



MONTESSORI INSTITUTE OF AMERICA

Practicum Site Request for Certificate and Website Presence

A **Practicum Site** is defined as an operating classroom, with regularly enrolled children, which is qualified to allow an Adult Learner to perform their practicum. A **Host School** is the school where the Practicum Site is located.

A Practicum Site is usually affiliated with a **Teacher Education Program (TEP)**. A representative from the Teacher Education Program, or an MIA On-Site Reviewer, evaluates and verifies that the Practicum Site meets the qualifications as defined in the *MIA Certification Standards and Procedures*.

Practicum Site certification is for a period of 1 year from date of certification.

Application Must Be Typed or Neatly Printed in English

All fields are required to be filled in. If a field does not apply to you, type in **N/A**.

SECTION 1 – HOST SCHOOL CONTACT INFORMATION			
*Information may be used for publication			
Legal Name of Host School (Type name exactly as it should appear on Certificate)			Today's Date (month.dd.yy)
Host School Address		City	
State/Province	Zip code	Country	
Host School Phone Number	Host School's Email Address	Host School Director's Name	
Name of MIA certified Teacher Education Program (TEP) approving these Practicum Site(s) _____			
What Course Levels are represented at this Host School? TEP Program Director's Name _____		TEP Program Director's Name _____	
Course Level: _____		Course Level: _____	

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SECTION 2 – AFFIRMATION REGARDING PRACTICUM SITE(S)

“As Director of this Host School, I affirm that:

- *the classroom(s) identified below were visited and approved by: (select one)*

_____ OR _____
Name of Teacher Education Program (Print) Name of MIA approved On-Site Reviewer (Print)

Note: Identify all Practicum Site classrooms by age level and room designation
(examples: B-3 year / Room B; 3-6 year / Room 4)

_____	_____	_____	_____
age level	classroom designation	age level	classroom designation
_____	_____	_____	_____
age level	classroom designation	age level	classroom designation
_____	_____	_____	_____
age level	classroom designation	age level	classroom designation

- *we are requesting: (choose one only)*
 - Certificate of recognition by MIA **and** a listing on the MIA website as a Host School
 - NO certificate of recognition by MIA and NO listing on the MIA website as a Host School
- *a certificate of recognition by MIA is valid for a period of one year from the issue date and certificate of recognition may be renewed each year. I am aware that the expiration date appears on the certificate.*
- *receiving a certificate of recognition by MIA does not allow this Host School to use the Montessori Institute of America (MIA) name or logo without prior permission. Montessori Institute of America (MIA) name and logo are the property of MIA.*
- *if I have supplied misspelled information, or provided inaccurate information, on this form, it could delay processing of certification or cause the Host School name and/or the Practicum Site identity to be displayed incorrectly on the certificate and the MIA website, due to no fault on the part of MIA or its representatives.”*

_____ Date _____
Host School Director’s Name (Print) Host School Director’s Signature (month/dd/yy)

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SECTION 3 – PAYMENT METHOD

Certification of Recognition and Website Presence will not be processed until payment is received.

Payable in U.S. dollars and drawn on a U.S. bank only. Payment arrangement must be specified on application.

Check one:

- This form and payment are being submitted by the **Teacher Education Program (TEP)** and they have included a Summary Cover Page.

- This form is being submitted individually with **Host School payment** of \$100.00 (may be submitted independently of TEP)

Person making payment _____

Check # _____ Money Order PayPal Online through MIA Website

Credit Card

Name on Credit Card	Credit Card Number	Exp.	CSC
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By providing your credit card information, you are authorizing MIA to charge your account the amount indicated above.

If other form of payment is needed CONTACT MIA National Office admin@mia-world.org

Shipping: Certificate of Recognition will be mailed to the TEP indicated in Affirmation Section. (If On-Site Reviewer was used, certificate will be sent directly to Host School.)

SEND OR EMAIL APPLICATION TO:

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