



EARLY  
CHILDHOOD  
ENROLLMENT  
AGREEMENT AND  
ADULT LEARNER  
HANDBOOK

*July 2026-June 2027*

**CCME**  
Central California  
Montessori Education

3535 South Akers Street, Visalia California 93277

559-372-2263 (CCME) [www.ccmontessoried.com](http://www.ccmontessoried.com)

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Central California Montessori Education

Montessori Early Childhood Credential Program

BPPE School Code: 20250930011

Approved by the Bureau for Private Postsecondary Education

**Catalog Access**

The most current version of this catalog is provided to each student prior to enrollment. Any catalog updates or addenda will be distributed by email and are available upon request by contacting **admin@ccmontessoried.com**. Once finalized, the catalog will be made available at [www.ccmontessoried.com](http://www.ccmontessoried.com).

Central California Montessori Education is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means that the institution is compliant with the minimum standards set forth in the California Private Postsecondary Education Act of 2009, as set forth in California Education Code (CEC) section 94897.

**Note:** Approval to operate does not imply that the Bureau endorses our programs, guarantees the quality of instruction, or suggests the institution exceeds minimum state standards.

For more information about the Bureau, visit [www.bppe.ca.gov](http://www.bppe.ca.gov) or call (888) 370-7589.

### **Complaint Procedure Notice**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by contacting:

#### ***Bureau for Private Postsecondary Education***

1747 N. Market Blvd., Suite 225

Sacramento, CA 95834

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: (888) 370-7589

Fax: (916) 263-1897

This catalog is updated annually. Central California Montessori Education reserves the right to make changes to the catalog, curriculum, tuition, and policies as needed. Updates will be provided to students via email and made available on the institution's website.

This catalog is provided to all prospective students prior to enrollment and before execution of an enrollment agreement. Students are encouraged to read the catalog in its entirety to ensure they understand the educational programs, policies, and financial obligations associated with attending Central California Montessori Education.

Students may request an updated version of the Central California Montessori Education (CCME) catalog or any catalog addenda by contacting the program director at [office@ccmontessoried.com](mailto:office@ccmontessoried.com) or by visiting the administrative office at 3535 South Akers Street, Visalia, CA 93277. A printed copy or PDF will be provided upon request.

### **Catalog Addenda Procedures**

Central California Montessori Education (CCME) reviews and updates its catalog on an annual basis.

When interim changes are necessary, CCME will issue catalog addenda. Each addendum will:

Clearly state the effective date of the change.

Be incorporated into future versions of the catalog.

Be retained for a minimum of five years in compliance with BPPE regulations.

Students will be notified of catalog addenda via email, and printed copies will be made available upon request at the administrative office. The most recent catalog and all addenda may also be requested by contacting the Director at [office@ccmontessoried.com](mailto:office@ccmontessoried.com).

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## Mission Statement

Central California Montessori Education (CCME) provides high-quality, inclusive, broad, Montessori teacher education. This is achieved by supplying well-developed curricula and manuals which are delivered by staff with high-quality training and experience. Thorough and quantitative practice and practicum experience requirements add depth and complexity to the training. CCME is for adults of all ages and backgrounds who desire to teach in a Montessori classroom environment. CCME allows the Montessori community of the Central Valley to access quality teacher training opportunities.

## Introduction

This Adult Learner Handbook is for the Early Childhood Teacher Credential Course, which prepares the Adult Learner to work with children two to six years old as a Lead Teacher. This course lasts nine months for the summer schedule and eleven months for the year-round schedule. Central California Montessori Education (CCME) aims to provide infant and toddler courses, as well as early childhood and elementary courses for adult learners, that will lead to employment as a lead teacher in a Montessori educational setting at the appropriate level. The purpose of the Central California Montessori Education (CCME) is to create, establish, and provide an independent non-profit educational resource for the advancement of education and scientific purposes, to improve ways of assisting children in their *learning*, and where development can be explored, demonstrated, and implemented. Central California Montessori Education (CCME) aims to provide developing quality Montessori Lead Teachers.

This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS) and the Montessori Accreditation Council for Teacher Education (MACTE) in the Council's delineated competencies. This Adult Learner Handbook contains detailed information regarding the Credential Course that prepares Adult Learners to work as Lead Teachers with children two to six years old. However, it does not take the place of the formal and informal meetings we will have as a group or individually to discuss issues and concerns.

## Faculty and Administrative Personnel

### *Ownership and Administration*

Central California Montessori Education has shared ownership and operated by Blair Vedenoff, who also serves as CEO, COO, and Program Director. Academic leadership Nina Clancy, Chief Academic Officer (CAO). Together they provide oversight of the institution's operations, compliance, and instructional quality.

### *Administrative Staff*

Blair Vedenoff – Chief Executive Officer (CEO)/Chief Operating Officer (COO) / Program Director

- B.A. in Early Childhood Education- Ashford University
- AMS Early Childhood Credential
- Over 20 years of experience in Montessori education and school administration
- Responsible for overseeing program operations, compliance, curriculum development, and faculty supervision.
- Responsible for daily operations, student services, technology systems, and administrative support.

Nina Clancy – Chief Academic Officer (CAO)

- B.A. in Social Science Long Beach State University
- AMI Early Childhood Credential
- Over 40 years of experience in Montessori education and school administration
- Supervises academic quality, instructional content, and student assessment processes.

### *Instructional Faculty*

#### Faculty Qualifications

All instructional faculty and field consultants at Central California Montessori Education meet or exceed the minimum qualifications established by the Bureau for Private Postsecondary Education (BPPE), the American Montessori Society (AMS), and the Montessori Accreditation Council for Teacher Education (MACTE). Faculty are selected based on appropriate academic preparation, professional credentials, and documented experience in Montessori education relevant to the subject area taught.

Blair Vedenoff – Instructor: Montessori Philosophy, Leadership, Sensorial, Child Development, Observation, Mathematics, Cultural, Year-long Project, Self-Care, Music & Movement, Child, Family & Community

- B.A. in Early Childhood Education- Ashford University
- AMS Early Childhood Credential
- Over 20 years of experience in Montessori education and school administration

Treva Evans – Instructor: Practical Life, Language, Positive Discipline, Children’s Literature & Literacy

- AMS Early Childhood Credential
- M.S. in Counseling, Marriage, Family and Child Therapy – University of Phoenix
- B.A. in Social Science – Chapman University
- A.S. in Child Development – Reedley Community College

### *Field Consultants*

Treva Evans – Field Consultant

- AMS Credentialed
- Over 30 years of Montessori classroom experience
- Provides mentoring, on-site visits, and evaluation during the Practicum Phase.

## Academic Schedule Table

<u>Dates</u>	<u>Curriculum Component</u>	<u>Instructor</u>	<u>Academic Contact Hours</u>	<u>Class Time</u>
07/06/26-07/08/26	Philosophy	Blair Vedenoff	24	8 AM - 5 PM
07/09/26-07/10/26	Leadership	Blair Vedenoff	16	8 AM - 5 PM
07/13/26-07/17/26	Practical Life	Treva Evans	40	8 AM - 5 PM
07/20/26-07/23/26	Sensorial	Blair Vedenoff	32	8 AM - 5 PM
07/27/26-07/31/26	Child Development	Blair Vedenoff	28	8 AM - 5 PM
07/28/26-07/31/26	Observation	Blair Vedenoff	12	8 AM - 5 PM
08/03/26-08/07/26	Language	Treva Evans	40	8 AM - 5 PM
08/10/26-08/14/26	Mathematics	Blair Vedenoff	40	8 AM - 5 PM
08/17/26-08/18/26	Cultural	Blair Vedenoff	15	8 AM - 4 PM
08/18/26	Yearlong Project	Blair Vedenoff	1	4 PM - 5 PM
10/03/26-10/04/26	Positive Discipline	Blair Vedenoff	12	8 AM - 3 PM
11/07/26-11/08/26	Children's Literature and Literacy	Treva Evans	12	8 AM - 2 PM
01/09/27-01/10/27	Leadership and Self-Care	Blair Vedenoff	12	8 AM - 2 PM
02/06/27-02/07/27	Music and Movement	Blair Vedenoff	12	8 AM - 2 PM
03/06/27-03/07/27	Child, Family, and Community	Blair Vedenoff	12	8 AM - 2 PM
On-going	Observation	Blair Vedenoff	16	On-going

## Educational Program Description: Early Childhood Montessori Teacher Credential Program

### *Program Title*

Early Childhood Montessori Teacher Credential Program

### *Program Objective*

The objective of the Early Childhood Montessori Teacher Credential Program is to prepare adult learners to become certified Montessori teachers for children ages 2½ to 6 years. Through a comprehensive study of Montessori philosophy, methodology, and curriculum, as well as supervised practicum teaching, this program fosters the skills, knowledge, and personal growth necessary to guide children in a developmentally appropriate Montessori environment.

### *Total Clock Hours*

Academic Instruction: 324 clock hours

Practicum Teaching: 540 clock hours

Total Program Length: 864 clock hours

### *Credential Awarded*

Upon successful completion of both the academic and practicum phases, adult learners are awarded the Early Childhood Montessori Teaching Credential from Central California Montessori Education. This credential is affiliated with the American Montessori Society (AMS), pending successful completion of all AMS and MACTE requirements.

### *Mode of Delivery*

Instruction is delivered in person at the Central California Montessori Education facility located at: 3535 South Akers Street, Visalia, CA 93277

The program includes lectures, reading, writing, observation, hands-on practice, and a supervised practicum experience.

### *Instructional Facilities*

Instruction is provided in a Montessori-equipped classroom featuring adult seating, access to Montessori materials, and supplemental resources. The facility includes ADA-accessible restrooms, kitchen access (microwave, refrigerator, sink), and an administrative office on-site.

### *Instructional Materials and Resources*

All required readings and manuals are listed in advance. Adult learners are responsible for obtaining their own copies of all textbooks, manuals, and handouts. The school does not maintain a library of student materials. Supplementary reading and reference materials are shared via handouts or digital access.

### *Program Content and Course Descriptions*

The program includes the following instructional components. Detailed descriptions of each module follow:

- Montessori Philosophy and Leadership
- Practical Life
- Sensorial
- Child Development and Observation
- Language
- Mathematics
- Cultural Subjects (Science, Geography, History)
- Positive Discipline
- Children's Literature and Literacy
- Child, Family, Community
- Music, Movement, and Art
- Leadership and Self-Care

### *Language of Instruction and English Proficiency*

All instruction at Central California Montessori Education is conducted in English. The institution does not provide English as a Second Language (ESL) services.

Applicants must possess sufficient English language proficiency to read college-level materials, participate in classroom discussions, complete written assignments, communicate effectively during practicum experiences, and successfully engage in all aspects of the program.

English language proficiency may be demonstrated through one or more of the following:

- Graduation from a high school where instruction was conducted in English;
- Completion of college-level coursework in English;
- Submission of transcripts from an English-language institution; or

- A personal interview and writing sample evaluated by the institution.

By enrolling, applicants affirm their ability to understand and participate fully in English-language instruction.

### *Description of Certification Course Level*

1. **Adult Learner to Instructor Ratios:** For one instructor, Central California Montessori Education will allow twenty Adult Learners.
2. **Comparable Educational Level:** Central California Montessori Education is comparable to undergraduate work.
3. **Content Descriptions:**
  - a. **Philosophy and Leadership:** Montessori Philosophy and Leadership is the introduction to the components of the work Maria Montessori developed. Adult learners will be exposed to all facets of the philosophy, from the prepared environment to repetition and control of error. The learning will be experienced through reading, writing, discussions, and presentations. Leadership and teacher preparation will also be discussed as they are a vital part of the Montessori triad of “Child, Environment, and Teacher.”
  - b. **Practical Life:** This week will be focused on Montessori’s practical life curriculum. Adult learners will be exposed to the environment inside the classroom through the introduction to school, practical life materials, control of movement, care of the environment, care of person, food preparation, and sewing. Adult learners will be assessed through daily discussions, preliminary exercises, demonstration and repetition, individual practical life presentations, comprehension of the reading materials, written assignments, and a rationale paper to encompass all learning for the week.
  - c. **Sensorial:** Adult learners will focus on Montessori’s Sensorial curriculum as it relates to children from 0 to 6 years old and how it meets the developmental and academic development of the young child. Areas of study will include the five senses and geometry, stereognostic sense, and baric sense. Adult learners will be assessed on understanding through daily writing and discussion questions as well as an adult learner-made sensorial material and rationale paper to encompass all the learning for the week.
  - d. **Child Development and Observation:** Adult Learners will focus on the work of several theorists and Maria Montessori. Piaget, Erikson, and Vygotsky’s theories will be examined, compared, and contrasted. Bronfenbrenner’s Ecological Theory will be explored along with Howard Gardner’s theory of multiple intelligences. The week will end by studying Montessori’s theory and many of its components. Daily written homework, classroom discussions, and observations will be included. The week’s work will culminate with each adult learner presenting a summary of each theorist or topic

from the week in a form that can be utilized in their classroom or school to communicate with parents and families.

- e. **Language:** Adult learners will study language as outlined in the Montessori Language Program and Language Arts Manuals. Coursework will highlight the similarities and differences between receptive and expressive teachings, the history of oral and written language, language development, the overview of language in a classroom, the Montessori Apparatus, and Piaget's factors that affect maturation. Adult learners will be assessed through project presentations, oral examinations, comprehension of the reading materials, written assignments, and a rationale paper to encompass all learning for the week.
- f. **Mathematics:** Adult learners will study what Maria Montessori describes as the child's innate ability and interest in mathematics while exploring the spontaneous ability to organize, classify, and quantify their environment. The adult learner will investigate the preparatory work needed by the child in the Montessori classroom before being introduced to mathematical concepts. The adult learners will observe, practice, and become proficient in all mathematical concepts in progressive order. In sequential order, the adult learner will learn the mathematics concepts and the appropriate age of introduction, including 1-10 material, the decimal system, mathematical operations of addition, subtraction, multiplication, division, and memorization of common mathematics facts. The adult learner will be assessed on their understanding of the characteristics of mathematical materials, the role of order, precision when organizing materials in the classroom, presentation to the child, and a rationale paper to encompass all learning for the week.
- g. **Cultural (Science, Geography & History):** Adult learners will focus on the following three subjects: Zoology, Botany, and Geography. Adult learners will explore the progression of these subjects and where they overlap. They will investigate the various pathways for each topic and how deeply they are presented depending on the group of children. Adult learners will be asked to create their own unit. They will be assessed on their presentation, write-ups, materials, and overall understanding of the curriculum at the end of their practicum.
- h. **Positive Discipline:** This workshop is an extension of the child development curriculum and the child, family, and community workshop as it relates to techniques and philosophy within the classroom. Adult learners will explore experiential activities through brainstorming, discussing current experiences, and much more. Before the workshop, adult learners will be asked to read *Positive Discipline* by Jane Nelsen, chapters 1, 2, and 4. Adult learners will be assessed on their understanding through discussions and various activities.

- i. **Children’s Literature and Literacy:** This workshop is an extension of the language curriculum as it relates to the impact of children’s literature and literacy within the first one thousand days of a child’s life. Adult learners will explore a study that attributes the impact of reading within the first one thousand days and how it shapes the rest of their lives. Adult learners will explore the varying genres of children's literature. At the end of this exploration, adult learners will walk away as readers to children and lifelong storytellers, even with props. Adult learners will be asked to read two articles, assess their classroom book selection, and provide two books to the workshop; one that is a good example and one that may not be a good example before the start of the workshop. Adult learners will be assessed on their understanding of the articles and preparedness to provide the two books to the workshop.
  - j. **Child, Family, Community:** This workshop is an extension of the child development curriculum, focusing on the socialization and education of young children. Adult learners will explore the connections between family, home, school, and community that affect the child and how their role in those connections is best utilized to support the child and the child’s family.
  - k. **Music, Movement and Art:** This workshop extends the sensorial and practical life curriculum. Adult learners will focus on the impact of music and movement on a child, exploring and discussing varying ways to incorporate music and movement into the curriculum. Through discussions and activities, adult learners will be assessed on their overall understanding of the impact and importance.
  - l. **Leadership and Self-Care:** This workshop will be multi-focused as an extension of the philosophy and leadership curriculum. Adult learners will explore mindfulness techniques for themselves and the children. Adult learners will discuss how self-care creates strong leaders. Adult learners will delve into research by Brene Brown on leadership and learn practices for having difficult conversations. Through discussions and activities, adult learners will be assessed on their overall understanding of the curriculum.
4. **Adult Learner Performance and Standards for Completion:** Central California Montessori Education uses individualized rubrics for each Academic course.
  5. **Practicum Entry Policy:** For entry into the practicum teaching experience, Central California Montessori Education requires that the Adult Learner successfully completes all Academic course-level work.
  6. **Practicum Requirements as Stated by The American Montessori Society**
    - a. The practicum consists of 540 hours of supervised teaching in an approved Montessori environment, following AMS practicum standards. The practicum may not begin until the academic phase has started. Entry into the practicum requires successful completion

of all academic coursework. Practicum settings must meet AMS requirements, including a complete multi-age group and use of Montessori methods and materials.

- b. Purpose of the Practicum
- c. The practicum phase is designed to offer adult learners a supervised teaching and learning experience, along with observation, internalization, and further study, bridging the gap between Montessori educational theory and practice. The environment must be equipped with Montessori materials and activities that meet the developmental needs and varied interests of the specific age group.
- d. Each course must define the minimum practicum period(s) as specified by the AMS standards for each course level offered. AMS-affiliated teacher education programs may implement additional practicum standards beyond those established by AMS.
- e. The Teacher Education Program (TEP) must maintain documented contact with the adult learner at least once a month throughout the practicum period.
- f. No part of the practicum can begin before the academic phase of the course has started. At least 90% of the academic contact hours for the level (excluding assessment) must be completed before the practicum ends. In the case of a year-long academic phase, adult learners may start the practicum during the first year of coursework, allowing the practicum phase to extend over a two-year academic cycle, ensuring that 90% of the core curriculum instruction is completed by the end of the practicum.
- g. Practicum Supervisor/Coordinator  
Each course must appoint a practicum supervisor or coordinator. This role requires a clear job description and must be included in the program's organizational chart.
- h. Entry into the Practicum  
Each teacher education program is responsible for establishing a written policy detailing the specific prerequisites for entering the practicum, including the required number of completed academic hours.
- i. Communication with Practicum Sites  
The teacher education program must inform supervising teachers, field consultants, and practicum site administrators about course content and all relevant expectations for the adult learner's successful completion of the teacher education program. Furthermore, supervising teachers, field consultants, and practicum site administrators must agree to uphold and support the TEP requirements and expectations for their adult learners.
- j. Home School Settings  
When a home school setting is used as a practicum site, the program and the home school must sign a practicum agreement that includes at least the following details:
  - k. The school must have a complete multi-age grouping of children:
    - l. Early Childhood: 3-, 4-, and 5-year-olds

- m. There must be a minimum of eight students at the appropriate age level in the class, unless local or state regulations require otherwise.
  - n. The school must provide an environment where at least 75% of the children and/or adolescents' week is spent in a Montessori classroom using the Montessori Method and materials.
  - o. For detailed guidelines and standards, please refer to the American Montessori Society (AMS) Teacher Education Program Affiliate handbook.
7. Professional Development
- a. AMS members who have earned AMS credentials issued on or after July 1, 2013, must complete 50 hours of continuing professional development every five years for their credential to remain active. The initial five-year period begins from the date the credential is issued.
  - b. Professional development hours can be submitted directly to the AMS website. Use the Professional Development Submission Form available on the AMS website to officially record your professional development activities.
  - c. If the 50 hours of professional development are not completed within the five-year period, the credential will become inactive.
8. Policies and Procedures for Incomplete Coursework:
- a. The Policies and Procedures for Incomplete Coursework are only intended for Adult Learners who have unsuccessfully completed the Academic and/or Practicum course during the allotted academic year, resulting in Central California Montessori Education's inability to present the Adult Learner with a certificate of completion.
  - b. If the Adult Learner has been unsuccessful in completing the courses during the allotted academic year and would like to make up for those missed hours and courses. In that case, the Adult Learner shall detail the reasons and/or extenuating circumstances for said unsuccessful completion while implementing a written plan for successful completion of the courses. The Adult Learner will also be provided a registered letter outlining the expectations and timeline of three years from the original start date to receive a certification of completion by Central California Montessori Education.
  - c. Continuation Beyond the Timeline: Adult learners who do not complete course work within the allotted academic year may be subject to an extension process. If they have not completed the course within a maximum of three years, the Adult Learner will not receive a certificate of completion.
9. Dismissal From the Program: The circumstances and procedures under which an adult learner may be dismissed from CCME.
10. Academic Performance: Academic progress is evaluated using institutional standards, including minimum grade and attendance expectations. Failure to meet these requirements after two

consecutive years will result in academic probation. If the adult learner fails to improve to the required minimum by the end of the probation period, they will be subject to dismissal.

11. Code of Conduct: Adult learners are expected to adhere to the program's code of conduct, which includes maintaining professionalism, ethical behavior, and respect towards peers, faculty, and staff. Any violation, such as academic dishonesty, harassment, or misconduct, will lead to an investigation. Serious breaches may result in immediate dismissal.
12. Appeal Process: Adult learners have the right to appeal the dismissal decision within 14 days of receiving the notice. Appeals must be submitted in writing to the program, which will review the case and make a final decision within 30 days.
13. Program Completion and Dismissal Policies: Adult learners must complete all academic and practicum requirements within three years from the program start date to be eligible for certification. Policies for incomplete coursework, academic probation, dismissal, and appeals are described in full in the Student Catalog and Enrollment Agreement.
14. Cancellation of the Course by the Program: Courses may be canceled due to low enrollment, instructor unavailability, or other unforeseen circumstances that prevent the course from being offered as scheduled.

Adult learner will be notified of the course cancellation at least 30 days prior to the start date of the course. In exceptional cases where the 30-day notice is not possible, notification will be given as soon as the decision is made. Refunds will be issued for coursework only, excluding non-refundable application fee and cost of manuals.

## Required Equipment, Supplies, and Materials

Adult learners enrolled in the Montessori Teacher Education Program are required to obtain certain supplies, books, and materials to support participation in coursework and practicum requirements. All classes take place at A Place to Grow Montessori, 3535 South Akers Street, Visalia, CA 93277, unless otherwise noted.

### *Classroom Materials*

- Three-ring binders (number determined by the manuals purchased and their size)
- Page protectors
- Highlighters
- Pens, pencils, and lined paper
- Colored pencils
- Sticky notes (Post-its)

### *Required Books*

- The Secret of Childhood – Maria Montessori
- The Absorbent Mind – Maria Montessori
- The Montessori Method – Maria Montessori (Penguin Random House)
- Dr. Montessori’s Own Handbook – Maria Montessori
- Maria Montessori: A Biography – Rita Kramer
- Theories of Childhood – Carol Garhart Mooney
- The Four Agreements – Don Miguel Ruiz
- Positive Discipline in the Montessori Classroom – Jane Nelsen & Chip DeLorenzo
- The Red Corolla – Susan Stephenson

### *Manuals*

- Course manuals are required for all learners and may be purchased directly through the CCME website: <https://www.ccmontessoried.com/store/>
- Early Childhood Manuals: \$320 (complete set)

### *Technology*

- A computer, tablet, or equivalent device with internet access for course communication and assignment submission.
- A printer for handouts and assignments, as needed.

## Graduate Follow-Up

After program completion, adult learners are required to complete a Graduate Employment Self-Report Form as part of the Practicum Handbook. This form supports Central California Montessori Education's efforts to track graduate outcomes and comply with reporting requirements from the Bureau for Private Postsecondary Education (BPPE).

## Grievance Policy

The purpose of Central California Montessori Education's grievance policy is to ensure that all adult learners in our training program have a clear and equitable process for raising and resolving concerns or grievances. This policy applies to both the summer intensive classroom setting and the practicum job experiences.

### *Points of Contact*

- Classroom instructor or Practicum Supervisor: First point of contact for grievances related to classroom learning and/or practicum experiences.
- Chief Executive/Owner: Oversees the training program and handles escalated grievances.

### *Steps Prior to Filing a Grievance*

Before filing a formal grievance, adult learners are encouraged to take the following steps:

- Identify the issue: Clearly define the concern or problem.
- Attempt informal resolution: Discuss the issue directly with the person involved (e.g., instructor, practicum supervisor) to seek an informal resolution.
- Seek Mediation: If the issue is not resolved informally, request mediation from a neutral third party, such as another instructor or supervisor.

### *Filing a Grievance*

If the issue remains unresolved after attempting the steps above, the learner may file a formal grievance.

- Submit a written grievance: Complete the grievance form found in Appendix B of the Practicum Handbook and Acknowledgement.
- Acknowledgment of receipt: The Chief Executive/Owners will acknowledge receipt of the grievance in writing with five business days.

### *Grievance review*

- The grievance committee will review the submitted grievance. This may involve interviews with the parties involved and reviewing relevant documentation.

- Decision: The Chief Executive/Owners will provide a written decision with 15 business days of receiving the grievance. The decision will include the findings and any actions to be taken.
- Retaliation against any learner for filing a grievance or participating in the grievance process is strictly prohibited. Any instances of retaliation will be addressed promptly and may result in disciplinary action.

By adhering to this grievance policy, we aim to maintain a fair, respectful, and supportive learning environment for all adult learners at Central California Montessori Education.

## Student Services & Policies

### *Student Housing*

Central California Montessori Education does not offer or arrange for student housing. The institution is not responsible for finding or assisting students in securing housing accommodations.

### *Leave of Absence Policy*

Adult Learners may request a formal leave of absence for personal, medical, or professional reasons by submitting a written request to the Director. The leave may not exceed 60 consecutive days and must be approved in writing. During the leave, learners are expected to communicate regularly with program staff. Any missed coursework must be completed upon return, according to a plan developed with the Director. Failure to return on the agreed-upon date may result in withdrawal from the program.

### *Satisfactory Academic Progress (SAP)*

To remain in good standing, Adult Learners must:

- Attend all academic sessions and participate in practicum as scheduled
- Submit all assignments by stated deadlines
- Demonstrate progress according to rubrics and Field Consultant evaluations
- Learners who fall behind or whose work does not meet expectations may be placed on Academic Probation. A written plan for improvement will be created in collaboration with the Director. Continued lack of progress may result in dismissal from the program.
- Student Code of Conduct and Grounds for Dismissal
- CCME expects all Adult Learners to demonstrate respect, professionalism, and integrity in alignment with Montessori philosophy. Adult Learners may be dismissed from the program for:

- Repeated failure to meet attendance, academic, or practicum obligations
- Unprofessional or disruptive behavior in class or at practicum sites
- Dishonesty, plagiarism, or ethical misconduct
- Breach of confidentiality or endangering the welfare of children
- Dismissal decisions are made by the Director in consultation with faculty and may be appealed in writing within 10 business days.

### *Student Disclosure Statements*

#### ADA Compliance Statement

Central California Montessori Education complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. We are committed to providing equal educational opportunities to all qualified individuals, regardless of physical or mental disability. Reasonable accommodations will be made to support the success of adult learners with documented disabilities. Students seeking accommodations must notify the Director in writing and provide appropriate documentation at the time of enrollment or as soon as the need arises.

#### School Performance Fact Sheet

As required by the California Bureau for Private Postsecondary Education (BPPE), Central California Montessori Education provides a School Performance Fact Sheet for each educational program offered. These fact sheets include important information on completion rates, placement rates, licensure exam passage rates (if applicable), and salary/wage information.

Because this is the institution's first year of operation, no data is currently available. The School Performance Fact Sheet will be updated annually as data becomes available.

The School Performance Fact Sheet is available at: [www.ccmontessoried.com](http://www.ccmontessoried.com)

A printed copy may also be requested from the administration office at any time.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### *Statement of Rights Under BPPE Law*

As a student at a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE), you are entitled to certain rights under California law. These include the right to receive accurate information about programs, tuition, policies, and performance data. You also have the right to file a complaint with the BPPE if you believe the institution has violated the California Private Postsecondary Education Act of 2009.

For more information, or to file a complaint, contact:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll-Free: (888) 370-7589 | Fax: (916) 263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### *Nondiscrimination Policy*

Central California Montessori Education does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender identity, disability, marital status, or any other protected characteristic in its admissions policies, educational programs, activities, or employment practices. We are committed to providing an inclusive and respectful learning environment for all adult learners.

### *Sexual Harassment Policy*

Sexual harassment of any kind is strictly prohibited at Central California Montessori Education. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive educational environment. Any adult learner who believes they have experienced or witnessed sexual harassment should report the incident to the Director immediately. All complaints will be handled with discretion, and retaliation against individuals who report harassment will not be tolerated.

### *Record Retention and Document Management*

Central California Montessori Education (CCME) maintains student records in accordance with the California Private Postsecondary Education Act of 2009 and BPPE regulations.

Student records maintained by CCME include enrollment agreements, attendance records, academic evaluations, grades, financial records, and documentation related to academic progress and completion. These records are retained for a minimum of **five (5) years** from the student's date of completion or withdrawal, unless a longer retention period is required by law.

Student transcripts are retained **permanently**, as required by BPPE.

Records are maintained in secure physical and/or electronic formats and are accessible only to authorized personnel. CCME takes reasonable measures to protect the confidentiality and integrity of all student records.

Students may request access to their own records in writing. Requests will be processed in a reasonable timeframe in accordance with applicable regulations.

CCME's full Record Retention and Document Management Policy is available upon request.

### *Student Conduct Policy and Grounds for Discipline*

Adult learners are expected to conduct themselves with professionalism and respect for others at all times. Disruptive behavior, dishonesty, harassment, or violation of school policies may result in disciplinary action, up to and including dismissal from the program. The following actions are grounds for discipline:

- Academic dishonesty, including plagiarism or cheating.
- Harassment, bullying, or discrimination against others.
- Failure to follow attendance, participation, or assignment guidelines.
- Repeated failure to follow directions from instructors or program staff.
- Behavior that compromises the safety or integrity of the learning environment.
- Disciplinary action will be taken at the discretion of the Director and may include verbal or written warnings, probation, suspension, or expulsion.

### *Student Tuition Recovery Fund (STRF)*

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.

For more information regarding STRF, please complete a Student Tuition Recovery Fund (STRF) application available from the Bureau website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### STRF Assessment

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program who is a California resident, or are enrolled in a residency program;
2. You prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and
3. Your total charges are not paid by a third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

## *Financial Aid Programs*

Central California Montessori Education does not participate in any state or federal financial aid programs. Students are responsible for securing their own funding and paying all charges as outlined in the enrollment agreement.

## Cost of Educational Program

Tuition and fees are outlined in the Enrollment Agreement. Total charges may be higher or differ for adult learners that do not complete the practicum on time. The cost incurred will depend on individual situations and will be agreed upon between the Director and the adult learner.

## Employment Statement

While CCME does not guarantee employment, we provide resources such as job board postings and local Montessori school referrals to support graduates in their job search.

## Instructional Equipment and Facility Description

### *Facility Location*

Central California Montessori Education conducts in-person classes at:

A Place to Grow Montessori  
3535 South Akers Street  
Visalia, California 93277

The training site is located within a fully operational Montessori preschool. This allows adult learners to engage directly with prepared Montessori environments for observation, practicum, and reflection. Classrooms are spacious, filled with natural light, and fully equipped with authentic Montessori materials appropriate for each age group and curriculum focus.

### *Instructional Equipment*

The program provides access to all necessary instructional materials and equipment, including but not limited to:

- Montessori Didactic Materials for:
  - *Practical Life* (pouring, spooning, dressing frames)
  - *Sensorial* (pink tower, knobbed cylinders, color tablets)
  - *Language* (sandpaper letters, movable alphabet, phonetic readers)
  - *Mathematics* (number rods, spindle boxes, golden beads)
  - *Cultural Subjects* (globes, landforms, zoology and botany puzzles, geography materials)
- Instructional Tools and Technology:
  - Whiteboards, projectors, and audiovisual equipment for presentations
  - Printers, Wi-Fi, and workspace access for assignments and research
  - Designated teacher training areas for material practice and demonstration
- Student Materials:
  - Binders, manuals, and classroom resources (either purchased or provided as part of enrollment)
  - Required reading books for both Early Childhood and Infant/Toddler coursework

All equipment is maintained in good working order and meets the safety and quality standards expected of a professional adult learning environment.

## AMS Credentials Awarded

### *AMS Full Credential*

The AMS Full Credential is awarded to graduates who have obtained a minimum of a bachelor's degree from a regionally accredited U.S. college or university. This must be documented with an official original college/university transcript or its equivalent, as determined by a recognized credential evaluation service. The specific credentials include:

Early Childhood Credential (ages 2 ½ through 6)

### *AMS Associate Credential*

The AMS Associate Credential is available for the Early Childhood course level. It is awarded to graduates who have earned a secondary level (high school) diploma, a GED, or the international equivalent, but who have not earned a bachelor's degree from a regionally accredited U.S. college/university or its equivalent as determined by a recognized credential evaluation service. The specific credentials include:

Associate Early Childhood Credential (ages 2 ½ through 6)

AMS strongly encourages holders of the Associate credential to obtain a bachelor's degree within seven years of credentialing.

### *Official Equivalency Evaluation*

#### Credentials for non-U.S. Degrees

The official equivalency evaluation must be submitted to the AMS office of teacher education by the CCME director in place of the non-U.S. transcript when recommending an individual for a credential. An AMS credential can be awarded to individuals whose degree is officially determined not to be equivalent to a U.S. bachelor's degree from a regionally accredited college/university but meets the nationally recognized post-secondary educational standard in the state, province, or country of issuance, including a minimum program length of three years. This credential will specify the degree and the name of the country where the degree was earned.

## Admission Requirements (Prerequisites) and Selection Procedures

On or before June 1, the Adult Learner must turn in the Central California Montessori Education Practicum application (found at [ccmontessoried.com](http://ccmontessoried.com)), with all supporting documents to the Director, Blair Vedenoff at [office@ccmontessoried.com](mailto:office@ccmontessoried.com). The application must be accompanied by a \$100 non-refundable application fee. All applicants that complete this process will be accepted.

Minimum required education:

A minimum of a high school diploma or GED (or the international equivalent) is required for admission. For those seeking the AMS Full Credential, a bachelor's degree from a regionally accredited U.S. college or university (or an evaluated equivalent) must be submitted.

Applicants without a bachelor's degree may qualify for the AMS Associate Credential.

All applicants who submit the completed application, supporting documents, and application fee by the stated deadline will be accepted into the program, provided they meet the minimum educational requirement.

Applicants must also demonstrate sufficient English proficiency to participate successfully in instruction delivered in English.

### ATTENDANCE POLICIES:

Attendance Description: Attendance is monitored during both academic and practicum phases in accordance with institutional policies.

### TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at the Central California Montessori Education (CCME) is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate or units you earn in Central California Montessori Education (CCME) is also at the complete discretion of the institution to which you may seek to transfer. Suppose the certificate or units you earn at CCME are not accepted at the institution you seek to transfer. In that case, you may be required to repeat some or all coursework taken at Central California Montessori Education. For this reason, you should make sure that your attendance at CCME will meet your educational goals. This may include contacting an institution to which you may seek to transfer after CCME to determine if your credential or units will transfer.

Central California Montessori Education will accept all completed course work from another MACTE accredited program within the course EC level. Course work that was started but remains incomplete will not be accepted. If for example the Sensorial course was started but not completed, the completed portion will not be accepted by CCME. In this case CCME would require the adult learner to repeat the Sensorial course to completion.

FILING A COMPLAINT: (2) An adult learner or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 or by completing a complaint form located on the bureau's internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov)

**CLOCK HOURS AND GRADING:**

Attendance and participation hours are documented using institutional tracking tools during both the academic and practicum phases.

Grading: During the Academic courses, Adult Learners will be graded using rubrics provided by and developed by Central California Montessori Education that correspond with the course. During the Practicum, Adult Learners will be graded by Field Consultants using rubrics provided by and developed by Central California Montessori Education.

**DISTANT LEARNING OPTION: NONE**

**ADULT LEARNER SUPPORT SERVICES:**

Counseling: Central California Montessori Education will refer the adult learner to their university of record for both academic and non-academic counseling.

Health Care: Central California Montessori Education will provide the adult learner with names of health care programs, depending upon their financial eligibility.

NON-DEGREE DISCLOSURE STATEMENT: 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, and publicly funded). An Associate Credential may not qualify for full teaching responsibility in some locations or schools.

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

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within seven years of credentialing.

**GRADUATION REQUIREMENTS:** To be eligible for graduation and the awarding of the Montessori Early Childhood Teaching Credential from Central California Montessori Education, the Adult Learner must:

Successfully complete at least 300 instructional hours and 540 practicum hours.

Achieve a minimum academic grade of 70% or higher in all coursework.

Maintain 90% attendance for the academic and practicum phases combined.

Complete all required rationale papers, presentations, and assignments as outlined in course syllabi.

Receive satisfactory field consultant and practicum supervisor evaluations.

Complete the program within three (3) years from the original start date.

Upon meeting these requirements, the Adult Learner will be awarded the Montessori Early Childhood Teaching Credential issued by Central California Montessori Education, affiliated with the American Montessori Society.

Program completion timelines are outlined in the Enrollment Agreement.