



MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

Annual School Membership is for the period July 1 to June 30 each year.
Application must be typed or clearly printed in English.

School MIA Membership – As a member of MIA, schools give parents the assurance that the school has met professional standards. Membership also includes valuable benefits and opportunities: voting rights in election of members to the MIA Board of Trustees, discounted registration fees for MIA international and regional conferences and workshops, school development mentorship, MIA Newsletter, and global community connections. Member schools may be highlighted in newsletters and promoted on MIA social media. Member schools have the opportunity to be involved in the process of Teacher Certification by becoming a MIA certified Practicum Site School.

SECTION 1 – SCHOOL CONTACT INFORMATION			
* Information will be used for publication			
School Name			Date
Physical School Address		City	
State/Province	Zip code	Country	
School Phone Number		School Website (Website must be translated in English)	
Program Facebook Page		School Email Address	
ADDITIONAL SCHOOL INFORMATION INCLUDING SCHOOL SHIPPING ADDRESS			
This information will NOT appear on MIA website, but may be used for MIA contact purposes.			
PRIMARY CONTACT Name:		Title	
Contact Email Address (if different from school email address)		Primary Phone Number	
School Shipping Address		City	
State/Province	Zip code	Country	
Type of School (Check all that apply) <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit <input type="checkbox"/> Head Start			
Date school was established		First year of MIA membership	Total Number of Lead Teachers
Age range of students accepted (weeks / months / years) youngest _____ oldest _____.			
HEAD OF SCHOOL (not for publication)		Name	
Salutation <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.			
Email Address			
Home Address		City	
State/Province	Zip code	Country	
IS THIS A RENEWAL APPLICATION? Renewal means that your school was an MIA member school last year. <input type="checkbox"/> YES Have there been any changes—new director, new teachers, new equipment, or new classroom? <input type="checkbox"/> YES – Continue to fill in this application <input type="checkbox"/> NO – SKIP to Payment Information Page <input type="checkbox"/> NO, Continue to fill-in this application.			

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SECTION 2 – ATTACHMENTS TO APPLICATION

Initial School membership and Renewal School membership with significant changes require additional documents to be submitted along with this application. Renewal School membership with no significant changes does not require additional documentation.

This checklist is provided to help you determine what documentation you need to send in with this application.

INITIAL SCHOOL MEMBERSHIP

- **Fill-in and Attach a Lead Teacher Information** page. **Each** Lead Teacher for **each** classroom is to be included. Copy Lead Teacher Information page as needed or request additional Lead Teacher Information pages.
- **Attach** copies of all Bachelor Degrees and Montessori Certificates for Director (Head of School) and **each** Lead Teacher along with this School Membership Application.
- **Fill-in and Attach** a MIA Inventory List for **each** classroom for **each** level.

RENEWAL SCHOOL MEMBERSHIP WITH NO CHANGES

Renewal means that your school was an MIA member school last year.

- **There has been no change to Director, Lead Teachers, classrooms, or classroom materials in the last year.**
No Documentation required.

RENEWAL SCHOOL MEMBERSHIP WITH CHANGES (There have been changes in **Director** and/or any **Lead Teachers**, any significant changes to **Classrooms**, or **Classroom Materials in the last year.**)

- **Fill-in and Attach a Lead Teacher Information** page for **each new** Lead Teacher. Copy Lead Teacher Information page as needed or request additional Lead Teacher Information pages.
- **Attach copies** of all Bachelor Degrees and Montessori Certificates for new Director and/or **each new** Lead Teacher.
- **Fill-in and Attach** a MIA Inventory List for **each changed** classroom.

NOTE: Lead Teacher Information Page follows this application.

MIA Classroom Materials Lists for each level and additional Lead Teacher Information Pages are available on the website (Document Library) and on request Email: admin@mia-world.org Subject Line: Documents Required

CONTINUE TO NEXT PAGE FOR MEMBERSHIP LEVEL AND PAYMENT INFORMATION

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SECTION 3 – PAYMENT INFORMATION

Identify what level of membership is appropriate for your school.

Level of membership is determined by the qualifications of lead teachers and classroom equipment.

Membership dues are determined by the level of membership and the number of age levels supported by the school.

Age levels include: Birth to 3 Years, 3 to 6 Years, 6 to 9 Years.

To calculate your membership dues payment:

1. Choose a level of membership that represents your school (Initiate, Associate, or Full)
2. Calculate the amount due for each additional age level based on how many age levels you have at your school.
3. Add the two amounts together to find the **TOTAL DUE**.

<input type="checkbox"/>		<p>INITIATE LEVEL SCHOOL MEMBERSHIP – Membership at this level is limited to no more than 3 years. During this time the school will work toward achieving the Levels of Associate or Full.</p> <p>Any newly established* and/or new to MIA school which does not yet have Lead Teachers with approved Montessori credentials[†] in any of the classrooms</p> <p>School has 50% of classroom equipment[‡] in each classroom.</p>	
		for one age level	\$ 100.00
		ADD for each additional age level \$ 50.00 x _____ (total additional levels) =	\$ _____
		Example: if your school has Birth-3yr. and 3-6 yr. classrooms you have one age level + 1 additional age level. Total Due= \$150	
		INITIATE LEVEL SCHOOL MEMBERSHIP = TOTAL DUE	\$ _____
		<i>Enter this amount in the Amount Payable under Payment Method on next page.</i>	
<input type="checkbox"/>		<p>ASSOCIATE LEVEL SCHOOL MEMBERSHIP</p> <p>Any established school* which has a Lead Teacher with approved Montessori credentials[†] in some but not all classrooms.</p> <p>School has 75% of classroom equipment[‡] in each classroom.</p>	
		for one age level	\$ 150.00
		ADD for each additional age level \$ 50.00 x _____ (total additional levels) =	\$ _____
		Example: if your school has Birth-3yr. and 3-6 yr. classrooms you have one age level + 1 additional age level. Total Due= \$200	
		ASSOCIATE LEVEL SCHOOL MEMBERSHIP = TOTAL DUE	\$ _____
		<i>Enter this amount in the Amount Payable under Payment Method on next page.</i>	
<input type="checkbox"/>		<p>FULL LEVEL SCHOOL MEMBERSHIP</p> <p>Any established school* which has a Lead Teacher with approved Montessori credentials[†] in each classroom.</p> <p>School has 90% of classroom equipment[‡] in each classroom.</p>	
		for one age level	\$ 200.00
		ADD for each additional age level \$ 50.00 x _____ (total additional levels) =	\$ _____
		Example: if your school has Birth-3yr. and 3-6 yr. classrooms you have one age level + 1 additional age level. Total Due= \$250	
		FULL LEVEL SCHOOL MEMBERSHIP = TOTAL DUE	\$ _____
		<i>Enter this amount in the Amount Payable under Payment Method on next page.</i>	
<p>* Newly established school is defined as a school which has been in operation for less than three (3) years. Established school is defined as a school which has been in operation for more than three (3) years.</p> <p>† Lead Teacher with approved Montessori credentials is defined as a teacher who holds Montessori credentials from a MACTE accredited program in the level they are teaching.</p> <p>‡ Montessori equipment refers to the classroom materials for each classroom of each age level according to MIA guidelines.</p>			
<p>Missing documentation (teacher certificates, classroom material lists, etc.) may cause membership to be delayed.</p>			

CONTINUE TO NEXT PAGE FOR AMOUNT PAYABLE AND PAYMENT METHOD

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SECTION 4 – PAYMENT METHOD			
<i>From previous page total, enter your total Amount Payable and choose a Payment Method.</i> Payable in US dollars and drawn on a U.S. bank only.			
School Membership Total Amount Due <i>(Transfer from previous page)</i>	\$	<u> </u>	Amount Payable
Amount of Payment \$ _____ Person making payment _____			
Method of Payment: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order <input type="checkbox"/> PayPal <input type="checkbox"/> Credit Card If alternate form of payment is needed, contact admin@mia-world.org			
Name on Credit Card	Credit Card Number	Exp.	CSC
By providing your credit card information, you are authorizing MIA to charge your account the amount indicated in the application. If there is a discrepancy in the charges calculated, a member of the MIA staff will contact the Primary Contact person or the Head of School before processing payment. An application is complete when all requested information, supporting documents and payment has been received.			
SHIPPING METHOD International Delivery Only Delivery Carrier Preference <input type="checkbox"/> FedEx <input type="checkbox"/> UPS			

SEND OR EMAIL APPLICATION TO:	
QUICKEST METHOD:	MAILING ADDRESS:
Scan and Email Application to: membership@mia-world.org	Montessori Institute of America 6107 SW Murray Blvd. #306 Beaverton, OR 97008

Individual Membership forms are available on request.
 Email membership@mia-world.org

If your school is interested in becoming a **practicum site school**, contact MIA.
 Email admin@mia-world.org Subject Line: **Practicum Site**

FOR OFFICE USE ONLY-DO NOT WRITE BELOW THIS LINE					
Date Received		Pmt. Received.		Date Membership Letter Sent	
MIA Practicum Site No:			MIA School Member No:		

CONTINUE TO NEXT PAGE FOR LEAD TEACHER INFORMATION PAGE

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LEAD TEACHER INFORMATION PAGE

(Copies of credentials to be sent in for each Lead Teacher)

Copy this page or request additional Lead Teacher Information pages. Email: admin@mia-world.org Subject Line: Teacher Pages
 Mark page numbers to ensure all pages are sent and received.

Name of Lead Teacher		Designated Classroom:	Age range in class
(Not for Publication) Home Address		City	
State / Province		Country	
Teacher's Email Address			
BACHELOR COLLEGE DEGREE OR EQUIVALENT <input type="checkbox"/> Yes <input type="checkbox"/> No			
MONTESSORI CREDENTIALS			
Certification Level	Teacher Education Program	Date Certified	

Name of Lead Teacher		Designated Classroom:	Age range in class
(Not for Publication) Home Address		City	
State / Province		Country	
Teacher's Email Address			
COLLEGE DEGREE OR EQUIVALENT <input type="checkbox"/> Yes <input type="checkbox"/> No			
MONTESSORI CREDENTIALS			
Certification Level	Teacher Education Program	Date Certified	

Name of Lead Teacher		Designated Classroom:	Age range in class
(Not for Publication) Home Address		City	
State / Province		Country	
Teacher's Email Address			
COLLEGE DEGREE OR EQUIVALENT <input type="checkbox"/> Yes <input type="checkbox"/> No			
MONTESSORI CREDENTIALS			
Certification Level	Teacher Education Program	Date Certified	