
<b>Summer Two: Fee Installment</b> (due on June 1, 2020)	
Tuition Fees	\$ 6,000.00
Print Material Fee:	\$ 200.00
<b>Summer Three: Fee Installment</b> (due on June 1, 2021)	
Exam Fee	\$ 500.00
Print Material Fee	\$ 100.00

**Payable by:** Cheque, Bank Draft, Cash, Interac E-transfer (Canadian Bank Account), or Wire Transfer

\*\*\*Additional Course Expenses:

Students should budget approximately \$1500 to \$2500 for books, supplies, teacher Charts, and hand-made materials.

The MTCBC reserves the right to cancel the course if minimum enrollment is not met.

## Montessori Training Centre of British Columbia

### INFORMATION LETTER

#### AMI ELEMENTARY (6 – 12) EDUCATION PROGRAM - THREE SUMMER PROGRAM 2019-2021

#### **COURSE DESCRIPTION**

The AMI Elementary Diploma Course lasts three summers, from the end of June to the end August. It trains the adult to prepare a beautiful and orderly environment for children 6 - 12 years of age according to the principles and practices of Dr. Maria Montessori and the Association Montessori Internationale. As a rule, students find it much more demanding than any university course they might have taken, and you need to be an independent and responsible individual to succeed. The program includes:

1. Theory Lectures on the Montessori philosophy and psychology of childhood development
2. Reading/study of Dr. Maria Montessori's books and the writing of essays on each topic
3. Demonstration lectures on the purpose and use of the variety of Montessori activities for children 6 - 12 years
4. Supervised practice with the Montessori material - there are a required number of hours for completion of the course. The training centre is set up with a full complement of the activities for the students to work with. This "hands-on" experience is vital to the student's understanding of how and why these activities meet the child's developmental needs. You must become skilled in handling these activities.
5. Observation in the community and in Montessori Elementary classes - there are a required number hours to complete. The student completes an observation assignment which must be submitted and accepted in order to receive the diploma. Observation is an important skill students must develop as the decisions one makes regarding the children must be based on observation. Dr. Montessori's philosophy developed according to her scientific observation of children from many cultural and socio-economic backgrounds.
6. Practice with children in Montessori Elementary schools. This must be arranged by the student with a required number of hours for completion. The training centre will provide students with an information package on how to go about arranging observation and practicum hours in a suitable classroom. The student will satisfactorily complete the teaching practice and the teaching practice assignment must be submitted and accepted in order to receive the diploma.
7. Written work:
  - a. The student compiles a Reference Manual for each of the areas of the prepared elementary environment with an essay style introduction for each album. They must be the students' own original work. Copying another student's computer documents or receiving a copy from another students is not acceptable.
  - b. A variety of assignments are given over the duration of the course. These must be submitted and accepted in order to take examinations and receive the diploma.
8. Material making assignments - the student makes a variety of materials for use in the classroom to keep for their own use. These must be complete and accepted.

The course is very integrated and follows the development of the child. Lectures are not repeated and students are required to attend 90% of all lectures, demonstrations, and reviews in each area of the program to meet requirements and sit for exams. It is a full time program, 8:00 a.m. to 4:30 p.m., Monday to Friday. You should expect to have a minimum of 2-4 hours homework to do every day, including weekends.

## **TRAINING COURSE**

The objective of this program is not only to give you information regarding the Montessori philosophy and approach to child development, but also to provide training in the development of skills you will require to work with elementary children in a Montessori Classroom Environment. You will be given specific guidance in order to develop these skills.

## **EVALUATION**

a) Three Written Exams:

- One is 3 hours, requires 4 essay type answers
- Two are 2.5 hours, requiring 3 essay type answers each
- Passing Grade: 50%

b) Oral Exams:

- 3 hours with six sections,
- Passing grade: 50% for each section.

c) Completion of:

- Reference Manual,
- Course assignments,
- Material Making assignments,
- Observation and Practicum hours,
- Supervised Practice hours

d) 90 % attendance in each lecture section to sit for exams.

If a student does not pass one of the written exams or a section of the Oral exams, they may sit again for the exam in the following year, at a scheduled exam time at a centre holding the exams in that particular year.

## **BOOKS**

The books the training course focuses on are the Primary Sources, i.e. books written by Maria Montessori herself. A reading list will be provided upon acceptance.

## **OTHER**

Students should be in good health and have good stamina to be able to enjoy and keep up with the pace of the course. Students are responsible for making their own arrangements for observations and practice teaching throughout the year. The training centre can assist students to find a suitable school in their area.

There is no financial assistance available through the training centre. One must explore other avenues for financial assistance.

The Training Centre does not provide a job placement service. We do post job opportunities forwarded to us and provide a list of schools in B.C. to which students may choose to send resumes. Newsletters with classified ads are posted. In this way, we help students to find job placements.

The training centre is a free-standing institution; we do not have a residence for students, and our students must find their living accommodations independently. We are well situated in an area where there are apartments with vacancies and on a main bus route for those who live in other areas of the city.

Our refund policy follows the guidelines set by the Private Training Institutions Branch (PTIB), the government body which designates private training institutions.

PTIB also requires that the student sign a Student Enrollment Contract upon acceptance. This is forwarded to you upon acceptance.

Yours sincerely,

Montessori Training Centre of British Columbia







## AMI Elementary (6–12) Education Program and AMI Foundation Course if applicable

Application for Three Summer Program: 2019-21

Check all that apply:

AMI Elementary (6-12) Program

AMI Foundation Course

Name: \_\_\_\_\_  
Family First Middle

Address: \_\_\_\_\_  
Number Street

City Province Postal Code Country

Contact: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Business or Cell Phone Email

Please provide the following:

Education A photocopy of your AMI Primary Diploma to confirm the Foundation Course is not applicable.

Official transcripts from each educational institution you've attended are required, with an English translation if necessary. The educational standard for the course is a Bachelor's degree. Please have transcripts mailed directly from the educational institution to the MTCBC in a sealed envelope. Transcripts mailed from the applicant or in a tampered envelope will not be accepted.

Essay Please submit a personal essay in response to the following questions and the criteria for admission. You may include any other information relevant to your candidacy:

- a) What is your experience with Montessori Education?
- b) What influenced your decision to pursue the study of Montessori education at this age level?
- c) Why have you chosen Montessori Training Centre of British Columbia to pursue your Montessori Teacher Training?
- d) How do you meet each point of the Criteria for Admission?

Criteria for Admission:

- Academic skills for success in a comprehensive and rigorous course of study
- Clear oral and written communication
- Capacities for organization, time management, and attention to detail
- Collaborative strengths for community building

Resume Please include a current Resume (Curriculum vitae).

References Three reference letters sent directly to the MTCBC: two professional, and one personal.

Completed Forms Please mail all signed and completed documents (including CRC Consent Form & Confidential Health Certificate) to the MTCBC or by email to the Elementary Course Assistant, Erin Higginbottom: [admissions@mtcbc-ami.org](mailto:admissions@mtcbc-ami.org)

*I certify that the above information is true and complete. I understand that any false or incomplete information submitted in support of my application may invalidate my application:*

Signature of Applicant

Printed Name

Date

*"Follow the Child..."*

# AMI Elementary (6 -12) Program: CONFIDENTIAL Health Certificate

## PART I: To be filled in by the Student

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Do you have or have you had any serious health problems?

If yes, please describe and give dates:

Dated: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

## PART 2: To be filled in by the Examining Physician

I have examined the above named person and certify that s/he is:

1. Free from disease in a communicable form; and
2. In satisfactory physical and mental condition which will permit close association with children without danger to them.

Has this person ever had a serious illness? If so, describe:

\_\_\_\_\_  
\_\_\_\_\_

Please date, sign and **affix your Physician Identification stamp to this certificate**. The originally signed form must be returned to the student to submit to the Montessori Training Centre of BC.

Date: \_\_\_\_\_ Signature of Physician: \_\_\_\_\_

Print Name of Physician: \_\_\_\_\_

Address: \_\_\_\_\_

**Note: Chest X-Ray or Tuberculin Skin Test is not compulsory. Consult with your physician.**

**Please include current immunization records.**

## AMI Elementary (6 – 12) Program: Confidential Letter of Reference

The applicant has requested admission to the Montessori Training Centre of British Columbia and has given your name as a personal reference. It would be very helpful to us and the prospective candidate if you would comment on the following general areas of inquiry regarding the applicant.

1. Overall do you support the applicant's claim to be a suitable individual to work with young children in a position of great responsibility:
2. Briefly, comment on the applicant's character and personality:
3. Briefly, comment on the applicant's academic and/or professional achievements, ability to work independently, and ability to adapt to a rigorous work schedule.
4. Areas of concern of which we should be aware:

Name of Applicant: \_\_\_\_\_  
Name of Referee: \_\_\_\_\_  
Phone and E-mail of Referee: \_\_\_\_\_  
Organization and Department: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_  
Length of time known: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Please return this reference as soon as possible via email or mail.**

**Montessori Training Centre of BC**

*Follow the Child...*

# Consent to a Criminal Record Check Form Instructions

## Course Applicants:

1. Complete the Consent to a Criminal Record Check form (see below for detail information).
2. **Provide a copy of your Birth Document (not a Baptismal Certificate) and a copy of your personal government photo ID (i.e. passport, driver's license) for verification purposes.**
3. Include the above-noted documents in your Application Package.

Criminal Record Check form is downloadable from the Website:  
(This is a fillable form, please type in the information whenever possible)

1. Consent to a Criminal Record Check Form:
  - a. **Part 1:** Fill in your personal information. If you have a Canadian Driver's License, your Driver's License number must be provided in Part 1. If you are filling in by hand, please print your information VERY CLEARLY.
  - b. **Part 2 Do not fill in this part.** It will be completed by the Montessori Training Centre.
  - c. **Part 3:** Sign and date.
  - d. Submit the Consent to a Criminal Record Check form to the Montessori Training Centre along with your completed Application Package.
  - e. **DO NOT FAX THE FORM TO THE MINISTRY OF JUSTICE.** The Montessori Training Centre is required to submit the form and retain the completed Consent form in your student records file.
  - f. The Montessori Training Centre will fax/e-mail your Consent form to the Ministry of Justice and receive your Criminal Record Check results letter. A copy of the results letter will be provided to you for Practicum and Observation purposes.
  - g. After your Consent form is submitted to the Ministry of Justice by the Montessori Training Centre of BC, you will receive an e-mail from the Ministry of Justice asking for your payment of \$28 by credit card. (Please be sure to print your e-mail clearly on the application form.)
2. The Ministry of Justice requires that the Training Centre verify each applicant's ID before we are able to fax/e-mail the forms to the Ministry. Applicants are required to provide **two (2)** pieces of ID. One piece of ID must be government issued and must display the applicant's name, date of birth, signature and photo. The following is a list of acceptable ID:

**Acceptable ID:** driver's license, learner's license, passport, BCID card, Canadian birth certificate, Permanent Resident Card, Canadian Citizenship Card or Canadian Record of Landing/Canadian Immigration Identification Record, foreign birth certificate (not a baptismal certificate), foreign driver's license, naturalization certificate, BC CareCard or native status card.

**NOTE: A minimum of one piece of Government Issued ID, displaying the applicant's date of birth, signature and photo must be provided.**

*Please contact us if you have questions regarding the Criminal Record Check process.*

Montessori Training Centre of BC

*Follow the Child... "*