



Heart and Hand Montessori Teacher Education Program

3230 SW Vermont Ave. Portland, OR 97219

(503) 939-8325 • hahmontessori@gmail.com • www.hahmontessori.org

Dear Applicant,

Thank you for your interest in the Heart and Hand Montessori Teacher Education Program. Below is information you will need to complete your application for admission and to complete the enrollment process. Please contact Heart and Hand MTEP with any further questions.

Prerequisites:

Applicants must be at least 18 years of age and hold a minimum of a high school diploma or its equivalent though a post-secondary diploma is preferred. For those applicants working in the State of Oregon, holding a BA or BS degree will make you eligible for a higher step on the Oregon Registry upon completion of the HaH MTEP than those who do not have a post-secondary degree. Heart and Hand MTEP asks for a copy of the highest educational diploma the applicant has achieved as well as transcripts of all post-secondary coursework completed. Applicants without a post-secondary degree are required to have some Montessori classroom experience and submit a letter of recommendation from the Head of School where this experience occurred. Such applicants will be considered on an ability to benefit basis. Applicants with a post-secondary degree must have a degree in Early Childhood Education or a related field, or experience in a child care setting. If this experience was not in a Montessori environment, the adult learner must at least observe a Montessori classroom and submit a written description of their observation experience. All applicants must submit documentation of their enrollment in the State of Oregon Criminal History Registry, must hold an Infant/Child/Adult First Aid and CPR certification, have completed a Recognizing and Reporting Child Abuse and Neglect course, and hold a Food Handler's Card as these are all requirements for employment with children in the state of Oregon. Out of state applicants must submit documentation of equivalent certification required in their home state.

Tuition Assistance Program:

Heart and Hand MTEP offers eligible adult learners tuition assistance based on need and availability. Please complete the attached FAFSA worksheet and return with application to determine eligibility and assistance amount up to 50% off the tuition. Award recipients will be notified via email and/or telephone upon acceptance into the program.

Application Deadlines:

Applications for the 2020 Program are due no later than December 1st, 2019. Applications can be mailed to the Heart and Hand MTEP office at 3230 SW Vermont Ave, Portland, OR 97219 or can be filed electronically to hahmontessori@gmail.com. Upon receipt of the complete application, Heart and Hand MTEP will review your file and contact you to make arrangements for a personal interview. Out of state applicants may request a phone interview. Practicum arrangements will be discussed at this time as well.

Acceptance and Enrollment:

The Heart and Hand Executive Director makes all final admissions decisions. Applicants accepted into the program will receive an Enrollment Packet which will include a Course Handbook and an Enrollment and Tuition Agreement. Enrollment is complete when the adult learner returns the signed Enrollment and Tuition Agreement along with the registration deposit due by August 5th.

Transfer Credits:

Heart and Hand MTEP does not give credit for any prior training, education or experience.



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APPLICATION FOR ADMISSIONS

Adult Learner Information

Place Photo Here Please

Full Name:

(first)

(middle)

(last)

Mailing Address: _____

Preferred Phone # _____ Alternate Phone # _____

Email Address: _____

Date of Birth: _____ Country of Citizenship: _____

Applicants must be at least 18 years of age.

Emergency Contact Information

Name: _____

Phone # _____ Relationship: _____

I am applying for the following program:

- Infant and Toddler Accreditation Course
- Individual Course Component (please specify: _____)

Educational Background

A high school diploma or its equivalent is mandatory for acceptance into the program. Post-secondary college experience is preferred.

Highest Education Level:

- High School ○ Some College ○ College Degree ○ Post Graduate Studies

High School: _____ Graduation Year: _____

College/University _____

Major: _____

Date Attended: _____ Graduated: Y / N (circle one)

Post-Secondary Degree: _____ Date: _____

Montessori Credential: _____ Date: _____

Training Center: _____

Relevant Experience

Experience or documented observation in a Montessori Infant/Toddler environment is required

Montessori Program: _____

Age Level: _____ Dates: _____

Supervisor: _____ Contact #: _____

Non-Discriminatory Statement

Heart and Hand MTEP admits adult learners without regard to age, race, ethnicity, gender, religious affiliation, nationality, handicap or sexual orientation.

Personal Statement

Please respond to the following questions on a separate piece of paper in one to two pages:

1. What do you know about the Montessori approach to education?
2. Why are you seeking a Montessori teaching credential?
3. What are the personal qualities and talents that you bring to the classroom?

Tuition Assistance Request

For Adult Learners interested in tuition assistance, please complete the attached FAFSA worksheet and return to HaH MTEP to determine eligibility.

Required Fees and Documentation

Please include the following documentation, fees, and statements with your application.

- A non-refundable application fee of \$25 (USD)
- Completed Application
- Copy of Driver's License
- Copy of diploma from highest completed educational institution
- Transcripts from all post-high school institutions attended
- Current Resume
- Enrollment in the Oregon Central Background Registry
- Recognizing and Reporting Child Abuse and Neglect Certificate
- First Aid and CPR Certification
- Oregon Food Handler's Card
- 3 Letters of Recommendation sent directly to the Heart and Hand office

Please return all required documentation and fees to the Heart and Hand office by December 1st to be considered for admission.

Signature

Date

