Seton Montessori Institute’s Credential Course for Montessori Leadership and Administration presents a comprehensive course to support current and future heads of Montessori schools and teacher leaders. Course participants will develop their skills in administration and program leadership in accordance with the philosophy and best practices of Montessori education.Completion leads to AMS Administrator Course Certification.

### Course Models

Three course models have been designed to serve candidates with different backgrounds and needs:

<table>
<thead>
<tr>
<th>Course Model</th>
<th>Candidate and Focus</th>
</tr>
</thead>
</table>
| Model I      | A qualified school administrator seeking knowledge and skills in Montessori philosophy, pedagogy and curriculum.  
*Bachelor’s degree, previous school administration experience or licensure required.* |
| Model II     | A qualified Montessori teacher who seeks knowledge and skills in school leadership and administration.  
*Bachelor’s degree and Montessori certification required.* |
| Model III    | An individual seeking knowledge and skills in both Montessori pedagogy and curriculum and in school leadership and administration.  
*Bachelor’s degree required.* |

### Application and Interview Process

Submit a complete application. This includes:

- Completed Application for Admission form
- $100 nonrefundable application fee *(check or money order only)*
- Official transcript (or evaluation report for foreign educational credential) in the sealed issuing envelope
- Three reference forms or letters of recommendation (can be emailed to Institute@SetonMontessori.org)
- Non-native English speakers must have a solid command of the English language (equivalent of a TOEFL score of 72 or higher)

Upon review of the completed application and materials, the Academic Director will contact the applicant to schedule an interview.

### Orientation

Full course orientation will be provided as a component of the first week of Academics. Prior to the start of the course, students will be oriented individually to the my.Seton portal, the online vehicle for all course communication and assignment submission.

### Academics

The core sequence of course academics is designed to take place in two consecutive summer sessions. The summer sessions will be divided into four course components of approximately 50 hours each.

- **Model I** candidates will attend the designated hours of summer academics and are also required to complete a two-week first plane immersion in teacher certification course academics prior to the start of their Montessori School Leadership and Administration practicum. Candidates will also participate in online coursework to include discussion groups and webinars.
- **Model II** candidates will attend the designated hours of summer academics. Candidates will also participate in online coursework to include discussion groups and webinars.
- **Model III** candidates will attend the summer academics in entirety and are also required to complete a two-week first plane immersion in teacher certification course academics prior to the start of their practicum. Candidates will also participate in online coursework to include discussion groups and webinars.

### 2020 – 2021 Cohort Academic Dates

- **Summer I:** July 12-24, 2020* (Components 3 & 4)
- **Summer II:** July 11-23, 2021* (Components 1 & 2)

*All classes meet from 8:30 a.m. – 6:00 p.m.*
First Plane Immersion Academics Dates (Models I and III)*

<table>
<thead>
<tr>
<th>Spring 2020 Option</th>
<th>Summer 2020 Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 24, 25, 26 (F-Su)</td>
<td>June 16 – 19 (T-F) and June 22 – 26, 2020 (M-F)</td>
</tr>
<tr>
<td>May 1, 2, 3 (F-Su)</td>
<td>*All classes meet from 8:30 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>May 7, 8, 9 (Th-Sa)</td>
<td></td>
</tr>
</tbody>
</table>

Online Learning Component
Through the course candidates will participate in two online courses designed to treat special topics of interest in Montessori school administration. These courses are conducted using the ZOOM.us video conference tool and typically meet one evening per week, for 6-8 weeks, with specifics of scheduling negotiated within the cohort. Topics including school leadership in addressing special needs, advocacy and research have been treated with past cohorts. Students will complete approximately 50 of the required course hours through online coursework.

Practicum
A practicum is an administrative internship, which lasts a minimum of a full academic year, with the candidate working at the practicum site no less than 720 hours.
- Montessori philosophy and pedagogy course academics and assignments must be completed prior to the start of the practicum. (Model I/Model III)
- The practicum site and arrangements must be pre-approved prior to the start of the practicum.
- The candidate will receive a minimum of three consultation visits from Seton Montessori Institute Leadership and Administration course faculty over the duration of the practicum.
- Candidates will participate in advising and reflection online during the duration of the practicum.
- In the absence of a supervised practicum arrangement, a mentorship relationship will be required and approved by the Course Coordinator.
- Practicum Visits in the continental United States to sites over 150 miles from Seton Montessori Institute require a travel expense fee of $250 per visit. This is nonrefundable and due prior to the visit.

Completion and Awarding of Credential
Upon completion of all required academic attendance, assignments and practicum requirements, the candidate will meet with the Course Coordinator for a Final Portfolio Review to reflect on the course experience and the Montessori school management and leadership competencies achieved. The candidate will then be recommended to the American Montessori Society (AMS) for their AMS Administrator Certification.

Course for Montessori Leadership and Administration Tuition

**Model I Tuition and Fees: $7,335**
$7,100 Tuition plus $235 AMS Adult Learner Fee

**Model II Tuition and Fees: $6,885**
$6,650 Tuition plus $235 AMS Adult Learner Fee

**Model III Tuition and Fees: $7,885**
$7,650 Tuition plus $235 AMS Adult Learner Fee

<table>
<thead>
<tr>
<th>Payment Sequence</th>
<th>Model I</th>
<th>Model II</th>
<th>Model III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$100 with application</td>
<td>$100 with application</td>
<td>$100 with application</td>
</tr>
<tr>
<td>Academics</td>
<td>$1,500 (due prior to First Plane Immersion)</td>
<td>$3,325 Tuition + $235 Certification Fee (due July 1, 2020)</td>
<td>$1,500 (due prior to First Plane Immersion)</td>
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<tr>
<td></td>
<td>$2,800 Tuition + $235 Certification Fee (due July 1, 2020)</td>
<td>$3,325 (due July 1, 2021)</td>
<td>$3,075 Tuition + $235 Certification Fee (due July 1, 2020)</td>
</tr>
<tr>
<td></td>
<td>$2,800 (due July 1, 2021)</td>
<td>N/A</td>
<td>$3,075 (due July 1, 2021)</td>
</tr>
</tbody>
</table>

Application Deadlines
Course for Montessori Leadership and Administration application deadlines are as follows:
- Model I and III applicants – March 2, 2020 for spring immersion start; May 1, 2020 for a summer immersion start.
- Model II applicants – June 1, 2020.