



Montessori Training Centre of British Columbia

1410 Nanton Ave., Vancouver, BC V6H 2E2

Phone: 604-261-0864 Email: info@mtcbc-ami.org Web: www.mtcbc-ami.org

ELEMENTARY TEACHER TRAINING COURSE – ADMISSION AND PROGRAM POLICIES

ADMISSION POLICY

If an applicant fails to meet the minimum admission requirements, they cannot be waived by either the institution or the student.

- 1) A Bachelor's degree in any field OR minimum 60% completion of a Bachelor's degree at time of application, with 100% completion by end of AMI Teacher Training Course in summer of 2025.
- 2) English 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).
- 3) Three Letters of Reference which reflect a person of good character.
- 4) A personal interview with a representative of the Montessori Training Centre of BC.
- 5) A Clearance Letter from the Ministry of Justice, Criminal Records Review Program, stating that no criminal record was found in the applicant's name for the purpose of working with children.
- 6) A Health Certificate certifying that one is in good health and free of communicable diseases.
- 7) The student has represented to the institution that they meet the admission requirements.
- 8) The student must be 19 years of age by graduation and have Grade 12 or Mature Student Status (19 years of age or older).

Transfer of Credit

Transfer of Credit is possible only if the student has studied at another AMI training centre. The transfer must be arranged through communication between one Director of Training with the other.

ATTENDANCE POLICY (Included in the Student Handbook)

Records are kept by the MTCBC of each student's attendance, including tardiness and absences for lectures, reading seminars and supervised practice sessions. Every third tardiness is counted as one day absent.

Students are allowed no more than a total of 10% absenteeism for lectures and reading seminars.

Supervised practice sessions missed must be made up in order to fulfill the required hours.

Observation: As scheduled – attendance is documented on a sign-up sheet signed by the supervising guide.

Practicum: As scheduled – attendance is documented on a sign-up sheet signed by the supervising guides. Missed days must be made up.

GRADES APPEAL POLICY

The Montessori Training Centre of BC outlines clearly the criteria for grades in the Student Handbook which is given to the students at registration.

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If a student wishes to discuss a grade with the Director of Training, the Training Centre has an Open Door policy. The student is encouraged to make an appointment with the Director of Training to discuss the grade and the reasons why it is lower than expected.

The Director of Training will make every effort to clarify the grade with the student.

In the event the student wishes to appeal the grade of:

- a) Written Paper A or Written Paper B: The Director of Training can at their discretion ask another AMI Director of Training to read and grade the paper. The Director of Training of the MTCBC will review the second grade and will decide on the final grade to be assigned to the exam. The decision of the Director of Training of the MTCBC is final.
- b) Oral Exam: The Director of Training can at their discretion decide to discuss the grade with the AMI Examiners who examined the student to determine the reason the grade was lower than expected. Every effort will be made to help the student understand the reason for the grade.

If a grade is to be appealed, the Dispute Resolution Policy should be followed.

DISPUTE RESOLUTION POLICY AND PROCEDURE

The direction and staff of the Montessori Training Centre of British Columbia have an Open Door policy to address its students' queries. All concerns must be taken to the Director of Training who will extend every effort to resolve the conflict through dialogue, using understanding and principles of fairness. The Director of Training appointed by the Association Montessori Internationale has the authority to resolve disputes of a pedagogical nature. Dispute of a refund of fees nature will be addressed by a representative of the Board of Directors of the Training Centre according to the policy included in the Student Contract.

Policy: Individuals should always try to resolve issues informally.
If a more formal approach becomes necessary, the institution provides a fair and reasonable mechanism for resolution.

Procedure:

- Step One: First try to resolve the issue directly with the other party. If this does not work...
- Step Two: Put your complaint in writing to the President of the Montessori Training Centre Society of British Columbia. He/she will request submissions from all involved parties, including witnesses, conduct an investigation and set up a meeting within 24 hours.
- Step Three: The President will provide a written decision to all parties within 48 hours. If this does not work...
- Step Four: The parties appoint an outside mediator/arbitrator within 48 hours. The MTCBC and the student will share the cost of an outside arbitrator equally.
- Step Five: The decision of the arbitrator is final.

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STUDENT WITHDRAWAL AND DISMISSAL POLICY

Students are expected to abide by the conditions set for taking the course and any arrangements made for their training during the year, as explained during the personal interview. Students may be dismissed from the course for medical, psychological, academic or other cogent reasons.

Extensive individual and academic counseling is available to all students at all stages of training.

Non-payment of fees within 3 days of the scheduled date may result in dismissal of a student from the program without any further delay.

A copy of the complete student dismissal policy is available upon request from the administration office.

PRACTICUM POLICY

The Montessori Training Centre of BC has a list of Montessori Schools who welcome our students for Practicum Placement.

- a) The students are assigned to a Montessori class with an AMI trained guide.
- b) The Practicum Agreement and Training Plan is signed by the Training Centre, host Montessori Guide and the Student.
- c) Expectations and Assessment criteria are given to the students and host Montessori guide.
- d) Evaluations are written by the Montessori guide in charge of the class.
- e) Evaluation and the final assessment is completed by the MTCBC Practicum Supervisor for the Primary Course.

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