

MONTESSORI INSTITUTE OF AMERICA

TEP CERTIFICATION FORM - NEW or RENEWAL

All fields are required to be filled in. If a field does not apply to you, type in N/A.						
Application Must Be Typed or Clearly Printed in English.						
Certificates and website presence will not be issued until application is approved and payment is received.						
SECTION 1 – TEACHER EDUCATION PROGRAM CONTACT INFORMATION						
Today's Date (month/dd/yy)	* Items that will appear of			n MIA website.		
Legal Name of Organization	•					
* Name of Training Program (Type name exactly	y as it should ap	pear on Cei	rtificate)			
* Program Address				* City		
* State/Province	ate/Province * Zi		code * Coun		Country	
* Name of Owner/Director	e of Owner/Director * Program Ph		e Number * Program V		ebsite	
* Program Facebook Page				* Program Email Address		
Date Program Established If the	If this application is for SATELLITE SITE, what is the Name of Main Site?					
SECTION 2 – PROGRAM DIRECTOR'S CONTACT INFORMATION AND PROGRAM SHIPPING ADDRESS						
This information will NOT appear on the MIA website but may be used by MIA for contact purposes.						
Program Director's Name						
Program Director's Email Address (if different from TEP email address)		Director	Director's Business Phone N		Director's Cell Phone No.	
Shipping Address of TEP (If different from above) Cit			City			
State/Province Zip co		ip code	1	Country		
TEP's representative for MIA voting purposes:						
Name: Email address						

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SECTION 3 – COURSE LEVEL INFORMATION					
COURSE LEVEL(S) SI MIA CERTIFI		PROGRAM DIRECTOR OR LEVEL COORDINATOR		COURSE LEVEL(S) SEEKING RENEWAL MIA CERTIFICATION	
☐ New — Infant & (Birth to	Toddler 3 Years)			Renewal — Infant & Too (Birth to 3 \	
				Membership #	
New — Early Chil				Renewal — Early Childh (3 to 6 Year	
(3 to 6 Y	ears)			Membership #	
Are your Course Lo	evels MACTE Ac	credited? (Complete ALL that apply.)			
	YES,	this level is MACTE accredited	NO, but	we are in process	NO
Infant & Toddler (Birth to 3 Years)	Issue Date	End Date	We applied on:	(date)	
Early Childhood (3 to 6 Years)	Issue Date	End Date	We applied on:	(date)	

CONTINUE TO NEXT PAGE

SECTION 4 – ATTACHMENTS REQUIRED FOR EACH COURSE LEVEL Choose INITIAL OR RENEWAL
INITIAL CERTIFICATION OF COURSE LEVEL (B-3 yr., 3-6 yr.) CHECK LIST
Schedule of Trainings (MACTE version accepted)
Practicum Site List (one for each training course level)
Faculty Summary Form (one for each training course level - MACTE version accepted)
Copies of all Bachelor Degrees and Montessori Certificates for Program Director, Level Coordinators, and all Course Instructors/Field Supervisor.
One-page description of how your Course Level meets following principles:
 Evidence of Candidate Learning - How your course level meets the needs of the Adult Learner (evaluate the Adult Learner, connect Adult Learner with practicum sites, future employment, etc.) to produce competent, caring, and qualified graduates
2. Evidence of Program Capacity - How your course level meets the program capacity (size of building, number of classrooms, ratio of Course Instructor to Adult Learners, supply of materials & technology, etc.), demonstrates sound management practices, and finds ways to improve
3. Evidence of Faculty Learning and Inquiry - How your course level maintains documentation on all administrative and instructional staff (resumes, copies of credentials, record of professional development, portfolios, evaluations, etc.)
Resource material can be found in MIA Certification Standards & Procedures (available upon request info@mia-world.org) and MACTE Guide to Accreditation (available in Document Library on website www.macte.org)
RENEWAL CERTIFICATION OF COURSE LEVEL (B-18 mo., 3-6 yr.)
CHANGES HAVE OCCURRED in Program Director, Level Coordinators, or any Course Instructors/Field Supervisor.
Attachments Check List
Faculty Summary Form (MACTE version accepted)
Copies of all Bachelor Degrees and Montessori Certificates for new Program Director, Level Coordinators, or any Course Instructors/Field Supervisor. (Required)
Practicum Site List
Schedule of Trainings (MACTE version accepted)
NO CHANGES HAVE OCCURRED in Director or any Course Instructors or Field Supervisors.
Attachments Check List
Practicum Site List
Schedule of Trainings (MACTE version accepted)

SECTION 5 – DIRECTOR'S AFFIRMATION

"As TEP Director, I affirm that:

- All statements and information provided herein are true and accurate.
- If I have supplied misspelled or inaccurate information on this application, it could cause the application to be deferred or cause information to be displayed incorrectly on the certificate and on the MIA website, due to no fault of MIA or its representatives.
- Each of the Practicum Site(s) listed on the attached **Approved Practicum Site List** were visited and approved by an authorized representative of this TEP or an MIA approved On-Site Reviewer.
- I understand that a MIA representative may periodically visit this Teacher Education Program for the purpose of verification, in accordance with MIA guidelines."
- I have read the MIA Certification Standards & Procedures and I understand that I will conduct all my trainings in accordance to MIA standards.
- This TEP's certification is for a period of one year from the date of certification and must be renewed yearly. A TEP certification includes MIA membership.
- I understand that the Montessori Institute of America (MIA) name and logo are the property of MIA. The Montessori Institute of America (MIA) name and logo may not be used without MIA's permission except for the purposes of advertising and promotion of the TEP's trainings.

		Date
Director's Name (Print)	Director's Signature	(month/dd/yy)

- Application is considered complete when ALL requested information, attachments, supporting documentation, and payment have been received.
- Payment information to be detailed on Summary Cover Page.
- Certificate is shipped at the end of the reviewing month, after application is complete and has been declared approved.

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