

Cincinnati Montessori Secondary Teacher Education Program (CMSTEP)

Secondary I and Secondary II (ages 12 – 18) Certificate

CMSTEP's purpose is to prepare Montessori teachers for careers in Montessori Education in Secondary I & II level programs in public and private schools, according to AMS/MACTE guidelines.

The Cincinnati Montessori Secondary Teacher Education Program (CMSTEP) is an innovative multidisciplinary graduate program for teachers interested in creating hands-on curricula and field studies for students ages 12- 18. The Program involves the mastery of an established body of curriculum and a thorough understanding of the philosophy, program structure, and specific instructional strategies needed by the educator to establish a Montessori secondary program. In addition, there are opportunities for personal transformation through field studies, experiential courses, coaching and supervision.

The Montessori credential is not issued in specific fields of teaching specialization, but is rather a general credential reflecting integrated curriculum and specific instructional strategies based on Marie Montessori's philosophy.

Graduate Credit towards a master or doctorate degree is available along with MACTE certification.

Length of Cycle*

Two summers, a year long practicum with two mid-year seminars, and 1080 Practicum hours lasting an entire academic year. The student works at a practicum site for a minimum six (6) hours a day, five (5) days a week for nine consecutive months. Practicum may not precede the first summer academic phase of the program.

- Secondary I and II classes take place at the two sites mentioned on the cover.
- Ample parking is available at each site.
- Available housing is indicated on the back of the application form and is the applicant's responsibility to secure housing.

Cincinnati Montessori Secondary Teacher Education Program

Admission Requirements

1. Completed **application form due by May 1st** – 2 pages
2. A typewritten **personal statement** of–350 words - demonstrating:
 - a. Why you wish to enroll in the Montessori secondary program
 - b. A strong interest in the Montessori method of education
 - c. A desire to join the Montessori professional community
3. A copy of your **teaching certification or license**, if you have one.
4. An **official transcript** from your educational institution showing that you have obtained a bachelor or master degree from an accredited US college or university*.
5. Three (3) **letters of recommendation** – two professional and one personal.
6. **Registration fee** - \$250.00 due with application
7. **Program fee** - \$7,500.00 due prior to first day of class (includes books, fees, tuition, and 3 intern visits)

*Montessori experience is valuable but not required for admission to the Secondary I or II program. The program overview of Montessori Elementary I and II is required for everyone who has not taught those ages.

Submit the above application requirements to:

CMSTEP
P.O. Box 20145
Cincinnati, Ohio 45220

If you have questions about program content, registration, or program logistics call:
Marta Donahoe – 513-861-9560 or email marta@cmstep.com

Cincinnati Montessori Secondary Teacher Education Program Application for Admission

Last Name	First Name	Middle Initial	
Preferred First Name	Maiden Name	Social Security #	
Current Street Address			
City	State	ZIP	Country
Day Phone #	Evening Phone #		
Email Address	Cellular Phone #		
Date of Birth	Citizenship	Marital Status	# and ages of children

Program OPTION APPLYING FOR:

(check any options that apply to you)

- Secondary Montessori Certification
 - with Masters degree from Xavier
 - without Masters degree
- Individual graduate courses OR
- Individual courses for contact hours (CEUs)

AND (Check the courses within either box for which you are registering)

- Summer One Courses:
- Montessori Overview (3 graduate hours available - 38 hours of instruction)
 - Montessori Philosophy I (3 graduate hours available – 104 hours of instruction)
 - Curriculum & Development (6 graduate hours available – 75 hours of instruction)
 - Erdkinder (3 graduate hours available - 80 clock hours)
 - Socratic Seminar (30 hours of instruction)
 - Practicum -Experiential Course Design/Implementation (1080 clock hours)
 - Independent Study Research (during Practicum) (3 graduate credits available - 45 hours of instruction)

OR

- Summer Two Courses:
- Structure & Organizations (3 graduate hours – 38 hours of instruction)
 - Pedagogy of Place (3 graduate credit hours – 120 hours of instruction)

EDUCATIONAL BACKGROUND

High School	Graduation Date	City, State	Diploma
College	Graduation Date	Major	Degree
Graduate School	Graduation Date	Field of Study	Degree
Montessori Credential	Location		
Other Studies	Location		

If your transcripts are from a foreign country, they must be evaluated by Xavier University.

Where did you hear about this program? _____

Is there anything you would like us to know about your learning style that would better enable us to assist you during the course? _____

EMPLOYMENT BACKGROUND:

Present Employer	Position	From	To
Previous Employer	Position	From	To

TEACHING EXPERIENCE:

School	Position	From	To
Other Experience with Children			
Teaching Certificate or License			

LETTERS OF RECOMMENDATION: (Two letters from current professional colleagues & one personal)

Name	Position/Title	Relationship to applicant
1.		
2.		
3.		

PRACTICUM PHASE: Have you made arrangements for a Practicum Site? Yes No

Practicum School Name			
Street Address	City	State	ZIP
Phone #	Fax #	Email address	School Administrator
School Affiliation	<input type="checkbox"/> AMS	<input type="checkbox"/> AMI	Other _____

If you do not have a practicum site, do you prefer a locale? Where? _____

ENCLOSE WITH THIS APPLICATION

Application must be postmarked one month before program begins.

Applications received after this date will be charged an additional \$100.00 late processing fee.

The following must be submitted with your application:

- 1) Fees payable with this application and prior to beginning of course
 - a. **\$250.00 NON-REFUNDABLE REGISTRATION FEE.** Your application cannot be processed without this fee. Submit payment when sending in application.
 - b. **Tuition Payment of \$7,500.00**, which includes books, materials, AMS membership for one year, and practicum visits is **due one week prior to the start of the program.** Housing and travel expenses are the responsibility of the student.
 - c. Payment in US \$ >>> **Check to CMSTEP**
- 2) A typewritten personal statement of no more than 350 words demonstrating your intention and commitment to this program.
- 3) A copy of your teaching certification or license.
- 4) One official transcript from your most recent educational institution.
- 5) Three current letters of recommendation (2 professional and 1 personal).
- 6) Payment for registration fee - \$250.00

It is the responsibility of the student to **SEND ALL** of the above to:
CMSTEP, Marta Donahoe, P. O. Box 20145, Cincinnati, Ohio 45220

Please indicate how your name should appear on your Credential: _____

My signature below signifies that I have read and understand all aspects of this application and do recognize my legal responsibilities in regard to this agreement. I understand that this agreement is not binding until it is accepted by the CMSTEP Director.

APPLICANT'S SIGNATURE: _____ DATE _____

CMSTEP REPRESENTATIVE'S SIGNATURE _____ DATE _____

CANCELLATION OF APPLICATION NOTICE: The applicant may cancel this contract and receive a refund of tuition paid to date if cancellation is made in writing to Marta Donahoe and mailed to CMSTEP P.O. Box 20145 Cincinnati, Ohio 45220 within three (3) business days after the date of signature on this application.

JOB PLACEMENT DISCLAIMER: This institution does not guarantee job placement to graduates upon program /course completion.

REFUND POLICY: If a student withdraws from the program one month prior to the program starting date, 100% paid tuition (less processing fee) will be refunded. Refunds are computed from the date of official withdrawal, not from the time the student ceases attending classes. The student is required to withdraw officially by writing a letter of intent to the Program Coordinator.

HOLDER IN DUE COURSE STATEMENT: Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder the debtor shall not exceed amounts paid by the debtor.

CMSTEP admits students without regard to race, religion, sexual orientation, age, national, or ethnic origin. Upon receipt of your complete application package, we will notify you with regard to your acceptance. If accepted, you will receive a signed acceptance letter and copy of this fully signed application.

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Hotel Accommodations

Lodging accommodations in Cincinnati Ohio:

Vernon Manor Hotel	Kings Gate Marriott	Xavier University	Clark Families
800-543-3999	888-720-1299	www.xu.edu / reslife	contact@cmstep.com