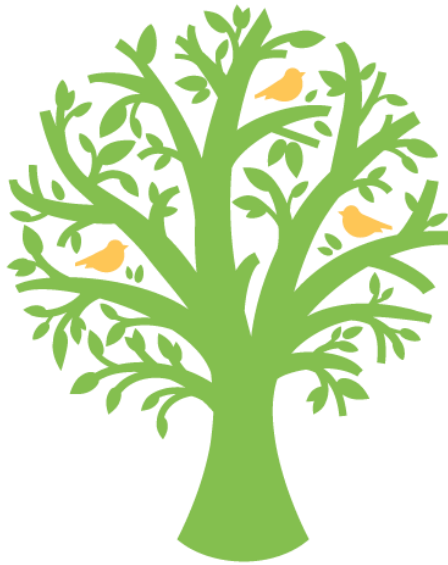

COURSE CATALOG



**Chestnut
Montessori
School**
TEACHER EDUCATION

www.montessoriteachereducation.org

**AMS Full Affiliate
MACTE Accredited through 2024**

10723 NE 38th Pl.

**Bellevue, WA 98004
(425) 822 – 6233**

info@montessoriteachereducation.org

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DEAR PROSPECTIVE ADULT LEARNER,

The Montessori Center for Teacher Education – Washington State was founded by Jeannine Hanson in 1997 to provide excellence in Early Childhood Montessori teacher education. A talented, dedicated and experienced faculty is committed to assist you in your Montessori studies.

The course is a blended program, in residence and online, taught on the beautiful campus of Chestnut Montessori School. A cooperative and hands-on learning environment supports your growth. Remote learning opportunities provide you with in-depth instruction. A wide variety of schools in the greater Puget Sound area are available as practicum sites.

MCTE is affiliated with the American Montessori Society (AMS), the largest international teacher education organization, and accredited through the Montessori Accreditation Council for Teacher Education (MACTE). AMS and MCTE honor diversity and pluralism. My commitment is to assist you in becoming the best Montessori teacher possible. This course offers all components required to receive a Montessori credential. Seminar Instruction includes lecture, demonstrations, partnering, small group discussion, videos, adult learner presentations, supervised practice, and webinars. All required Montessori Materials will be demonstrated by instructors and are available during class practice times for adult learners. The classroom is ADA accessible.

Adult learners with a diversity of life and educational experiences have successfully completed their AMS certification. Our graduates have been very successful in finding employment.

I welcome you to visit our school, attend a class, or call me if you would like to explore the option of receiving Montessori Early Childhood teacher education at Montessori Center for Teacher Education.

Warm regards,



Jeannine Hanson

Executive Director

PHILOSOPHY

A program dedicated to training Montessori teachers must have as its guiding values the fundamental principles upon which Maria Montessori based her philosophy. The same principles that pertain to children's education need to be applied, whenever possible, to adults. MCTE demonstrates that if this same philosophy is upheld, adult learners taking the training will develop a love of the Montessori philosophy and methodology that will continue long past the completion of their Teacher Education Program.

The MCTE Philosophy, therefore, includes the following principles:

- In following Montessori's concern for the adult learner's freedom of choice, MCTE is guided by a deep respect for each adult learner's individual process of development. Examples of methods used to encourage the adult learner's freedom of choice are: open-ended discussion, questions in Independent Study, and individually selected research projects.
- Because Montessori emphasizes the active participation of the learner, this teacher education program focuses in on the activity of the adult learner. Class participation, written assignments, illustrated lesson albums, and practical final evaluations are methods by which MCTE provides opportunities for active adult learner participation.
- Montessori felt that the process of development was much more important than the end product. Therefore, MCTE attempts to provide an atmosphere of positive cooperation among all individuals in the program. Closely supervised self-evaluations, constructive guidance, and an emphasis on objective evaluation are some of the methods used to implement this belief and to assist in your spiritual development as a Montessori teacher.

Objectives of the Teacher Education Program

- The adult learner will be able to demonstrate knowledge of Montessori philosophy, theory, and methodology.

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- The adult learner will be able to demonstrate theoretical knowledge of pertinent research findings in the field of child development and early childhood education.
 - The adult learner will be able to demonstrate practical ability in implementing the Montessori materials.
 - The adult learner will have the insights and skills needed to work with the individual needs of children and plan for the continuity of learning experiences for children age 2 ½ through 6.
 - The adult learner will become part of a “team” in a school and will learn how to work with co-workers and with administration of the school.
 - The adult learner will demonstrate love for children and for the Montessori method.
 - The adult learner will be able to discuss human development and Montessori concepts to other staff, parents, and the community.
 - The adult learner will meet MACTE competencies related to:
 - Montessori Philosophy and Human Development
 - Classroom Leadership
 - Curriculum Implementation
 - Community Involvement and Partnership with Families

Course Cycle

MCTE accepts adult learners who hold a high school degree, bachelor's degree, or international degree. This course may be completed in one or two academic years. Each year the course begins in September and ends in June.

Adult learners begin the Independent Study component (Section I) at any time. Seminar Instruction (Section II), meets from September to June. The Practicum (Section 3) may begin either concurrently or after Section II. Adult learners may take Independent Study (Section I) and Seminar Instruction (Section II) for one course cycle and complete the Practicum (Section III) the following academic year. One course cycle is one academic year.

Adult learners have three years to complete all requirements for the course. Adult learners who request an extension after three years, are subject to an extension fee, as described in the tuition section. Extension may only be granted by the Director of the course. All extension requests must be made in writing.

Continuation Policy: Adult learners who choose to leave the course may return to complete the course within two years. There is a continuation fee of \$500 per year.

Montessori Early Childhood Education Credential

Upon satisfactory completion of all objectives of the teacher education program, course work, practicum, and exams, the Director will recommend qualified adult learners be awarded a credential for Montessori Early Childhood Education through the American Montessori Society. The adult learner is then qualified to apply for a position as a Montessori teacher. If the adult learner does not complete all of the above objectives, the Director will recommend a second year of practicum for the adult learner.

Upon successful completion of all requirements, and the recommendation of the Director, adult learners holding a bachelors degree, the equivalent, or higher are recommended for an AMS Montessori Early Childhood Teaching Credential (ages 2 ½ through 6).

Upon successful completion of all requirements, and the recommendation of the Director, adult learners without a bachelors degree will be recommended for an AMS Montessori Associate Early Childhood Teaching Credential (ages 2 ½ through 6).

Upon completion of the course, if the adult learner does not hold a U.S. Bachelors Degree or the equivalent, they will receive a Montessori Associate Early Childhood Teaching Credential. Some locations or schools may not accept the Montessori Associate Early Childhood Teaching Credential as qualification for full teaching responsibility.

FACULTY

Jeannine Hanson is the Founding Director and owner of Montessori Center for Teacher Education. She is the Founding Director and owner of Chestnut Montessori School. She has over 40 years of experience in Montessori education. She has a Bachelor of Science from the University of Washington and completed her American Montessori Society certification at Seattle University in 1984. She is a former classroom teacher where she led an on-going parent education program. Jeannine has presented workshops at national, regional, and international conferences. She was on the Board of Directors for NCME and has served on numerous state and MACTE committees and task forces. Jeannine oversees all adult learner academic advising and counseling.

April Malley grew up in Oak Park, Illinois, and earned her Bachelor of Arts Degree in Psychology at the University of Arizona. She received her American Montessori Society Early Childhood teaching credential through the Montessori Center for Teacher Education – Washington State (MCTE). She has worked with Chestnut Montessori School since 2012 as a teacher, administrator, and Director. April earned her Masters of Education (MAED) degree with a focus on Montessori studies through St. Catherine University in 2017. In her free time, April enjoys cycling, reading, and spending time with her family.

COURSE CONTENT

EARLY CHILDHOOD EDUCATION AGES 2 1/2 THROUGH 6

Section	Part	Hours
Independent Study	Part 1: Principles and Philosophy of Montessori Education Part 2: Human Development Part 3: Classroom Observation	varies
Seminar Instruction	Montessori Theory/Philosophy, Practical Life, Sensorial, Language, Math, Geography, Physical Science, Life Science, Art, Music and Movement, History, Art History, Classroom Leadership, Human Development, Parent/Educator Partnership, Observation	300
Practicum	Adult learner practicum consists of a minimum of 540 hours over 9 months, 4 hours a day Monday through Friday, in an approved Montessori classroom with children under the guidance of a Supervising Teacher.	540

Section I: Independent Study

Introduction

The Independent Study consists of carefully sequenced lessons in Montessori philosophy and child development. This course provides the theoretical foundation needed to successfully implement Montessori principles in the classroom. Independent Study includes online study.

There are three sections to the Independent Study.

Part 1: Principles and Philosophy of Montessori Education

Part 2: Human Development

Part 3: Classroom Observation

Part 1: Montessori Philosophy

Adult learners use required texts, a study guide, and online information for guided studies on ten lessons including an overview of Dr. Montessori's life and the development of the Montessori Method. Adult learners will write a paper on Montessori's life and the development of the Montessori Method. In the spring, adult learners will write a paper, comparing Montessori and traditional methods of education. Adult learners will write and present a paper on Montessori philosophy or human development.

Part 2: Human Development

Human development consists of five lessons of guided reading and videos on the developmental patterns of young children from ages 2 ½ through 6. The emotional, social, physical, spiritual, and intellectual development of children will be studied. Adult learners will write a paper on child development.

Part 3: Classroom Observations

The adult learner observes six different Early Childhood Montessori classrooms and writes observation documentation. Seminar instruction provides strategies for scientific observation of children through overview and record keeping, lecture, video, discussion, guided practice and field observation. Interns observe, record, and discuss development of 3 different children.

Section II: Seminar Instruction— 300 Hours

Human Development/Psychology

Various theories of human development are reviewed and compared with Maria Montessori's philosophy. Adult learners study the developmental stages of children and the factors influencing a child's development and learning. Past and present theories of human development are studied.

Montessori Philosophy/Theory

Montessori principles and philosophy are discussed in detail and practical exercises of basic Montessori terminology are given. Adult learners will learn how the Montessori philosophy is the basis for the teacher's and child's classroom experiences.

Observation

Seminar instruction provides strategies for scientific observation of children through overview and record keeping, lecture, video, discussion, guided practice, reflection, and field observation.

Practical Life

Introduction to the Practical Life theory and presentation of materials. Adult learners participate in demonstrations, supervised practice, and the design of original materials. The significance of movement for the young child is discussed and specific age-appropriate movement sequences are given. Adult learner progress is assessed through written and practical assignments.

Sensorial

Sensorial theory is discussed, lectures and demonstrations of the Montessori Sensorial materials are given. Adult learners participate in demonstrations, supervised practice and review, and the design of original materials. Adult learner progress is assessed through written and practical assignments.

Mathematics

Mathematics curriculum includes seminars on the child's development of logical thinking skills and refinement of the mathematical mind. A progression of materials is demonstrated from pre-math, to early math materials used in the Montessori classroom, to the four formal and informal operations. Adult learners develop a mathematics album, and participate in supervised practice, review, and assessment. Adult learner progress is assessed through written and practical assignments.

Language

The purpose and progression of the Montessori Language sequence is given. The language curriculum includes seminars on the acquisition of language and reading skills, from pre-reading skills through grammar. Adult learners are given a specific, complete reading program and many extras in this course. Adult learner assignments include material-making, completion of a Language Album, supervised practice, and adult learner assessment. Adult learner progress is assessed through written and practical assignments.

Art

Adult learners will study a progression of basic art skills, including use of the easel, snipping, painting and sculpting. The rationale for presenting art and basic scribbles will be discussed.

Movement

This course offers adult learners a rationale for Perceptual Motor activities for young children, body awareness activities, an overview of basic perceptual motor skills and their importance to brain development and learning, and line activities.

Music

This course includes the philosophy and rationale for teaching music to young children. Adult learners will practice new songs, singing and rhythm skills, use of the Montessori Bells and rhythm instruments. An introduction to music history and appreciation will also be presented.

Geography Studies

Geography studies provide an avenue towards Peace Education. Adult learners will study Montessori Geography and Social, Physical and Political Geography. Maps, land and water forms, three-part cards, people, animals, continents and flag studies will be integrated into Geography studies.

Science

The Science curriculum includes Botany and Zoology studies and Physical Science experiments which explore scientific principles of states of matter, properties of solids, liquids and gases, energy, and magnetism. Earth Science integrates history in studies of the Big Bang Theory, the Sun and Planets, Geology, and the formation of life on Earth.

Social Studies

When studying the concept of history, the young child learns about the passage of time, day and night, and the seasons. The adult learner will work with materials related to telling time, the seasons, various types of calendars, and a child's personal timeline. They will study Art History with an overview of schools of art and a series of art cards.

Parent Educator Partnership

Adult learners will examine strategies to increase parent understanding of and involvement in the Montessori method of education, brainstorm ways to increase parent participation, practice oral and written communication skills with parents, and participate in a variety of school events such as parent night and conferencing.

Classroom Leadership

Classroom Leadership studies include preparation of environment, strategies for lesson presentation, curriculum scheduling and planning, positive techniques for communication, discipline, and problem-solving, and evaluation of children.

Section III: Practicum – One Academic Year

The practicum provides adult learners with a supervised teaching/learning experience and an opportunity to integrate the Montessori theory and practice. Adult learner practicum consists of a minimum of 540 hours over 9 months, 4 hours **a day** Monday through Friday in an approved Montessori classroom with children under the guidance of a Supervising Teacher.

Adult learners may begin the practicum after completion of 6.5 hours of seminar instruction, and all independent study reading assignments, and all required written work, and fees are turned in. The adult learner is responsible for quarterly documented observations and reports, year-long observations, and developing a year-long research study, which shall be demonstrated during the 2 week Lead teaching experience.

Adult learners desiring a self-guided practicum must receive written approval from the Course Director. The Practicum Site must meet all requirements for internships. The Field Supervisor will provide extra support with one extra site visit and in-person consultation at the MCTE office once each month during the Practicum period. Adult learner tuition will increase by \$500 for the above services.

Fulfillment of practicum requirements will be determined by the Director of MCTE, based on observations, documentation, year-long research study grade, satisfactory completion of the objectives of the teacher education program, and lead teaching. Upon the successful completion of the Independent Study, Seminar Instruction, and Practicum phases, adult learners who are ready to be a Lead Teacher in the classroom will receive a recommendation to receive an AMS teaching credential.

PRE-ADMISSION EVALUATION

- Adult learner's ability to clearly read and write competently in English.
- Two years of college experience or previous positive employment experience with children is recommended.
- For the purposes of determining each adult learner's ability to succeed from the program, the Montessori Center for Teacher Education requires a written essay on "Why I Want to Become a Montessori Professional and Why I Have Chosen the Montessori Center for Teacher Education-Washington State," submitted by email to info@montessoriteachereducation.org.
- Two letters of reference sent by email to info@montessoriteachereducation.org.
- Official school transcripts or an official school transcript evaluation must be sent as an e-transcript or pdf to info@montessoriteachereducation.org.
- The Director, Jeannine Hanson, will also meet with each adult learner to determine his or her motivation and willingness to complete the course.

ENROLLMENT PROCEDURES

The admission process is available year-round. Adult learners may begin the Independent Study upon enrollment. However, adult learners may begin the academic workshops only in September. Adult learners wishing to apply for training complete the following:

1. An initial phone meeting with the administration to discuss course specifics.
2. Completion of the Application for Admission form online with the stated non-refundable fee. Instructions for application and payment are online.
3. Provide two letters of reference sent by email to info@montessoriteachereducation.org.
4. A written essay by the adult learner on "Why I Want to Become a Montessori Professional and Why I Have Chosen the Montessori Center for Teacher Education-Washington State." The essay must be submitted by email to info@montessoriteachereducation.org.
5. Submission of official high school or college e-transcripts directly from the school or university. If the transcript originated outside of the United States, an original transcript evaluation is required. E-transcripts must be sent from the school or service directly to MCTE at info@montessoriteachereducation.org.

A transcript from a non-U.S. regionally accredited college/university must be submitted 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. Accredited colleges and universities in the United States may also make such evaluations. 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 satisfy the bachelor's degree requirement for an AMS credential upon successful completion.

6. Completion of 2 years of college or equivalent is recommended.
7. The adult learner will be notified of acceptance in writing.
8. Adult learner must sign an "Enrollment Agreement" and pay "Tuition Deposit Payment" before receiving the Adult Learner Handbook.

9. Meet state requirements for completion of Background Check.

AMS EARLY CHILDHOOD MONTESSORI TEACHING CREDENTIAL

Upon successful completion of all requirements, and the recommendation of the Director, adult learners holding a bachelors degree, the equivalent, or higher are recommended for an AMS Montessori Early Childhood Teaching Credential (ages 2 ½ through 6).

Upon successful completion of all requirements, and the recommendation of the Director, adult learners without a bachelors degree will be recommended for an AMS Montessori Associate Early Childhood Teaching Credential (ages 2 ½ through 6).

Upon completion of the course, if the adult learner does not hold a U.S. Bachelors Degree or the equivalent, they will receive a Montessori Associate Early Childhood Teaching Credential. Some locations or schools may not accept the Montessori Associate Early Childhood Teaching Credential as qualification for full teaching responsibility.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

AMS requires that holders of AMS credentials issued on or after July 1, 2013 complete 50 hours of professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. If professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met.

The credential holder must keep a record of his or her professional development and be able to provide, upon AMS request, print or electronic verification of the event host, location, date, topic, presenter(s), and number of hours attended. For this purpose, the credential holder is welcome, but not required, to use the AMS Professional Development Form.

To maintain an active credential, verification of professional development is to be submitted to AMS 30 days in advance of the 5-year anniversary of the issuance of the credential, and every 5 years thereafter (no forms should be submitted prior to June 2018).

All Washington State credentialed teachers are required to complete 10 STARS hours annually.

INTERNATIONAL STUDENTS

While MCTE does not provide visas for international students, those in good legal status are welcome to apply for the course.

SCHOOL CALENDAR

Our adult learner-faculty contact hours take place on Tuesday and Thursday from 3:45 PM until 7:45 PM. Adult Learners may arrive between 3:30 and 3:45. Please do not eat or drink in the classroom, with the exception of water. Adult learners must remain on campus during class time.

Independent Study: Begins upon completion of Admissions Process.

Seminar Instruction: Consists of 152 hours in-residence and 148 hours online. Class meets for 8 hours per week on Tuesday and Thursday from 3:45-7:45pm through the first week of June. Most in-residence classes are held on Tuesdays and online classes on Thursdays. All legal holidays are observed.

Practicum: Practicum begins when 8 hours of Seminar Instruction are completed. The Intern is required to work in an approved Early Childhood Classroom with children Monday through Friday for minimum of 540 hours, 4 hours a day for one academic year. It is required that interns participate in responsibilities that directly relate to being a Montessori Teacher, such as Parent Teacher Conferences and Parent events.

This course can be completed in 1 academic year if adult learners complete all requirements.

Adult Learners do have an option to complete the course over 2 academic years without incurring any additional tuition, MACTE or AMS fee. This option

requires attendance in the Seminar instruction the first year and the Practicum the second year. Independent Study requirements must be completed during the adult learner's first year of study.

FINANCIAL ASSISTANCE

Montessori Center for Teacher Education does not underwrite any adult learner assistance.

JOB PLACEMENT

The Director of Montessori Center for Teacher education assists adult learners with job placement by announcing all job opportunity notices received from schools and keeping a catalogue of such notices. Faculty will write adult learner recommendations when requested, and school administrators who inquire are advised of the availability of trained teachers. Employment, salary, and occupational advancement are not guaranteed by the Montessori Center for Teacher Education – Washington State.

LOCATION

Classes are taught on the campus of Chestnut Montessori School:*

10723 NE 38th Pl.
Bellevue, WA 98004
(425) 822-6233

FACILITIES

Classes are taught on the campus of Chestnut Montessori School. Parking is available and does not require a permit. Classic Montessori materials are demonstrated and used by the adult learner during practice times.

CLASS SIZE

Class size is limited to 24 beginning adult learners. The Adult learner — Faculty ratio is 24:2.

DIRECTIONS

From Seattle

From 520 Eastbound, take the exit toward Lake Washington Blvd NE. Turn left onto Lake Washington Blvd NE. Turn right at NE 38th Pl. The school is the last driveway on the right before 108th. It is on the corner of NE 38th Pl and 108th across from the Park and Ride. The school is in a large red house.

From the Eastside

From 520 Westbound, take 108th Ave NE exit. Turn right at the light onto 108th Ave NE. Cross through Northup Way and immediately get into the left turn lane. Turn left onto 38th Pl (the first left after the light). Turn into the first driveway on the left. The school is in a large red house.

ATTENDANCE REQUIREMENTS

Regular attendance of all classes is expected. A adult learner is expected to be prompt and to stay for the full period of the class. An absentee rate of ten percent is the maximum permitted by MACTE. Instructors are responsible for maintaining attendance records. Adult learners whose absentee rate exceeds ten percent must make up classes missed the following year. When absent, a adult learner is required to acquire the notes on the materials or work missed. Some topics covered in the course take place on one or two class days (Geography, Botany, Zoology, Science Experiments, Earth Science, Art History). Attendance is mandatory for these classes. If adult learner misses one of these classes, they must attend the classes the following year and their credential will be delayed until all course work is complete. Attendance records will indicate all absences, tardiness, or early departures.

COURSE COMPLETION STANDARDS

Adult learners must complete assignments on or before the due date. Written assignments will be accepted prior to each class. Late work is not given credit. Work is evaluated as Complete or Incomplete. Course notes will not be given to adult learners who do not maintain acceptable standards of progress and financial requirements as evaluated by the Director.

ADULT LEARNER SERVICES

MCTE has referral information available for adult learner services. We can provide information on physicians, dentists, and hospitals for areas in which adult learners reside and work.

ADULT LEARNER CONDUCT CODE

Any applicant must agree to the Adult learner Conduct Code prior to admission. Violations of this code will make the violator liable for reprimand, probation, suspension, or dismissal depending upon the seriousness of the violation. The MCTE Director will make all decisions on conduct violations.

A adult learner who fails to maintain satisfactory progress, violates safety regulations, interferes with other adult learners' work, is boisterous, vulgar, or obscene, under the influence of alcohol or drugs during their Practicum or in class, or does not meet financial obligations to MCTE is subject to immediate dismissal.

Smoking is NOT permitted on school campuses.

Alcoholic beverages, narcotics, or illegal drugs are not permitted on Chestnut Montessori School property under any circumstances. Proven possession is grounds for immediate dismissal.

Objectionable behavior of any kind will be recorded by date and discussed with the adult learner before any disciplinary action is taken.

Definition of terms:

1. Reprimand - Verbal warning which implies that further violations will result in probation, suspension, or dismissal.
2. Probation - Written warning, involving designated period of time implying that further violations during such time period will result in suspension or dismissal. The adult learner must abide by any specific stipulations prescribed by the probationary action.
3. Suspension - The immediate withdrawal of the adult learner from MCTE. Suspension notification will be in writing and will include a date, after which the adult learner may apply for re-admittance. The adult learner may be re-admitted at such time as an opening exists.

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4. Dismissal - The immediate withdrawal of the adult learner from MCTE Dismissal will be in writing and will indicate that the adult learner will not be considered for re-admission. A dismissed adult learner will receive a refund in accordance with the refund policy.

Arbitration procedure for grievances:

A complaint not resolved after an initial verbal contact should then be stated in writing. Once a complaint is submitted to the Director of the Montessori Center for Teacher Education, an arbitration committee is appointed by the course. The committee consists of the Course Director, a staff member, an adult learner representative, and a practicum site administrator.

If a grievance is unresolved by the above method, adult learners may contact the American Montessori Society or the Workforce Training and Education Coordinating Board or MACTE with concerns or complaints.

American Montessori Society
Office of Teacher Education
116 East 16th Street
New York, NY 10003-2163
212-358-1250
www.amshq.org

MACTE Office
420, Park Street, Charlottesville,
VA 22902
434-202-7793
www.macte.org

Workforce Training and Education Coordinating Board
128 10th Avenue SW
Olympia, WA 98504-3105
360-709-4600
www.wtb.wa.gov

Adult learners agree to follow the above arbitration procedure should a grievance remain unresolved. MCTE is committed to principles of integrity, ethical practices and equitable treatment in the relationship of Adult Learners and Faculty to the program.

NON-DISCRIMINATION POLICY:

MCTE does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. MCTE will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. Because of the rigors of the program, MCTE may require medical documentation for the need of special accommodations.

This course is accredited by MACTE through 2024.

CREDIT/TRANSFER POLICY

No credit is given for work done outside MCTE – Washington State.

RECORDS AND TRANSCRIPTS

Records are kept for 50 years at:
American Montessori Society (AMS) office in New York.

To request a copy of your transcript, you may contact the American Montessori Society at ams@amshq.org

CANCELLATION OF CLASSES

The school reserves the right to cancel a starting class if the number of adult learners enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and entitles adult learners to a full refund of all money paid. The school reserves the right to suspend, cancel or postpone a class or classes after training has begun in the event of an occurrence that unavoidably limits the use of school facilities such as fire, flood, storm, war, or civil disorder. In such case a pro-rata refund will be made of any fees or tuition prepaid by the adult learner, unless the adult learner elects to continue the training online or in a later class.

TUITION REFUND POLICY

CANCELLATION AND REFUND POLICY FOR RESIDENT TRAINING PROGRAMS:

1. MCTE must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. MCTE must refund all money (excluding book and supply fees) paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process adult learner applications and establish an adult learner record system.
4. If the adult learner withdraws from the class after classes have begun, the adult learner is financially obligated to the school according to the following formulas or maximum charges: (instructional time refers to academic contact hours)
 - (a) If the adult learner withdraws from class during the first week or 10 percent of contracted instructional time, whichever is less, MCTE may retain 10 percent of tuition cost, plus all registration, other fees, AMS/MACTE adult learner fees, book and supply fees.
 - (b) If the adult learner withdraws from class after the first week or 10 percent of contracted instructional time, whichever is less, but prior to completion of 25 percent of contracted instructional time, MCTE may retain 25 percent of the tuition cost, plus all registration, other fees, AMS/MACTE Adult learner Fees, book and supply fees.
 - (c) If the adult learner withdraws from class after completion of 25 percent and up to and including 50 percent of contracted instructional time, MCTE may retain 50 percent of tuition cost, plus all registration, other fees, AMS/MACTE Adult learner Fees, book and supply fees.
 - (d) If the adult learner withdraws from class after completion of more than 50 percent of contracted instructional time, MCTE may retain the full tuition cost, plus all registration, other fees, AMS/MACTE Adult learner Fees, book and supply fees.
5. When calculating refunds, the official date of an adult learner's dismissal/withdrawal occurs:
 1. When MCTE receives notice of the adult learner's intention to withdraw the training program; or,
 2. When the adult learner is dismissed for a violation of a published school policy which provides for dismissal; or,
 3. When an adult learner, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the adult learner's official dismissal/withdrawal date.

This school is licensed under Chapter 28C.10RCW; inquiries or complaints regarding this or any other private vocational school may be made to the Washington Workforce Training and Education Coordination Board, 128 10th Avenue SW, PO Box 43105, Olympia WA 98504 – 3105, phone number: 360-709-4600.

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504

Web: wtb.wa.gov

Phone: 360-753-5662

E-Mail Address: wtecb@wtb.wa.gov