

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 December1st, 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.



Heart and Hand

Montessori Teacher Education Program

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Portland, OR 97219

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APPLICATION FOR ADMISSIONS

Adult Learner Information

	Full Name:	
Place Photo Here Please	(first) (middle) (last)	
Mailing Address:		_
	Alternate Phone #	_
	Country of Citizenship:	
Emergency Contact Information		
Name:		
Dhana #	Dolationshin	

I am applying for t	the following	program:
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i am applying i	or the following pro	ogram:	
	nd Toddler Accredit al Course Compone	ation Course ent (please specify:)
	•	•	ance into the program. Post-
Highest Educat	ion Level:		
o High School	o Some College	o College Degree	o Post Graduate Studies
High School:			Graduation Year:

Date Attended:	Graduated: Y / N	(circle one)
Post-Secondary Degree:	Date:	

College/University _____

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
- o 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

Recommendation Form

To the applicant:

Please complete the following section and then forward this form to the individual who will be providing your reference. To expedite the processing of your application, please include a stamped and an envelope stamped and pre-addressed to Heart and Hand MTEP. This recommendation forms should be sent directly to HaH MTEP by the individual providing it.

Full Name:		
First	Middle	Last
Mailing Address:		
with investigating and evaluating m	ontessori Education Program and its employ ny application. I further release from liability tions in connection with my application.	
Signature		Date
admissions committee finds candid On a separate piece of paper, pleas you have known him or her. We ap include remarks about scholastic act the applicant's ability to work indephelpful. If you have knowledge of the date on which you completed this support the completion, please place this and sign your name across the seal Notice about confidentiality: Under public law 93-380, the Heart and Hand Montessori Teacher Education Program. T	ng for admission to Heart and Hand Montesson I evaluations helpful in choosing the most hig se provide your opinion of the applicant. Des preciate your estimation of the applicant's a chievement, character and promise of profest pendently in a challenging environment or un the applicant's work with young children, pleas	ghly qualified candidates. cribe how long and in what capacity ptitude for graduate study. Please ssional success. Any comments on nder stressful conditions would be ase comment. Please provide the ement into the provided envelope theart and Hand MTEP. thave access to their records unless and until they enroll at nool will use this form for the purpose of admission only.
Full Name:		
Company:	Title/Position:	
Address:		
Phone #	Email:	