



**THE CENTER FOR GUIDED
MONTESSORI STUDIES**

LEADERSHIP APPLICATION FOR ADMISSION

You may print this form and fill it out manually, or you may fill it out electronically. If you do so, please note that you **MUST** download the form first. Forms that are filled out in a web browser often lose their information when saved.

Either way, when filled out and signed, please send a copy to **admissions@cgms.edu**, or **fax to 941-827-2981**

THE CENTER FOR GUIDED MONTESSORI STUDIES

4532 West Kennedy Blvd., Suite 233 Tampa, Florida 33609

1-888-344-7897 | admissions@cgms.edu

REQUIREMENTS

All candidates for admission must demonstrate a strong facility with the English language and must possess an undergraduate degree or equivalent. An Educational Portfolio may be submitted for consideration of a degree waiver. To speed processing of your application, please refer to the detailed requirements listed at cgms.edu/apply.

INSTRUCTIONS

There are eight pages on this application. Please be sure to complete and send pages 5 through 8 along with your application essay and letters of recommendation (see instructions below for essay and recommendations).

Your application may be submitted by email (preferred), fax, or regular mail.

Scan and email this application to: ADMISSIONS@CGMS.EDU

Or fax it to: **1 (941) 827-2981**

To mail the application send to:

**CGMS
ADMISSIONS DEPARTMENT
4532 WEST KENNEDY BLVD. SUITE 233
TAMPA, FL 33609**

Please submit your documents electronically as the application deadline approaches. Application documents received in the mail after the admission deadline will be processed for the next enrollment date.

To check on the status of your application contact the email above.

OTHER REQUIREMENTS

In addition to this application, there are several other steps for you to complete.

ESSAYS

Essays must be typed on A4 or letter sized paper, must be written in English and a minimum of 500 words. 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 and weaknesses as a leader?
3. Describe your personal educational philosophy and what draws you to the Montessori approach.
4. Describe a key event that describes your experience with leadership in any capacity. Explain what occurred, and what you learned from that experience

RECOMMENDATIONS

The CGMS Recommendation form may be downloaded from 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, and experience with children.

APPLICATION FEE

An application fee of \$100 is due at the time of the application and is non-refundable. This may be in the form of a check, money order or you may include credit card information. Applicants submitting initial documents after the application deadline will incur a late application fee of \$100 (total application fee \$200 for applications received after the application deadline) Payment must be in US currency. If you are a Michigan resident then \$75 of this amount is refundable if your application is rejected. To reduce the chance of rejection, all applicants are encouraged to contact our office with any questions prior to applying.

COLLEGE TRANSCRIPTS

Applicants must submit one transcript from the colleges they attended. If the applicant has received a degree and attended multiple institutions, transcripts are only required from the degree awarding institution.

EDUCATIONAL PORTFOLIO

Applicants who do not have a degree must submit an Educational Portfolio describing post high school educational and life experiences that have contributed to their ability to succeed in this program and a career as a Montessori educator. The Portfolio should include plans for future education, coursework completed after high school, professional development courses, life experiences, independent study, and a description of your study skills. Please request an Educational Portfolio packet from the admissions office.

TUITION AGREEMENT

In order to process your application, the tuition agreement document must be signed and submitted. This can be downloaded from cgms.edu/apply.

IMPORTANT INFORMATION

REFUND INFORMATION

Carefully read this information and make sure you agree to it. Application Fees are nonrefundable. All tuition and fees (less the application fee) paid by the applicant shall be refunded if requested within 3 business days after signing a contract. All refunds shall be returned within 30 days. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All other refunds are due according to the following schedule:

WITHDRAWAL AFTER THE RESIDENTIAL SESSION

Withdrawal after attendance at a residential session will result in responsibility for \$1900 per session attended. This will be taken into consideration when calculating refunds or balance due, along with the following policies regarding withdrawal during the distance-learning phase.

WITHDRAWAL DURING THE DISTANCE LEARNING PHASE

- Before the end of week # 2 of the distance learning phase - 90% of the base tuition will be refunded. A withdrawing Adult Learner is responsible for paying 10% of the total base tuition.
- Before the end of week #8 or end of the first module of the distance learning phase, 80% of the base tuition will be refunded. A withdrawing Adult Learner is responsible for paying 20% of the total base tuition.
- Before the end of the second module, 60% of the base tuition will be refunded. A withdrawing Adult Learner is responsible for paying 40% of the total base tuition.
- By the end of the third module, 30% of the base tuition will be refunded. A withdrawing Adult Learner is responsible for paying 70% of the total base tuition.
- By the end of the end of the fourth module, 20% of the base tuition will be refunded. A withdrawing Adult Learner is responsible for paying 80% of the base total tuition.

No refunds will be made for withdrawals after the fourth module, and responsible party/ies will have to continue payments based on their payment plan until the tuition is paid in full.

INTERVIEW

Applicants will be asked to interview using telephone or internet video conferencing technology. Applicants refusing to do so, or unable with assistance to get this technology to work, may not be accepted at the discretion of CGMS.

RELEVANCE

In the application there will be questions related to your experience working with children as well as questions related to your interest in their education. To whatever degree possible, please focus all answers upon the age range of children for which you wish to receive certification.

COMPLETENESS

There are seven pages on this application. Please be sure to complete and send pages five through eight.

START DATE OF COURSE FOR WHICH YOU ARE ENROLLING: _____

PROGRAMS

Please check the box of the program you are applying for. Note that Full Certification is strongly recommended and includes a short residential portion.

LEADERSHIP

FULL CERTIFICATE

PERSONAL INFORMATION

GENERAL INFORMATION

APPLICANT (FULL LEGAL NAME) _____

PREFERRED NAME _____ MAIDEN NAME _____

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

WHAT ARE YOU PREFERRED PRONOUNS? _____

PLEASE INDICATE YOUR GENDER IDENTITY: MALE FEMALE NON-BINARY

OTHER _____

HOME

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ EMAIL ADDRESS _____

EDUCATION (LIST ADDITIONAL COLLEGES ON SEPARATE SHEET)

COLLEGE, SCHOOL, TRAINING PROGRAM	YEARS ATTENDED	DEGREE/MAJOR/CERTIFICATION
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_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK EXPERIENCE

Please list relevant experience or significant responsibilities held. Begin with your current position. A resume may be attached to this application in lieu of this section.

EMPLOYER

YEARS ATTENDED

WORK PERFORMED

DESCRIBE ANY OTHER EXPERIENCE YOU HAVE WORKING WITH CHILDREN AND ADULTS IN A LEADERSHIP CAPACITY.

DESCRIBE YOUR INTERESTS, HOBBIES, AND/OR TALENTS.

EXPLAIN HOW YOU HEARD ABOUT AND WHY YOU CHOSE THE CENTER FOR GUIDED MONTESSORI STUDIES.



WHICH OF YOUR PERSONAL QUALITIES ARE MOST LIKELY TO POSITIVELY CONTRIBUTE TO LEADING A SCHOOL?

ANSWER THE QUESTION BELOW THAT APPLIES TO YOUR SITUATION:

1. Why do you wish to become a Montessori school leader? What led you to this point? Why do you think you will be successful at it? What challenges do you expect to face?
2. Why did you choose to become a Montessori school leader? What challenges have you faced? Why are you interested in obtaining certification at this point, and what do you hope to learn from this program?

INTERNSHIP/PRACTICUM

Provide the information below of your current Montessori school. If a practicum site has not yet been determined a level director must approve this when applying.

SCHOOL _____

HEAD OF SCHOOL NAME _____

HEAD OF SCHOOL EMAIL ADDRESS _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____ **COUNTRY** _____

OFFICE PHONE _____ **FAX NUMBER** _____

AGE LEVEL YOU'LL BE WORKING WITH _____

REFERRING PERSON

Please enter the name of anyone who may have referred you to CGMS _____

GROUP

If you are part of a group of students from a particular school, district or corporation, please name this group here:

AGREEMENT

I, the undersigned, do solemnly attest that all of my application information, including both above statements and those made in separate documents, are fully accurate to the best of my knowledge. I understand that intentionally providing false information on this application may constitute fraud, and will result in the forfeiture of any deposits or tuition paid, and termination of any awarded certificate.

NAME OF CANDIDATE _____

CANDIDATE SIGNATURE _____ **DATE** _____

NAME OF WITNESS _____

WITNESS SIGNATURE _____ **DATE** _____

(Note: A witness can be any adult over 18 years old.)