



MONTESSORI INSTITUTE OF AMERICA
MIA SCHOOL ASSOCIATE OR FULL MEMBERSHIP FORM – NEW or RENEWAL

School Membership is for a period of **one year** from the date of certification and must be renewed yearly.

Application must be typed or clearly printed in English.

MIA has different levels of School Membership. All membership levels receive full membership benefits.

Which membership level is appropriate for your school? This depends upon the quality of your Montessori environment.

The **Initiate Level** is appropriate for schools just beginning on the path to having core Montessori components in a classroom. The **Associate Level** is appropriate for schools who are well involved in maintaining their Montessori environment by maintaining at least one classroom with core Montessori components. The **Full Level** school maintains core Montessori components in all of its classrooms.

Which school membership form should you submit to MIA?

IF your school currently has **at least one (1) Montessori classroom** which **incorporates all of the following**:

Montessori credentialed* teachers, prepared Montessori environment, multi-age classroom, child-directed work, and uninterrupted work periods.

Continue with this **ASSOCIATE/FULL SCHOOL** Membership Form for NEW or RENEWAL

IF your school **DOES NOT HAVE ALL** of the following in **at least one (1) Montessori classroom**:

Montessori credentialed* teachers, prepared Montessori environment, multi-age classroom, child-directed work, and uninterrupted work periods.



Use the **INITIATE** School Membership Form for NEW or RENEWAL

**Montessori credential from an MIA approved program that includes completion of practicum.*

Glossary of Terms

Child-directed work – child selects and initiates own activities from the prepared environment of the classroom

Montessori credentialed teacher – teacher having a Montessori credential from an MIA approved program that includes completion of practicum

Prepared Montessori environment – use of Montessori materials (Essential Montessori Materials)

Uninterrupted work period – a classroom work period of at least 2.5 hours

Core Montessori Components – Montessori credentialed teacher, prepared environment, multi-age classroom, child-directed work, and uninterrupted work periods.

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

Instructions:

All fields on the application 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.

SECTION 1 – SCHOOL INFORMATION * **Information will be used for publication by MIA (website, newsletter, social media).**

School Name		Today's Date (month/dd/yy)
Physical School Address		City
State/Province	Zip code	Country
School Phone Number	School Website	
Program Facebook Page	School Email Address	

SECTION 2 – ADDITIONAL SCHOOL INFORMATION, INCLUDING SCHOOL SHIPPING ADDRESS AND VOTING REPRESENTATIVE

This information will **NOT** be used for publication by MIA (website, newsletter, etc.), 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 (for delivery of membership certificate)		City
State/Province	Zip code	Country
Date school was established (month/dd/yy):	Number of functioning classrooms at the school:	
Age range of students accepted (weeks / months / years) youngest _____ oldest _____.		

HEAD OF SCHOOL

Title: _____	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

MEMBER SCHOOL'S REPRESENTATIVE for MIA voting purposes: (Person who is authorized to vote & their email address where MIA official ballot will be sent)	Name
	Title (relationship to the member school)
	Email address for Representative only

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 3 – CURRENT SCHOOL CONDITIONS

IS THIS A RENEWAL APPLICATION? Renewal means that your school was an MIA Member School last year.

- YES**, this is a renewal application.
Date of **first year** of MIA school membership: _____

What are the current conditions at your school? (check **all** that apply to your school)

CLASSROOMS: We have a total of _____ Montessori classroom(s)
Quantity

- We have **new** Montessori classroom(s) (Materials List and Images required for each Montessori classroom. See Checklist.)
- We have **new/additional** materials in _____ Montessori classroom(s) (Attachments required. See Checklist.)
Choose one: some or all

TEACHERS: We have a total of _____ Montessori credentialed* teachers
Quantity

- We have Montessori credentialed* teachers in _____ of our Montessori classrooms
Choose one: some or all
- We have **new** Montessori credentialed* teachers (Attachments required. See Checklist.)
- We have incorporated multi-age group of children into _____ the Montessori classroom(s).
Choose one: some or all
- We have incorporated child-directed work into _____ the Montessori classroom(s)
Choose one: some or all
- We have incorporated an uninterrupted work period of at least 2.5 hours into _____ the Montessori classroom(s)
Choose one: some or all

- NO**, this is a **NEW** application for MIA school membership.

What are the current conditions at your school? (check **all** that apply to your school)

CLASSROOMS: We have a total of _____ Montessori classroom(s). (Materials List and Images required for each Montessori classroom. See Checklist.)
Quantity

TEACHERS: We have a total of _____ Montessori credentialed* teachers (Teacher Information Page(s) required. See Checklist.)
Quantity

- We have Montessori credentialed* teachers in _____ of our Montessori classrooms.
Choose one: some or all
- We have incorporated multi-age group of children into _____ the Montessori classroom(s).
Choose one: some or all
- We have incorporated child-directed work into _____ the Montessori classroom(s)
Choose one: some or all
- We have incorporated an uninterrupted work period of at least 2.5 hours into _____ the Montessori classroom(s)
Choose one: some or all

*Montessori credential from an MIA approved program that includes completion of practicum.

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 4 – IDENTIFICATION OF MONTESSORI CLASSROOMS

IDENTIFY ALL MONTESSORI CLASSROOMS

Identify as new or existing (last year), by age level, and by room designation. Existing means the classroom existed as a Montessori classroom last year.

(examples: new / Birth-3 year / Room 9; existing / 3-6 year / Room B)

_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation
_____	_____	_____
new or existing?	age level	classroom designation

Copy this page (Section 4) and use if additional classroom list is needed.

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 5 – AFFIRMATION

“As Head of this School, I affirm that:

- the information provided in this application is true and accurate and that misrepresenting the conditions at this school will put this school’s application for MIA School Membership at risk of disqualification or membership certificate being revoked.**
- if I have supplied misspelled information, or provided inaccurate information, on this form, it could delay processing of certification or cause the Member School name to be displayed incorrectly on the certificate and on the MIA website, due to no fault on the part of MIA or its representatives.**
- I understand that an MIA Member School certificate is valid for a period of one year from the issue date and may be renewed each year.**
- I understand that receiving an MIA Member School certificate does not allow this 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.**
- I understand that an MIA representative may periodically visit this school for the purpose of verification, in accordance with MIA guidelines for MIA School Membership.**
- I have read and signed the MIA Code of Ethics (copy appears as part of this application). I agree to conduct myself in accordance with the MIA Code of Ethics and I agree to encourage our educators and faculty to do so as well.”**

Head of School’s Name (Print)

Head of School’s Signature

Date (month/dd/yy)

CONTINUE TO NEXT PAGE FOR CHECKLIST OF ATTACHMENTS

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 6 – CHECKLIST OF ATTACHMENTS TO SUBMIT WITH THIS APPLICATION

Note: Missing documentation (teacher credentials, classroom material lists, etc.) may cause membership to be delayed.

NEW SCHOOL MEMBERSHIP ATTACHMENTS

- **Fill-in and Attach a Montessori Teacher Information** page. **Each** Montessori credentialed* teacher for **each** classroom is to be included.
- **Attach** copies of all Bachelor Degrees and Montessori Certificates for **each** Montessori credentialed* teacher along with this School Membership Application.
- **Fill-in and Attach** a MIA Inventory List (Materials) for **each** Montessori classroom for **each** level.
- **Submit images** of **each** Montessori classroom for **each** level documenting the MIA essential Montessori materials. File names must include room designations.
- Signed copy of **MIA Code of Ethics** (included as part of this application)

RENEWAL SCHOOL MEMBERSHIP ATTACHMENTS

- **Submit** signed copy of **MIA Code of Ethics** (included as part of this application)

If there have been changes in Montessori credentialed* teacher, significant changes to Classrooms, or Classroom Materials in the last year

- **Fill-in and Attach a Montessori Teacher Information** page for **each new** Montessori credentialed* teacher.
- **Attach copies** of all Bachelor Degrees and Montessori Certificates for **each new** Montessori Teacher.
- **Fill-in and Attach** a MIA Inventory (Materials) List for **each changed** classroom.

*Montessori credential from an MIA approved program that includes completion of practicum.

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

CONTINUE TO NEXT PAGE TO CALCULATE YOUR MEMBERSHIP DUES

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 7 – CALCULATE YOUR MEMBERSHIP DUES

Membership dues are determined by the level of membership **and** the number of Montessori age levels supported by the school.
Age levels include: Birth to 3 Years, 3 to 6 Years, 6 to 9 Years, 6 to 12 Years, 12 to 18 Years.

ASSOCIATE LEVEL SCHOOL MEMBERSHIP

Any school which has a Montessori credentialed* teacher in **some, but not all** Montessori classrooms **and** school has **75%** of classroom equipment in **each** classroom (MIA Materials Inventory List available on website).

Dues for one Montessori age level	\$ 150.00
ADD dues for <u>each</u> additional Montessori age level \$ 50.00 x _____ (quantity of additional levels) =	+ \$
<p>Example: if your school has Montessori Birth-3yr. and Montessori 3-6 yr. classrooms, you have one age level + 1 additional age level (50 x 1).</p>	
Dues for Associate Level School Membership	Subtotal
	= \$

FULL LEVEL SCHOOL MEMBERSHIP

Any school which has a Montessori credentialed* teacher in **each** Montessori classroom **and** school has **90%** of classroom equipment in **each** classroom (MIA Materials Inventory List available on website).

Dues for one Montessori age level	\$ 200.00
ADD dues for <u>each</u> additional Montessori age level \$ 50.00 x _____ (total additional levels) =	+ \$
<p>Example: If your school has Montessori Birth-3yr. and Montessori 3-6 yr. classrooms, you have one age level + 1 additional age level (50 x 1).</p>	
Dues for Full Level School Membership	Subtotal
	= \$

CONTINUE TO NEXT PAGE FOR HOST SCHOOL DISCOUNT

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 8 – CALCULATE YOUR HOST SCHOOL DISCOUNT

Host School (Practicum Site School) Discount (70% discount, effective 2019) **on School Membership:**

Are any of your Montessori classrooms also MIA approved practicum sites for this MIA membership year?

NO Enter subtotal from SECTION 7 below as **Amount Payable**

YES

List all classrooms that qualify as practicum sites.

age level	classroom designation	TEP Program Director
age level	classroom designation	TEP Program Director
age level	classroom designation	TEP Program Director
age level	classroom designation	TEP Program Director
age level	classroom designation	TEP Program Director
age level	classroom designation	TEP Program Director
age level	classroom designation	TEP Program Director

Note: Copy this page (Section 8) and use if additional classroom list is needed.

Calculate Host School discount: $.30 \times$ Subtotal from SECTION 7 = **Amount Payable**

Example: if your school has only one classroom, 3-6 yr. level, which serves as a practicum site, you have one practicum site ($.30 \times \$150$)

Total Due for SCHOOL MEMBERSHIP

\$ _____ **Amount Payable**

CONTINUE TO NEXT PAGE FOR AMOUNT PAYABLE AND PAYMENT METHOD

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 9 – AMOUNT PAYABLE AND PAYMENT METHOD			
<i>From previous page total, enter your total Amount Payable and choose a Payment Method. Payable in US dollars and drawn on a U.S. bank only.</i>			
School Membership Amount Payable (Transfer from SECTION 8) \$ _____			
Person making payment _____			
<input type="checkbox"/> Check # _____ <input type="checkbox"/> PayPal / Stripe <input type="checkbox"/> MIA Website Payment			
<input type="checkbox"/> Credit Card			
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.			
If alternate form of payment is needed, contact admin@mia-world.org			
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 the website or on request.

Email membership@mia-world.org

If your school is interested in becoming a **Host School to a practicum site**, contact MIA.

Email certification.review@mia-world.org Subject Line: Practicum Site

CONTINUE TO NEXT PAGE FOR MIA CODE OF ETHICS;
LEAD TEACHER INFORMATION PAGE IS ON FOLLOWING PAGE.

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

SECTION 10 – MIA CODE OF ETHICS

Code of Ethics

I. Commitment to the Profession

Those in the profession make efforts to raise professional standards and conditions, to encourage others in the profession, and to promote Montessori education to worthwhile individuals.

The Montessori educator shall strive to

- Build, or engage in, strong communities of like-minded groups through collaboration to provide a basis for positive change;
- Represent their self with clarity and true intent and be responsible for all actions;
- Treat others with respect, fairness and good faith, and provide conditions that safeguard others rights and welfare.

II. Commitment to the Adult Learner

In fulfillment of the obligation to the adult learner, the educator shall strive to • Encourage independent action on the part of the Adult Learner in the pursuit of learning;

- Protect the opportunity for Adult Learner participation in educational programs which reflect, and create, a diverse educational environment without discrimination in regard to bias of ethnicity, sex, creed, language or national origin;
- Protect the right of the Adult Learner to learn in a safe and healthy learning environment
- Maintain confidentiality of information secured in the course of their profession

III. Commitment to the Community

Those involved with Montessori education share in the responsibility for interpreting Montessori policy to the community, great and small, and in promoting positive change. In fulfilling these goals, the educator shall strive to

- Act responsibly toward the communities in which they teach in order to benefit the communities they are serving.
- Build strong communities through collaboration to provide a basis for positive change.
- Promote the social, economic, and educational empowerment of all individuals and communities to preserve fundamental principles and rights.
- Represent MIA in a positive, professional manner with integrity and not misrepresent its policies, and shall strive to distinguish private views from official MIA policy.

I have read and I agree to conduct myself in accordance with the MIA Code of Ethics and I agree to encourage our educators and faculty to do so as well."

Head of School's Name (Print)

Head of School's Signature

Date (month/dd/yy)

MIA SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

MONTESSORI TEACHER INFORMATION PAGE

(Copies of college and Montessori credentials are to be sent in for each Montessori credentialed Teacher)

Instructions: All fields are required to be filled in. Application Must be Typed or Clearly Printed in English.		
Name of Member School	Today's Date (month/dd/yy)	
Name of Montessori Teacher	Designated Classroom:	Age level 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		
If YES, list Name of College:		
MONTESSORI CREDENTIALS		
Certification Level	Teacher Education Program	Date Certified (month/dd/yy)
BACHELOR COLLEGE DEGREE OR EQUIVALENT <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of College		
MONTESSORI CREDENTIALS		
Certification Level	Teacher Education Program	Date Certified (month/dd/yy)

Copy Montessori Teacher Information Page and use additional pages as needed.