



CRESCENT RIDGE ACADEMY

MONTESSORI EDUCATION & INSTRUCTION

APPLICATION PACKET

Cohort Group 2022

Early Childhood Program: Ages 2 ½ - 6

Location:

Crescent Ridge Academy

2625 Anderson Rd, Crescent Springs, KY 41017

859-331-3725

email: jchamberlain@crescentridgeacademy.org

APPLICATION DEADLINE FOR 2022/2023 COHORT GROUP: April 1, 2022

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Revised December 2021



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The Crescent Ridge Academy Teacher Education Program (CRA-TEP) is dedicated to preparing Montessori teachers by providing quality instruction in an atmosphere of inspiration, helpfulness, sincerity, and respect for the individual. It is our mission to educate teachers on the Montessori Method, emphasizing rationale behind the philosophy, the transformation of the teacher, and the importance of continual self-growth.

CRA - TEP is affiliated by American Montessori Society, accredited by the Montessori Accreditation Council for Teacher Education (MACTE), and licensed by the Kentucky Commission on Proprietary Education. The program prepares adult learners for careers in Montessori education at the Infant/Toddler and Early Childhood levels.

The Early Childhood course is a hybrid course which includes face to face meetings and online learning. The program requires the following components to be completed for credentialing by AMS:

- Attendance and participation in classes (both online and face-to-face).
- Self-reflection and evaluation.
- Observations in Montessori classrooms.
- Practicum in a Montessori classroom.
- Written assignments.
- Written and performance assessments.
- Research Projects.

PROGRAM TIMEFRAME

The Early Childhood AMS credential is typically completed in two years.

COURSES OF STUDY

Montessori Philosophy	Language
Observation	Cultural – Science, Art, Music, Drama, History, Geography
Child Development (includes major theorists)	Math
Classroom Leadership	Family Partnerships
Practical Life	Program Leadership



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Sensorial	Personal Growth and Development
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LOCATION OF PROGRAM

CRA - TEP is located at 2625 Anderson Rd, Crescent Springs, KY 41017. Providing a fully equipped Montessori environment where students can practice with a complete complement of Montessori materials for both the Infant & Toddler and Early Childhood levels.

PROGRAM OVERVIEW

Section I, The Academic Workshop (Year 1) – The adult learner receives instruction and demonstrations in all curriculum areas as well as classroom management, child development, observation and evaluation techniques. Adult learners also learn how to create a prepared learning environment and have opportunities for supervised practice with the learning materials. This portion of the program consists of a series of written assignments on readings from Montessori texts and related texts. The topics focus on Montessori principles, child development theories, observation of children and environments for learning. Of the 317 hours in this section, 100 of those will be conducted via Canvas, our online course management system. Adult learner evaluation(s) are also included in the Academic Workshop.

Section II, Practicum (Year 2*) - Under guidance of an experienced Montessori educator or in a self-directed practicum, adult learners teach in a Montessori program (working in a classroom for 3 hours a day, five days a week or 540 hours for 9 consecutive months). Assignments for this section include observations, material making, family partnerships, a child study, and research project. Practicum sites must be approved by the program director prior to entry into the practicum section. Adult learners are also required to attend Practicum Workshops, totaling 32 hours of face-to-face meetings throughout the school year (and 8 hours of face-to-face assessments).

**Self-directed practicums must be approved by the CRA - TEP Program Director.*



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SCHEDULE OVERVIEW – Early Childhood

Face to Face Meetings:

Summer 2022

June 6 - 10 (8am-5pm)

June 13 - 17 (8am-5pm)

July 18 - 22 (8am-5pm)

Weekend Meetings

Saturday meetings are part of the Academic Coursework

Sunday mornings are the Practicum Workshops

September 10 - 11

October 1 - 2

November 12 - 13

January 7 - 8

February 4 - 5

March 11 - 12

April 1 - 2

May 6 - 7

Summer 2023

June 5 - 9 (8am-5pm)

Online learning courses begin July of 2022 and continue through June of 2023.

MASTER'S DEGREE OPTIONS

CRA - TEP does not offer a degree. However, there are options to consider upon graduation from CRA - TEP if you are interested in obtaining your Master's Degree. Locally, you can visit Xavier Montessori where they offer a M.Ed. in Montessori Education (one year distance learning option with MACTE credential). Another option is The Center for Contemporary Montessori Programs at St. Catherine University in St. Paul, MN (one year distance learning option with an AMS credential).

HOUSING ARRANGEMENTS

CRA - TEP has many adult learners from out of town who require housing during the Summer sessions and weekend meetings. CRA - TEP does not provide housing, however we are happy to support adult learners through this process.



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AMS ASSOCIATE EARLY CHILDHOOD CREDENTIAL

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelor's degree from a regionally accredited U.S. college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

AMS FULL EARLY CHILDHOOD CREDENTIAL

The candidate for an AMS Early Childhood credential holds a minimum of a Bachelor's degree from a regionally accredited U.S. college/university or its equivalent.

RECOGNITION OF TRANSCRIPT

(for applicants with non-U.S. transcripts)

Applicants that do not have a high school diploma or credential from a regionally accredited U.S. College/University must submit a transcript to a recognized U.S. credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. If the evaluation determines the non-U.S. transcript to be equivalent to a Bachelor's Degree or higher in the U.S., the adult learner will then be eligible for an AMS credential upon successful completion. If the evaluation determines that the non-U.S. transcript is not the equivalent of a Bachelors' degree or higher, then an Associate credential will be awarded. If English is not the applicant's first language, a Test of English as a Foreign Language (TOEFL) may also be required.

ADMISSION/ENROLLMENT POLICIES



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Applicants must have at least a high school diploma or GED, submit three letters of recommendation (preferable a combination of academic, professional, and personal), official college transcripts or a high school diploma, be interviewed by a CRA - TEP Faculty member, complete the Online Learner Readiness questionnaire, and write the Montessori personal statement. Credit may be given for previous course work in another MACTE accredited course.

Applicants that do not have a minimum of an Associate's Degree are required to complete a "Writing in College" workshop with CRA - TEP before beginning the Certification Program. There is an additional \$150 fee for this course to be paid before beginning the program.

Once all application materials (and the \$100 nonrefundable application fee) have been received, an interview (phone or in person) will be scheduled. Late registrations will be accepted based on availability.

APPLICATION DEADLINE FOR 2020/2021 COHORT GROUP: April 1, 2022



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APPLICATION FOR ENROLLMENT		
Early Childhood Program		
Name:		
DOB:	AMS Membership #	
Street address:		
City:	State:	ZIP Code:
Preferred Phone:		
Preferred Email:		
Emergency Contact:	Phone:	
How did you hear about CRA - TEP?		
EDUCATION		
High School:	Dates:	
Undergrad College:	Dates:	
Degrees earned:	Major:	Minor:
Grad./Professional:	Dates:	
Degrees earned:	Major:	Minor:
Other Education or Training:	Dates:	
*The "Writing in College" Workshop (with CRA - TEP) is required for those adult learners who do not have an associate's degree or higher. The workshop fee is \$150 and due upon acceptance into the program.		
EMPLOYMENT		
Current Employer:		
Dates employed:		
Position:		
Previous Employer:		
Dates employed:		
Position:		



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REFERENCES	
<i>(LIST THE INDIVIDUALS WHO YOU HAVE REQUESTED TO WRITE LETTERS OF RECOMMENDATION FOR YOU)</i>	
Name:	Phone:
Position/title:	Relationship to you:
Name:	Phone:
Position/title:	Relationship to you:
Name:	Phone:
Position/title:	Relationship to you:
ADDITIONAL DOCUMENTATION	
<input type="checkbox"/> Application fee of \$100 is enclosed (I understand this is non-refundable).	
Three letters of recommendation: <input type="checkbox"/> are enclosed in sealed envelopes <input type="checkbox"/> are being submitted via email to jchamberlain@crescentridgeacademy.org	
College transcripts or copy of high school diploma: <input type="checkbox"/> are enclosed <input type="checkbox"/> are being sent directly to CRA - TEP	
Tuition payments: How will payments be made? <input type="checkbox"/> self <input type="checkbox"/> school sponsored (list below) <input type="checkbox"/> other (list below) Tuition Sponsor's name: _____ Tuition Sponsor's address: _____ Tuition Sponsor's phone: _____ Email: _____ <input type="checkbox"/> Payment plan is enclosed (see page 10 of this packet)	
Montessori Reflection (required for admission consideration)*: in a personal statement, describe why you want to become a credentialed Montessori teacher. Be sure to include the answers to the following questions: <ol style="list-style-type: none"> 1. Why do you want to become a credentialed Montessori Teacher? 2. What are your expectations of this program? 3. What special qualifications or attributes do you bring to this field? 4. How and when did you first learn about Montessori philosophy? 5. Describe your experiences working with children. 	
*This reflection should be typed, 250-400 words, and attached to the application packet.	
<input type="checkbox"/> Online Learner Readiness Survey is enclosed (see page 8 of this packet).	
<input type="checkbox"/> Admission for non-degree holding adult learners AMS form is enclosed (see page 13 of this packet).	
<input type="checkbox"/> Page 13 of this packet, checked and signed by the applicant.	
Mail completed application with additional documentation to:	



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Lisa Dieso, CRA - TEP PROGRAM DIRECTOR
 2625 Anderson Road, Crescent Springs, KY 41017
CHECKS PAYABLE to: Crescent Ridge Academy

Online Learner Readiness Survey

We'd like you to take some time for self-reflection. The following survey will help you to determine if distance learning is compatible with your learning style. Your answers will be discussed during the interview stage of your application.

Please indicate whether you agree or disagree with the following statements by making an "x" in the appropriate box.

	Agree	Somewhat Agree	Disagree
I am good at setting goals and deadlines for myself.			
I have a really good reason for taking an online course.			
I finish the projects I start.			
I do not quit just because things get difficult.			
I can keep myself on track and on time.			
I can learn from things I hear, like lectures, audio recordings or webinars.			
I have to read something to learn it best.			
I have developed a good way to solve problems I run into.			
I learn best by figuring things out for myself.			
I like to learn in a group, but I can learn on my own, too.			
I am pretty good at using the computer.			
I am comfortable with internet searches, bookmarks, and downloading files.			



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I have a computer at home (desktop or laptop).			
I have a printer.			
I am connected to the Internet with a fairly fast, reliable connection.			
I have headphones or speakers.			
I have a microphone.			

Tuition and Payment

COST OF PROGRAM

Application fee:	\$100
Tuition:	\$6,500
Supplies:	\$450
AMS & MACTE Adult Learner Fees:	\$400
*Writing Workshop	\$150
<i>*required for adult learners w/out a bachelor's degree</i>	
Practicum Fee	\$500

**Practicum sites that are outside a 100-mile radius from CRA - TEP, the cost of transportation and lodging (if required) must be assumed by the adult learner. Possible additional fees include personal supplies and curriculum albums.*

**If the program is extended beyond one year, an additional fee of \$750 will be charged.*

Tuition payment options are available.

American Montessori Society offers Teacher Education Scholarships. Visit www.amshq.org for more details.

Please indicate below your plan for submitting payment(s) to CRA - TEP. This can be altered to fit individual needs (with approval from the Program Director).

Tuition Refund Policy



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The student may cancel this agreement at any time by submitting a written notice of withdrawal from the Education Program thereby releasing both the student and Crescent Ridge Academy from any further obligations. Refunds of any fees will be in accordance with the following schedule:

- a) The application fee will be refunded if the Student does not meet the screening requirements and is not accepted into the Education program.
- b) If written cancellation is received before the first class of the Academic Workshop all monies paid except the application fee will be refunded.
- c) If written cancellation is received after the first day of Academic Workshop \$500.00 will be deducted from course fees paid, the remainder will be refunded.
- d) If written cancellation is received during Section I before the 4th day of class 50% of course fees paid will be refunded. After the 4th day of class no refund will be given.
- e) If a student is compelled to withdraw from the course due to extenuating circumstances such as student injury, prolonged illness, death, etc. the tuition will be negotiated based on the percentage of the Course not yet completed.

Refunds due to students will be mailed 30 days after formal withdrawal.

When paid in full, up front – there is a \$500 discount. For adult learners without an associate's degree or higher, there is an additional fee of \$150 for writing course (completed prior to the course beginning in June).

_____ **Option 1:** Full payment before course begins (includes a \$500 discount)

_____ **Option 2:** Down payment and 12 monthly payments
\$2000.00 due at start of academic workshop (June 2022)

Adult learner Signature: _____

Date: _____



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In the event of a grievance, the program director should be consulted first. If the grievance is not settled, then you should file your complaint with the Kentucky Commission on Proprietary Education (KCPE):

Filing a Complaint with the Kentucky Commission on Proprietary Education: To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following



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address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY, 40601. The forms can be found on the website at www.kcpe.ky.gov

Existence of the Kentucky Student Protection Fund: Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund: To File a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.



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This document must be completed by applicants with a high school diploma or GED, but not a Bachelor's degree.



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Admission for Early Childhood Candidate

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I have read and understand my responsibility as an applicant for the Infant and Toddler course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date



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Program (print)

Program Director Name (print)

Program Director Signature

Date

By signing your name below, you:

- Certify that you have read and understand all aspects of the application process.
- Certify that you understand potential admission is not complete until all required elements have been received by CRA - TEP.
- Agree to adhere to CRA - TEP's academic integrity, which includes but is not limited to mandatory attendance to all face to face sessions and providing your own work for assignments (and/or citing all resources).
- Agree to be photographed or recorded for CRA - TEP's promotional purposes. If you do not wish to be, you understand that it is your responsibility to notify us in writing.
- Certify that, if accepted, you will ultimately be responsible for all tuition and fees.
- Certify that all application information provided is complete, accurate, and true to the best of your knowledge.

Printed applicant name:	
Applicant's signature:	Date:



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Office Use Only:
Interviewer/date of interview:
Application fee paid:
Official Transcripts/Credentials:
Recommendation letters:
Online Learner Readiness Survey:
Narrative Self-Reflection:
AMS associate credential?
Payment plan: