



## Elementary Assistant Program Application

Please note: this application and signed expectation form must be completed and submitted to [admissions@cgms.edu](mailto:admissions@cgms.edu) or faxed to 941-827-2981 to register for the Elementary Assistant program. *Incomplete applications or those submitted without payment will not be registered for the course.*

Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address (please print or type): \_\_\_\_\_

Applicant Name (as it should be printed on certificate): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_

Are you currently working in a classroom? If yes, what is the name of school? \_\_\_\_\_

If yes, please provide age level: \_\_\_\_\_

School sponsor name and email: \_\_\_\_\_

Please provide a brief statement about your work with children and Montessori.

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Use this link to pay the course tuition of \$810.00 : [Assistant Course Payment](#)

If mailing a check, **please note that the postal service can take up to three weeks for CGMS to receive mail.** Course access is not provided until payment is received. Please mark the space below and mail payment to: CGMS, 4532 West Kennedy Blvd, Suite 233, Tampa, FL 33609.

\_\_\_\_\_ A check for \$810 is being mailed to the address above. I understand that I will not be able to begin the course until payment is received.

REFUND POLICY: Course transfer or refund may be made within the first week of the course.

Please contact [admissions@cgms.edu](mailto:admissions@cgms.edu) with questions about registering for the Elementary Assistant's Course.

## **CGMS Assistant Course Information and Expectations, must be signed and returned before course begins**

Welcome to the IMC Montessori Elementary Assistant Teacher Course. Earn an IMC Elementary Assistant Certification upon successful completion of this twelve week course. Join other professionals as you study the history and philosophy of the Montessori Method, An elementary certified Montessori teacher will be your guide and facilitator as you learn about the elementary curriculum for ages 6-12. Please keep in mind this course is not self-paced and assignments are expected to be completed weekly according to the schedule.

### **Assistant Course Expectations**

1. You will create an Assistant Teacher Resource Album (notebook) in either hard copy or digital format. Print or save in a digital file, all course handouts, and your course notes.
2. Expect to spend between 7-10 hours each week reviewing the course materials and complete the weekly and final assignments. Assignments will ask you to reflect on course topics or engage in an activity related to course topics with a summary of your reflection or experience.
3. You are expected to watch all course weekly videos at least once. Take notes of important points when watching the videos. Watch your time. If you stop and rewind to take notes frequently, your video viewing time can double or triple. While notes are a valuable learning tool and a good resource for later, we don't want you to get too bogged down and the weekly time to become unmanageable. Note any questions or topics you want more information about to discuss in the weekly live class or add to the online forum discussions. Keep your notes in your resource album and bring a list of discussion points to the live class.
4. There will be a weekly live class on Zoom to further discuss course topics and the role of the assistant teacher. You instructor and class group will choose a day and time to accommodate time zones once all participants are enrolled. These classes are a very important part. Absence will require a make-up assignment that includes watching the course recording. Adult learners must inform the Instructional Guide if an absence is necessary.
5. Each week there is a discussion forum with questions related to the course topics. You are required to add a response to one of the prompts posted by your instructor and to respond to fellow learners. These are graded. To receive full credit on your learning plan, you need to complete one original post and reply to two others for all weeks.
6. The course will be open for a one-month grace period after the eleventh week to allow learners to review materials and complete any unfinished work. Any participants who are not done at the end of the month grace period may apply for an additional one-month extension which requires a \$100 extension fee.

Your Instructional Guide (IG) will review these expectations in the first live class, but you may also feel free to post questions in the forums or send us an email. Keep in mind that your success and learning depend on your engagement, so organize your time and commit to getting the most out of this experience.

If your enrollment in this program was school sponsored, please be aware that we will communicate with the school during the course to update them on your participation.

Please let us know if you have any questions about these expectations. We are excited to learn and grow with you.

Participant signature agreeing to expectations required for a completed certificate: \_\_\_\_\_