



Certificate Program Application Checklist

This document is intended to help you manage your admission tasks. If you have a specific inquiry about the status of your application, send an email message to admissions@cgms.edu

Tasks (check when completed)

- _____ Send completed application form
- _____ Complete and submit the application essay. It must be typed on A4 or letter sized paper and written in English.
For **Infant/Toddler, Early Childhood, and Elementary** program applicants: In approximately 400 words, describe your reasons for wanting to work with children, your personal educational philosophy, and what draws you to the Montessori approach.
For **Secondary** program applicants only, please attach an essay in response to these questions: (1) Who are you, and what brings you happiness and joy? (2) What are your strengths? (3) Describe your personal educational philosophy and what draws you to the Montessori approach. (4) Describe a key event that brought you into adolescence, and explain how that informed, or could inform, your work with adolescents as a guide.
- _____ Three professional recommendations on CGMS recommendation forms. The CGMS recommendation form may be downloaded from <http://www.cgms.edu/apply/> It must be copied and sent to three people (non-relatives) who can speak of your character and values and some or all of the following: work ethic, academic skills, experience with children. The recommendation forms may be emailed directly to admissions@cgms.edu by the recommending person.
- _____ \$100 application fee in US funds is enclosed or has been submitted. If you are a Michigan resident then \$75 of this amount is refundable if your application is rejected. For a successful application, you are encouraged to contact our office with any questions prior to applying. Please email admissions@cgms.edu if you would like to provide credit card information for the application fee.
- _____ Complete the tuition agreement --the self pay and school sponsored Tuition Agreements are at this link: <https://www.cgms.edu/apply/> . You and/or your sponsoring school will be connected to the Finance Department for processing once you have been accepted to the program.
- _____ One copy of transcripts from **each** institution of higher education attended are enclosed, or have been requested to be sent.
- _____ Copies of any other certificates and diplomas.
- _____ Educational Portfolio is enclosed (*for applicants who do not hold a Bachelor's degree or higher.*) Please email admissions@cgms.edu for an Educational Portfolio Packet

Please note that as a final stage in the application process, CGMS employees will contact you for a telephone or video interview with the level director.