



## 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)	<b>* Items that will appear on MIA website.</b>	
Legal Name of Organization		
* Name of Training Program (Type name exactly as it should appear on Certificate)		
* Program Address	* City	
* State/Province	* Zip code	* Country
* Name of Owner/Director	* Program Phone Number	* Program Website
* Program Facebook Page		* Program Email Address
Date Program Established	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's Business Phone No.	Director's Cell Phone No.
Shipping Address of TEP (If different from above)		City
State/Province	Zip code	Country

TEP's representative for MIA voting purposes:

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

**TEP CERTIFICATION FORM – NEW OR RENEWAL**

<b>SECTION 3 – COURSE LEVEL INFORMATION</b>			
<b>COURSE LEVEL(S) SEEKING INITIAL MIA CERTIFICATION</b>	<b>PROGRAM DIRECTOR OR LEVEL COORDINATOR</b>	<b>COURSE LEVEL(S) SEEKING RENEWAL MIA CERTIFICATION</b>	
<input type="checkbox"/> New — Infant & Toddler (Birth to 3 Years)		<input type="checkbox"/> Renewal — Infant & Toddler (Birth to 3 Years)  Membership # _____	
<input type="checkbox"/> New — Early Childhood (3 to 6 Years)		<input type="checkbox"/> Renewal — Early Childhood (3 to 6 Years)  Membership # _____	
<b>Are your Course Levels MACTE Accredited?</b> (Complete ALL that apply.)			
	<b>YES, this level is MACTE accredited</b>	<b>NO, but we are in process</b>	<b>NO</b>
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:
1. 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](mailto:info@mia-world.org)) and *MACTE Guide to Accreditation* (available in Document Library on website [www.macte.org](http://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)

