



# MONTESSORI INSTITUTE OF AMERICA

## MIA SCHOOL **INITIATE** MEMBERSHIP FORM – NEW or RENEWAL

School Membership is for a period of **one year** from the date of certification and must be renewed yearly.

Application must be typed or clearly printed in English.

MIA has different levels of School Membership. All membership levels receive full membership benefits.

Which membership level is appropriate for your school? This depends upon the condition of your Montessori environment.

The **Initiate Level** is appropriate for schools just beginning on the path to having core Montessori components in a classroom. The **Associate Level** is appropriate for schools who are well involved in maintaining their Montessori environment by maintaining at least one classroom with core Montessori components. The **Full Level** school maintains core Montessori components in all of its classrooms.

### Which school membership form should you submit to MIA?

**IF** your school currently has **at least one (1) Montessori classroom** which incorporates **all** of the following:

Montessori credentialed\* teachers, prepared Montessori environment, multi-age classroom, child-directed work, and uninterrupted work periods.



Use **ASSOCIATE/FULL SCHOOL** Membership Form for NEW or RENEWAL

**IF** your school **DOES NOT HAVE ALL** of the following in **at least one (1) Montessori classroom**:

Montessori credentialed\* teachers, prepared Montessori environment, multi-age classroom, child-directed work, and uninterrupted work periods.

Continue with this **INITIATE** School Membership Form for NEW or RENEWAL

*\*Montessori credential from an MIA approved program that includes completion of practicum.*

### Glossary of Terms

**Child-directed work** – child selects and initiates their own activities from the prepared environment of the classroom

**Montessori credentialed teacher** – teacher having a Montessori credential from an MIA approved program that includes completion of practicum

**Prepared Montessori environment** – use of Montessori materials (Essential Montessori Materials)

**Uninterrupted work period** – a classroom work period of at least 2.5 hours

**Core Montessori Components** – Montessori credentialed teacher, prepared environment, multi-age classroom, child-directed work, and uninterrupted work periods.

## MIA **INITIATE** SCHOOL MEMBERSHIP FORM – NEW or RENEWAL

### SECTION 1 – PROCESS OF INITIATE LEVEL STEPS

An Initiate Level School is a school that is currently working toward – or is striving toward having – a Montessori classroom that incorporates all of the **Core Montessori Components** (see Glossary, page 1).

Progressing through the Steps of Initiate School Member level to achieve a qualified Montessori classroom may take as long as 5 years for some schools. Other schools may complete the process in less time.

Schools may work through the process of achieving a qualified Montessori classroom in different ways. The following is an **example** of how the process may be accomplished:

- Step 1** School applies for MIA School Membership using the *MIA Initiate School Membership* form and agrees to follow MIA Code of Ethics. The school will formulate a plan for incorporating Core Montessori Components into the school's program.
  
- Step 2** On or before the end of **year 3** of MIA membership, school will have **in one classroom**, a Montessori credentialed\* teacher and 100 % of essential Montessori materials. The school will continue to maintain a plan for incorporating the other 3 Core Components.
  
- Step 3** On or before the end of **year 4** of MIA membership, school will have incorporated multi-age group of children into the Montessori classroom. The school will continue to maintain a plan for incorporating the other 2 Core Components.
  
- Step 4** On or before the end of **year 5** of MIA membership, school will have incorporated child-directed work into the Montessori classroom. The school will continue to maintain a plan for incorporating the other Core Component.
  
- Step 5** On or before the end of **year 6** of MIA membership, school will have incorporated into the Montessori classroom an uninterrupted work period of at least 2.5 hours
  
- Step 6** Having successfully incorporated and continuing to maintain the specifications of Steps 1-5, the school may apply for Associate Level Membership

#### **Instructions:**

**All fields on the application are required to be filled in.** If a field does not apply to you, type in **N/A**

**Application Must be Typed or Clearly Printed in English.**

Today's Date (month/dd/yy)

### SECTION 2 – SCHOOL INFORMATION \* **Information will be used for publication by MIA (website, newsletter, social media).**

School Name

Physical School Address

City

State/Province

Zip code

Country

School Phone Number

School Website

Program Facebook Page

School Email Address

**MIA INITIATE SCHOOL MEMBERSHIP FORM – NEW or RENEWAL**

|   |   |   |
|---|---|---|
| <b>SECTION 3 – ADDITIONAL SCHOOL INFORMATION, INCLUDING SCHOOL SHIPPING ADDRESS AND VOTING REPRESENTATIVE</b>   |   |   |
| This information will <b>NOT</b> be used for publication by MIA (website, newsletter, etc.), but may be used for MIA contact purposes.                            |   |   |
| PRIMARY CONTACT Name:   |   | Title   |
| Contact Email Address (if different from school email address)  | Primary Phone Number                      |   |
| School Shipping Address (for delivery of membership certificate)  |   | City  |
| State/Province  | Zip code                                  | Country   |
| Date school was established (month/dd/yy):  |   | Number of functioning classrooms at the school: |
| Age range of students accepted at the school (weeks / months / years) <b>youngest</b> _____ <b>oldest</b> _____.  |   |   |
| <b>HEAD OF SCHOOL</b> (not for publication)   |   |   |
| Title: _____  |   | Name: _____                                     |
| Salutation <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.                                   |   | Email Address: _____                            |
| Home Address  |   | City  |
| State/Province  | Zip code                                  | Country   |
| <b>MEMBER SCHOOL'S REPRESENTATIVE</b> for MIA voting purposes:<br>(Person who is authorized to vote & their email address where MIA official ballot will be sent) | Name                                      |   |
|   | Title (relationship to the member school) |   |
|   | Email address for Representative only     |   |

CONTINUE TO NEXT PAGE FOR CURRENT SCHOOL CONDITIONS

**SECTION 4 – CURRENT SCHOOL CONDITIONS**

**IS THIS A RENEWAL APPLICATION?** Renewal means that your school was an MIA member school last year.

**YES**  
Date of **first year** of MIA school membership: \_\_\_\_\_

**What are the current conditions at your school?** (check **all** that apply to your school)

- We follow our formulated plan for incorporating Core Montessori Components into the school’s program
- We have one Montessori classroom which has a Montessori credentialed\* teacher (Attachments required. See Checklist.)
- We have 100 % of Essential Montessori materials in the Montessori classroom (Attachments required. See Checklist.)
- We have incorporated multi-age group of children into the Montessori classroom
- We have incorporated child-directed work into the Montessori classroom
- We have incorporated into the Montessori classroom an uninterrupted work period of at least 2.5 hours

**NO**, this is a **new** application for MIA school membership.

**What are the current conditions at your school?** (check **all** that apply to your school)

- We have, or are working to formulate, a plan for incorporating Core Montessori components into the school’s program
- We have one Montessori classroom which has a Montessori credentialed\* teacher (Attachments required. See Checklist.)
- We have 100 % of essential Montessori materials in the Montessori classroom (Attachments required. See Checklist.)
- We have incorporated multi-age group of children into the Montessori classroom
- We have incorporated child-directed work into the Montessori classroom
- We have incorporated into the Montessori classroom an uninterrupted work period of at least 2.5 hours

\*Montessori credential from an MIA approved program that includes completion of practicum.

**IDENTIFY ALL MONTESSORI CLASSROOMS**

Identify as new or existing (last year), by age level, and by room designation. Existing means the classroom existed as a Montessori classroom last year.

(examples: new / Birth-3 year / Room 9; existing / 3-6 year / Room B)

|                  |           |                       |
|------------------|-----------|-----------------------|
| _____            | _____     | _____                 |
| new or existing? | age level | classroom designation |
| _____            | _____     | _____                 |
| new or existing? | age level | classroom designation |
| _____            | _____     | _____                 |
| new or existing? | age level | classroom designation |

**SECTION 5 – CHECKLIST OF ATTACHMENTS TO SUBMIT WITH THIS APPLICATION**

**NEW OR RENEWAL APPLICATION:** What has been incorporated into the Montessori classroom(s) at your school? (check all that apply to your school)

- Our Montessori classroom(s) has a Montessori credentialed\* teacher. We are submitting the following:  
**Montessori Teacher Information Page** – Fill in information for **each** Montessori credentialed\* teacher & submit documentation.
- Our Montessori classroom(s) has 100% of the essential Montessori materials. We are submitting the following:  
**MIA Essential Montessori Materials List** - Fill-in one for **each** classroom for **each** level. Submit all Material Lists with application.
- Images** of **each** Montessori classroom documenting the MIA essential Montessori materials. File names must include room designations.
- Signed copy of **MIA Code of Ethics** (included as part of this application)

\*Montessori credential from an MIA approved program that includes completion of practicum.

**Note: Missing documentation (teacher credentials, classroom material lists, etc.) may cause membership to be delayed.**

**SECTION 6 – AFFIRMATION**

“As Head of this School, I affirm that:

- *the information provided in this application is true and accurate and that misrepresenting the conditions at this school will put this school’s application for MIA School Membership at risk of disqualification or membership certificate being revoked.*
- *if I have supplied misspelled information, or provided inaccurate information, on this form, it could delay processing of certification or cause the Member School name to be displayed incorrectly on the certificate and on the MIA website, due to no fault on the part of MIA or its representatives.*
- *I understand that an MIA Member School certificate is valid for a period of one year from the issue date and may be renewed each year.*
- *I understand that receiving an MIA Member School certificate does not allow this school to use the Montessori Institute of America (MIA) name or logo without prior permission. Montessori Institute of America (MIA) name and logo are the property of MIA.*
- *I understand that an MIA representative may periodically visit this school for the purpose of verification, in accordance with MIA guidelines for MIA School Membership.*
- *I have read and signed the MIA Code of Ethics (copy appears as part of this application). I agree to conduct myself in accordance with the MIA Code of Ethics and I agree to encourage our educators and faculty to do so as well.”*

\_\_\_\_\_  
Head of School’s Name (Print)

\_\_\_\_\_  
Head of School’s Signature

\_\_\_\_\_  
Date (month/dd/yy)

**MIA INITIATE SCHOOL MEMBERSHIP FORM – NEW or RENEWAL**

**SECTION 7 – CALCULATE YOUR MEMBERSHIP DUES**

*Membership dues are determined by the level of membership **and** the number of Montessori age levels supported by the school.*

*Montessori Age levels include: Birth to 3 Years, 3 to 6 Years, 6 to 12 Years, 12 to 18 Years..*

|  |           |
|--|-----------|
| <b>Dues for one Montessori age level</b>   | \$ 100.00 |
| <b>ADD dues for <u>each</u> additional Montessori age level</b> \$ 50.00 x _____ (total additional levels) =                                   | + \$      |
| Example: if your school has Montessori Birth-3yr. and Montessori 3-6 yr. classrooms, you have one age level + 1 additional age level (50 x 1). |           |
| Dues for Initiate School Membership <b>Subtotal</b> =  | \$        |

**SECTION 8 – CALCULATE YOUR HOST SCHOOL DISCOUNT**

**Host School (Practicum Site School) Discount on School Membership:**

Are any of your Montessori classrooms also MIA approved practicum sites for this MIA membership year?

**NO**    Enter subtotal from SECTION 7 below as **Amount Payable**

**YES**

List all that qualify as practicum sites.

|           |                       |                      |
|-----------|-----------------------|----------------------|
| _____     | _____                 | _____                |
| age level | classroom designation | TEP Program Director |
| _____     | _____                 | _____                |
| age level | classroom designation | TEP Program Director |
| _____     | _____                 | _____                |
| age level | classroom designation | TEP Program Director |

Calculate your discount: Subtotal from SECTION 7 = **Amount Payable**

Example: If your school has only one classroom, 3-6 yr. level, which serves as a self-directed practicum site, you have one practicum site (\$100 X .30)

|   |                                |
|---|--------------------------------|
| <b>Total Due for INITIATE LEVEL SCHOOL MEMBERSHIP</b> | \$ _____ <b>Amount Payable</b> |
|---|--------------------------------|

CONTINUE TO NEXT PAGE FOR AMOUNT PAYABLE AND PAYMENT METHOD

**MIA INITIATE SCHOOL MEMBERSHIP FORM – NEW or RENEWAL**

| SECTION 9 – AMOUNT PAYABLE AND PAYMENT METHOD  |                    |      |     |
|--|--------------------|------|-----|
| <i>From previous page total, enter your total Amount Payable and choose a Payment Method. <b>Payable in US dollars and drawn on a U.S. bank only.</b></i>  |                    |      |     |
| School Membership <b>Amount Payable</b> (Transfer from SECTION 8) \$ _____   |                    |      |     |
| Person making payment _____  |                    |      |     |
| <input type="checkbox"/> Check # _____ <input type="checkbox"/> PayPal / Stripe <input type="checkbox"/> MIA Website Payment   |                    |      |     |
| <input type="checkbox"/> Credit Card   |                    |      |     |
| Name on Credit Card  | Credit Card Number | Exp. | CSC |
| By providing your credit card information, you are authorizing MIA to charge your account the amount indicated in the application. If there is a discrepancy in the charges calculated, a member of the MIA staff will contact the Primary Contact person or the Head of School before processing payment. |                    |      |     |
| If alternate form of payment is needed, contact <a href="mailto:admin@mia-world.org">admin@mia-world.org</a>   |                    |      |     |
| <b>SHIPPING METHOD</b> <b>International Delivery Only</b> Delivery Carrier Preference <input type="checkbox"/> FedEx <input type="checkbox"/> UPS  |                    |      |     |

| SEND OR EMAIL APPLICATION TO:  |   |
|--|---|
| <b>QUICKEST METHOD:</b>  | <b>MAILING ADDRESS:</b>   |
| Scan and Email Application to:<br><br><a href="mailto:membership@mia-world.org">membership@mia-world.org</a> | Montessori Institute of America<br>6107 SW Murray Blvd. #306<br>Beaverton, OR 97008 |

Individual Membership forms are available on website or by request.

Email [membership@mia-world.org](mailto:membership@mia-world.org)

If your school is interested in becoming a **Host School to a practicum site**, contact MIA.

Email [certification.review@mia-world.org](mailto:certification.review@mia-world.org) Subject Line: Practicum Site

CONTINUE TO NEXT PAGE FOR MIA CODE OF ETHICS;  
LEAD TEACHER INFORMATION PAGE IS ON FOLLOWING PAGE.

**SECTION 10 – MIA CODE OF ETHICS**

**Code of Ethics**

**I. Commitment to the Profession**

Those in the profession make efforts to raise professional standards and conditions, to encourage others in the profession, and to promote Montessori education to worthwhile individuals.

The Montessori educator shall strive to

- Build, or engage in, strong communities of like-minded groups through collaboration to provide a basis for positive change;
- Represent their self with clarity and true intent and be responsible for all actions;
- Treat others with respect, fairness and good faith, and provide conditions that safeguard others rights and welfare.

**II. Commitment to the Adult Learner**

In fulfillment of the obligation to the adult learner, the educator shall strive to • Encourage independent action on the part of the Adult Learner in the pursuit of learning;

- Protect the opportunity for Adult Learner participation in educational programs which reflect, and create, a diverse educational environment without discrimination in regard to bias of ethnicity, sex, creed, language or national origin;
- Protect the right of the Adult Learner to learn in a safe and healthy learning environment
- Maintain confidentiality of information secured in the course of their profession

**III. Commitment to the Community**

Those involved with Montessori education share in the responsibility for interpreting Montessori policy to the community, great and small, and in promoting positive change. In fulfilling these goals, the educator shall strive to

- Act responsibly toward the communities in which they teach in order to benefit the communities they are serving.
- Build strong communities through collaboration to provide a basis for positive change.
- Promote the social, economic, and educational empowerment of all individuals and communities to preserve fundamental principles and rights.
- Represent MIA in a positive, professional manner with integrity and not misrepresent its policies, and shall strive to distinguish private views from official MIA policy.

*I have read and I agree to conduct myself in accordance with the MIA Code of Ethics and I agree to encourage our educators and faculty to do so as well."*

\_\_\_\_\_  
Head of School's Name (Print)

\_\_\_\_\_  
Head of School's Signature

\_\_\_\_\_  
Date (month/dd/yy)



**MIA INITIATE SCHOOL MEMBERSHIP FORM – NEW or RENEWAL**

**MONTESSORI TEACHER INFORMATION PAGE**

(Copies of college and Montessori credentials are to be sent in for each Montessori credentialed Teacher)

|  |                                  |                                     |
|--|----------------------------------|-------------------------------------|
| <b>Instructions: All fields are required to be filled in.<br/>Application Must be Typed or Clearly Printed in English.</b> |                                  |                                     |
| Name of Member School  |                                  | Today's Date (month/dd/yy)          |
| Name of Montessori Teacher   | Designated Classroom:            | Age level in class                  |
| (Not for Publication) Home Address   |                                  | City                                |
| State / Province   |                                  | Country                             |
| Teacher's Email Address  |                                  |                                     |
| <b>BACHELOR COLLEGE DEGREE OR EQUIVALENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                      |                                  |                                     |
| If YES, list Name of College:  |                                  |                                     |
| <b>MONTESSORI CREDENTIALS</b>  |                                  |                                     |
| <b>Certification Level</b>   | <b>Teacher Education Program</b> | <b>Date Certified (month/dd/yy)</b> |
|  |                                  |                                     |
|  |                                  |                                     |
| Name of Montessori Teacher   |                                  | Designated Classroom:               |
| (Not for Publication) Home Address   |                                  | City                                |
| State / Province   |                                  | Country                             |
| Teacher's Email Address  |                                  |                                     |
| <b>BACHELOR COLLEGE DEGREE OR EQUIVALENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                      |                                  |                                     |
| Name of College  |                                  |                                     |
| <b>MONTESSORI CREDENTIALS</b>  |                                  |                                     |
| <b>Certification Level</b>   | <b>Teacher Education Program</b> | <b>Date Certified (month/dd/yy)</b> |
|  |                                  |                                     |
|  |                                  |                                     |

**Copy Montessori Teacher Information Page and use additional pages as needed.**