



## Student Handbook Assistants to Infancy 2025-2026

### Association Montessori Internationale REQUIREMENTS FOR CERTIFICATION FOR AMI ASSISTANTS TO INFANCY (0-3) TRAINING COURSES

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centres may have additional requirements.

#### Eligibility

A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:

- \* theory lectures;
- \* demonstrations of materials in each area;
- \* discussions/reviews as organised by the training course;
- \* the required reading seminars on Montessori books as stipulated by the training course.

Attendance at supervised practical sessions (minimum 60 hours).

#### Certification

B. In order to receive a diploma at the end of the training course, the following requirements must be met:

1. A pass mark for written (Papers A & B) and oral examinations
2. To complete:
  - (i) compilation and submission of acceptable and original albums in all areas;
  - (ii) compilation and submission of acceptable materials as required by the course;
  - (iii) observation and observation reports (minimum 250 hours);
  - (iv) practice in a Nido/Infant Community as scheduled.

#### Deferral Examination

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by the AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees charged by the host centre.

#### Failure to Complete Course Work

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the

subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

#### Issue of Diploma

In both cases (B1 and B2, as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalized.

#### Courses Offered Once Only in Current Location

Students deferred who are enrolled at a training centre that is offering a one-time course will be informed by the Director of Training of the nearest centre where s/he can appear in the examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All the expenses involved are for the account of the student.

#### Fail status

Students who fail Paper A, Paper B and two out of four subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI diploma it will be necessary to re-take the entire course.

#### Academic Honesty

The Centre has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty that will result in suspension or dismissal from the course are:

- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student
- Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course.
- Undisclosed recording of any kind on the premises of the Training Centre

The undersigned declare that these 'requirements and conditions' have been presented to the student, who has read and agreed to the contents.

## Introduction

This AMI course for the Assistants to Infancy will have four blocks expanding on a period of two years, and its promotion will lead to obtaining the internationally acknowledged diploma granted by the Association Montessori Internationale (AMI). This course prepares adults for working with children aged zero to three in line with Montessori principles.

During the course, students will take part in lectures on Montessori philosophy and psychology and to demonstrations on Montessori environment functionality, also being given the opportunity to use the Montessori materials under the trainers' supervision. All lectures and demonstrations will be held in English with translation in Romanian.

MIB staff

Sharlyn Smith, trainer AMI, Assistants to Infancy level, Children's House level

AMI Assistants to Infancy Director of Training Sharlyn Smith, an international trainer, presenter and AMI examiner, lives in Juneau Alaska. She holds AMI diplomas at both the 0-3 and 3-6 levels and has more than 25 years of classroom experience as well as having been a Head of School. She earned B.A. degrees in Japanese Language and Literature and International Affairs from the University of Colorado and holds a M.Ed. in Montessori Education from Loyola University. Sharlyn enjoys spending time outside; hiking with her dog, Piper, scuba diving and snowboarding. She spends her free time traveling with her husband and his daughter.

Mariana Uliță, AMI trainer, Children's House level, Montessori Institute of Bucharest Coordinator

Mariana studied Special Education at The Psychology and Educational Sciences Faculty at the University of Bucharest, followed by a Master's Degree in Educational Management and Assessment.

The Montessori training course for 3-6 level at the Montessori Institute of San Diego, California (2004 – 2005) was for Mariana a wonderful discovery of the child and of her own self and a beautiful new beginning.

After two years of working with children in two US Montessori schools, she came back to Romania and became, in 2008, the Educational Director at The Montessori Kindergarten of Bucharest and founding member of the Montessori School of Bucharest in 2011.

After 8 years of working with children, Mariana started the trainer- in-training program. Since 2013 she has been leading the Montessori Institute of Bucharest, the only AMI affiliated training center in Romania. The work as a Director of Training for Primary Diploma Course at MIB is a great opportunity for Mariana to contribute to the development of the Montessori movement in Romania. One of her goals is to help the Romanian Montessori trained teachers keep their inner flame alive and remain in deep contact with the child. Mariana cooperates as a trainer with Montessori Institute of Prague and gives Assistants Courses in Romania, Portugal and Ukraine.

Mariana is one of the founding members of the Association for the Development of Montessori Education in Romania and of Montessori Institute of Bucharest, both AMI affiliated organizations in Romania. One of her dearest projects is to cooperate in Montessori social projects for disadvantaged children in Romania.

Diana Janitzek – Administrative Assistant

Diana is the Assistant Manager and she is happy to help with any administrative/financial matters.

#### Admission Requirements

Montessori Institute of Bucharest does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student on the course.

For admission to the course, a bachelor's degree in any field of study is preferred, although the Trainer may make exceptions to this requirement under special circumstances.

#### Application procedure:

1. Fill out the application form and upload it to the "Enrolling in a course" section together with your CV, a scanned copy of your ID and The Agreement for processing personal data.
2. Schedule an interview so that we get to know each other and you find out more about the course.
3. Send all the necessary documents and sign the contract.
4. First invoice payment (depending on the chosen payment method).

Application will be reviewed until enrollment has reached capacity, at which time a waiting list will be established. If enrollment does not reach the necessary numbers, as defined by the Board, the course will not be given.

#### Structure of the training course\*:

The first module: the 3rd of March – the 4th of April 2025 (5 weeks – at the institute)

The second module: the 4th of August – the 29th of August 2025 (4 weeks – online)

The third module: the 2nd of March – the 3rd of April 2026 (4 weeks – at the institute)

The fourth module: the 13th of July – the 15th of August 2026 (5 weeks – at the institute)

\*Slight date changes might occur and, depending on restrictions, it's possible that part of the course takes place online.

#### **Schedule first, third and fourth module:**

Monday – Friday: 08.30 – 16.30 (at the institute).

#### **Schedule second module:**

Monday – Friday: 18:00 – 19:30 and 20:00 – 21:30 – online session on Zoom and 3-4 hours of individual study/day.

Note: This schedule is subject to change as determined by the Trainers. Students will be informed of any schedule changes as they are instituted.

The course may include Saturdays depending on the trainers' decision. Saturdays will be short working days. The students will be informed in due time on these changes.

The students are also asked to budget for supplies such as paper, printing and folders, textbooks and material making, in addition to possible expenses in connection with Observation or Teaching Practice.

#### Books. Readings and other themes

Students may be asked to read various books written by Maria Montessori and to make use of them in essays, discussions, exams as well as during their work with materials.

The list of compulsory readings – some of them are available in Romanian as well

#### Books by Dr. Maria Montessori

- Education for a New World
- The Absorbent Mind
- The Child in the Family
- The Discovery of the Child
- The Formation of Man
- The Secret of Childhood
- The 1946 Lectures

Books by Silvana Montanaro: Understanding the Human Being

Medical text (provided by AMI)

#### Recommended books

- Lise Elliot: What's Going On In There?
- Eric Ericson: Childhood and Society
- Louise Kaplan: Oneness and Separateness
- Ashley Montague: Touching
- E.M. Standing: Maria Montessori, Her Life and Work
- Daniel Stern: The Interpersonal World of The Infant

#### Academic Standards, Behavior and Attitudes

The following guidelines are set forth in order to prepare for the task of directing children and bringing the student's work in the course to the level required for the AMI examination.

#### Attendance

The AMI Course Agreement specifies that the student's regular attendance shall be 90% in all activities of the program.

Activities of the program subject to the 90% attendance requirement are lectures, supervised practice, observations, and practice teaching. However, since course activities are visual and manipulative, the student should note that anything less than 100% attendance will be detrimental to their understanding and progress. The percentage of attendance for each activity is calculated on the basis of the total number of scheduled minutes.

Attendance records are kept for all sessions. Attendance is taken promptly at the beginning of each session. Absences at the end of a session are also noted if a student leaves early.

Students are advised to ask permission regarding any necessary absence and should keep track of any absence/late arrival/early departure so as not to fall below a cumulative 90% attendance.

If you arrive late, you will be marked as late. If you are ill or cannot attend, please call to let us know. This is especially important when you are observing or practice teaching.

Students failing to maintain at least 90% attendance will be notified by the trainer. If attendance fails to improve, the students may be dismissed from the course at the discretion of the trainer.

#### Quality of Work

The work submitted (albums and essays) is expected to be at college level.

#### Ethical Conduct

The Institute (complete name) upholds the dignity and worth of every person, and values the contribution everyone makes to the community. In order that a productive work environment exists, verbal or physical conduct by any staff member and/or student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. Mutual respect of individuals is expected at all times. Staff and students are expected to be conscious of their personal conduct.

As part of the AMI Montessori Diploma Assistant to Infancy (0-3) at MIB, students are given handouts, lectures and outlines on theory topics, as well as presentation of materials. These handouts, lectures and outlines are the basis of further work to be done by the students for their albums. Therefore:

1. The lectures and outlines are the intellectual property of the trainers.
2. These handouts are a part of the course material and are provided as a part of my AMI teacher training at MIB.
3. These materials are to be used for my own education and for future educational purposes, to support my work in the classroom and with children everywhere.
4. These materials may not be copied, sold, distributed, or incorporated in any use for commercial purposes.
5. These materials may not be posted on any social media or online portal.

#### Dismissal

At the discretion of the trainer, a student may be dismissed from school for behavior, creating a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member.

### Re-enrollment Policy

A student who has been terminated from the course may re-enroll to continue a course for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee may be charged. Re-enrollment is at the discretion of the trainer.

### Grievance Procedure

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal professional and rights of the griever. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached or if an appeal is requested, the following procedure must be followed:

A formal hearing will require an appeal letter to the trainer, giving a factual statement or evaluation of a problematic area. The letter must specifically name the person or persons to whom the grievance is directed, and the procedure or rules or regulation which are the basis for the grievance.

A response from the trainer must be forthcoming by personal service or mail within 10 days. The response must name the place, date, time and individuals who may be present. The hearing must be held within 30 days. One member of the board shall be a member of the hearing board. The trainer shall be a member of the hearing board. The trainer shall be present. Any witness whose testimony is to be considered may be present.

The formal hearing will be governed by procedures set by the board and administered by the trainer. If the decision reached at the formal hearing is not acceptable to the griever, the griever shall file a written request for appeal with the trainer within 10 days and request that all materials then be sent to the board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the griever, the grievance will be considered void, the case will be closed, and all information will be sent to the board for filing.

The trainer and staff will give every possible assistance to all students in the course.

### Course Requirements

#### Attendance

Attendance must be 90% of the course.

#### Albums

The AMI requires that all students make their own albums containing the write ups and illustrations of all Montessori-materials presented on the course. These albums are to be made by each student her- or himself. They represent the contents of the course that each student has taken part in. Contents from other courses or sources are not part of these albums.

The bases for the albums are notes and sketches that have been made during the lectures. It is therefore necessary that each student makes complete notes on all that has been offered.

Using laptops is allowed only upon trainer's agreement. The students will not have access to MIB wireless

internet.

Making the albums serves to internalise that which has been heard during the lectures and be sure that the contents of the lectures have been understood, to prepare for the exams and the work with the children and to create life long lasting reference books for the graduate.

The albums to be created include:

- *Montessori Pedagogy including the Montessori Quotations*
- *Observations*
- *Medicals including Child Neuro Psychiatry*
- *Environment I - The Home Environment*
- *Psycho-Sensory-Motor Development*
- *Environment II - the Infant Community*
- *Medical text*

The albums contain the following:

- Handouts, which have been supplied during the course and form a declared part of the albums
- From the theory lectures, including Montessori theory - written accounts (in whole sentences with headings) of the essence of the lecture
- Presentations that have been given in the lectures are to be recorded in such a manner, that the student is able produce the presentation. The parts of each written up presentation are: title, age, aims, relevant information, list of materials, description of the materials, subtitles to the different steps of the presentation, actions and key words of the person presenting the material, sketches and layouts of the various steps of the presentation, variations and exercises, activities of the children (as necessary).
- Drawings and photographs necessary for illustrations as well as for materials and layouts where text alone does not suffice to create a clear reproduction. Drawings of the layout have to represent the most important steps, the dimensions of the material and the final presentation
- Description and drawings are to explain clearly the aim of the presentation
- Raw notes and summaries of 250 hours of observation.
- Quotations on the Newborn, Language and Movement from Maria Montessori's books

Format of the albums:

Examples of albums and page set-ups will be shown.

Text to a new title begin on a new page, titles and subtitles are the same as on the handouts.

Sketches are to be inserted in or near the relevant text, examples will be shown.

Albums should be typed.

No pictures or sound recordings of the lectures are allowed.

Reading of the albums:

- Sections of the albums are to be handed in weekly according to plan to the staff for control reading. This control reading is meant as a service to the students and a feedback about their work. The read sections are returned to the students with written remarks. The written remarks are to be kept by the students. As soon as the corresponding corrections in the albums have been made the written remarks will be crossed off. Towards the end of the course all the sheets of the written remarks together with the final version of the albums are to be handed in.
- Sections of the albums that have been corrected have to be handed in again if requested.
- The reading of the albums is not intended to be a complete correction. There is no claim to supply complete tips about faulty or missing parts of the albums.



- The responsibility for the quality of the albums lies with the students.

#### Standards of assessment:

- The albums should contain information given in the course
- The albums have to be comprehensible
- The text contains sufficiently clear directions that the material can be presented to children of the age of 0-3 years
- It is expected that orthography and syntax correspond with the standard of a professional working with children of 0-3 years.

#### Corrections:

- It is the student's responsibility to correct the albums following the feedback, changes and completions made by the reader.
- The albums must be divided according to the subjects:
  - *Montessori Pedagogy including the Montessori Quotations*
  - *Observations*
  - *Medicals including Child Neuro Psychiatry*
  - *Environment I - The Home Environment*
  - *Psycho-Sensory-Motor Development*
  - *Environment II - the Infant Community*
  - *Medical text*
- The albums must have a clear and visible label with the name of the student and the subject, each album containing an index with the number of pages corresponding to the numbers on all pages or to the paragraph's numbers.
- On the announced date, incomplete or incorrect albums may be presented only after being corrected. If by that date the albums are still incorrect or incomplete, the issuing of the diploma will be postponed to another set date when the album will have been completed.
- For oral examinations, the albums (as well as the other evaluations) are presented to examiners.

#### Self-made materials

- As part of the course requirements students are asked to produce some materials which have to be presented by previously announced dates.
- Some materials will be made by hand others are for sale. The Course Director will explain which materials will be hand-made.
- Cost for materials should be budgeted for.
- These materials are under copyright and may not be sold or duplicated.
- The required materials for the course have to be handed in at a previously announced date and will be checked as to their correctness by the course staff.
- Inaccurate examples have to be corrected. If by the end of the course the materials are not complete or incorrect, the issuing of the diploma is withheld until the materials are handed in as requested.

#### Books, Essays

- There are a number of set books by Maria Montessori to be read for the course. A booklist will be sent out on acceptance of the enrolment on the course. The purchase of these books has to be budgeted.

The knowledge that has been acquired through reading these books is essential to discussions, short exams and to the practical work with the materials.

- Quotations from the Montessori books on the New Born, Language and Movement are required.
- A paper on a topic to be announced will be required of each student.
- These quotations and papers will be written during the months between the course modules.

#### Practical sessions

- ❑ The practical tests with materials are an important part of the course. Practical activities and classes will be announced.
- ❑ The purpose of practical works is to practice using the Montessori materials. It is important to practice the handling and the demonstration for each material, not only to watch the presentation.
- ❑ Attendance to practical tests is compulsory.

#### Observations

- It is important to observe the children in hospitals (if possible), homes and classes in order to acquire an aptitude in observing and to verify the insights of Maria Montessori. Observing means to accept the role of a guest student, who does not perform a teaching activity, but is only asked to observe precisely. Focal point of the observations are the children and not the procedures of the teacher or the daily routine.
- Supervised observations with the course staff and Course Trainer will be arranged to establish good observation and summary techniques.

#### Observation Requirements:

- 250 hours observing children are required. The observations will be both during course time and in the intervening months.
- A breakdown of how many hours for each age group will include:
- 30 hours – child(ren) from 0-2 months
- 110 hours – non-walking children (2- approx. 14 months)
- 110 hours – walking children
- The observations will take place in homes and groups or classes.
- Observation hours of one's own child or in one's own classroom are limited.
- Observations done outside course time do not necessarily have to be done in A.M.I. approved environments.
- When possible a certain number of observation hours may be done in hospitals or with a mid-wife.
- A letter of introduction will be provided for each student.

#### Teaching Practice

- Each student must be observed working with children from 0-3 by a member of the Course staff.
- During Supervised Observations students will have an opportunity to work with the children and be observed.
- If necessary, a staff member will travel to the work place of a student to observe.
- Costs for this visit are the responsibility of the student.
- The student will be evaluated on knowledge of the Montessori pedagogy and the ability to use it with the children in the classroom.
- Knowledge, aptitude and the impression given from the given presentations (language, voice, movements, clothing, attention towards the children and their needs, relationship with the children)
- Taking over other duties in the class
- Cooperation with the class teacher
- Punctuality, sense of duty, ethical integrity.

- The visit may include a conversation with the class teacher.

### The Prepared Environment

Care of the environment is a critical part of training, and of the Montessori method. Students are expected to reflect this component of the training by maintaining all common areas, leaving rooms as they would wish to find them.

On a daily basis, students should bring only what is needed for lecture or practice. Childcare must be arranged for all children away from the Training Center.

The Training Center is a “No Smoking” facility.

Students are asked to enter and leave the building quietly.

### Visitors

Local Administrators, whose schools participate in the teacher training program, and persons holding AMI diplomas, may audit classes on an appointment basis.

Family members and friends of students are welcome to visit the Center outside of class hours or during Open Houses. Please notify a staff member if you are planning to have a visitor. During classes and during supervised practice we ask that you do not invite family or friends to come into the Prepared Environment.

### Written Finals

The written exam is composed of two parts:

1. Montessori theory and selected topics (to be announced). Three hours time to write about four topics out of seven topics to choose from.
2. Practical topics including environments and materials and situations pertaining to 0-3 year old children.
3. Participation to written examinations is permitted when all required documents are submitted, the attendance is not less than 90% and all other requirements are completed.

### Oral Finals

- ❑ Final oral examinations take place at the end of the course. The exact time for each student will be announced.
- ❑ Participation is allowed when all required documents are submitted, the attendance is not less than 90% and all other requirements are completed.

### Academic Integrity Policy

Students are expected to adhere to the following Academic Integrity Policy throughout the course.

Students must not allow others to do the work of the course for them. However, students are responsible for verifying that any such work meets the acceptable standard of the course or making the necessary corrections.

Academic dishonesty jeopardizes the quality of the course and depreciates the genuine achievements of others.

Any of the following acts are considered to be acts of academic dishonesty:

- ❑ Plagiarism: Students may not intentionally or knowingly represent the words or ideas of another as their own work. Therefore, all textual material turned in by the student must represent the personal work of the student.
  
- ❑ Cheating: In any examination external assistance (e.g., books, notes, communication with others) is not allowed unless specifically authorized.
  
- ❑ Facilitating academic dishonesty: Students may not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

Academic dishonesty is a serious offense, which will result in dismissal. The Trainers have the authority to take disciplinary action after investigation of incidents or allegations of academic dishonesty. The record of this investigation and final action taken will be a part of the student's permanent file.

#### Withdrawal

Students who elect to withdraw from the course must submit an official letter of withdrawal to the Trainers.

Registered students who formally withdraw are entitled to an official letter confirming registration in the course from the beginning date of the course to the date of the letter of withdrawal.

Students who withdraw and subsequently wish to resume studies must submit a new application.

It must be noted that, should a student wish to transfer to another AMI training course at the same level, it is entirely at the discretion of the Director of Training at that center to evaluate the student's work to date and set the conditions for transfer. Transcripts are not issued from the prior center to the new center, nor are applications and accompanying documentation transferred. As is required by colleges and universities, no official transcripts can be shared with other institutions.

#### Final Evaluation and the AMI Diploma

All AMI diplomas state that the holder "has studied the principles and practice of the Montessori method for children" for the ages specified on the diploma and has "passed the written and oral examinations."

By itself, the diploma does not automatically qualify the holder to teach. The country/state/county in which the holder wishes to work may have additional teaching requirements, which must be fulfilled.

Students should also note that all AMI diplomas state that the diploma does not qualify the holder of such diploma to train others.

Note that the diploma and transcripts will not be issued unless the diploma has been conferred, all administrative papers are in order, and financial obligations have been met.

While the Center and its staff are sensitive to special circumstances, which affect a student's ability to satisfy all course requirements on time, it is the responsibility of the Trainers to maintain and enforce procedures designed

to support the meeting of major course objectives by all students.

Special circumstances may cause students to achieve their goal of obtaining an AMI diploma over a period longer than the opening and end dates of the course for which they enroll. The length of time permitted is subject to regulations set down by the Association Montessori Internationale for award of its diplomas.

The trainers and staff of the Center will endeavor to support students having special circumstances. However, such students must accept that some special circumstances will ultimately prevent them from obtaining an AMI diploma.

#### Diploma Conferred

All required course components are reviewed as to completion by the Board of Examiners at the time of oral examinations.

After the student has met the standard in the written and the oral examinations, has completed all other required course components, and has met administrative and financial obligations, the student is passed and issued with an AMI Assistants to Infancy Diploma.

#### Diploma Withheld

If finals are passed, but the student didn't finish a certain part of the course (such as incomplete albums, insufficient observation or teaching practice hours or the like), the diploma is not granted to the student until she/he finishes the tasks remaining. This can be extended to the period after finishing the course, but it must be submitted within six months from the course termination. Otherwise, the student is considered to have failed the course and the diploma is not granted.

#### Diploma Deferred

If the student completes all course requirements but fails to meet the standard in some portion of the written or the oral examinations, the student will be allowed to take the failed portion in the next course given at the training center, provided at least six months have elapsed from the last day of the oral examinations of the course to the first day of the written or oral examination of the next course.

The date and timing of a repeat written or oral examination is set by the Trainers in consultation with AMI and is determined in part by the need to give the student ample time to study.

The written or oral examination in question may only be taken twice for successful completion of the particular course. The student will receive a *fail* grade if the written or oral examination is not passed the second time. Students who have received such a *fail* grade, yet who wish to continue studies toward a Diploma, must reapply as a new applicant.

#### Statement of Confidentiality and Accessibility of Files

The Training Center maintains student records throughout the context of the course. Attendance records for class or lecture, supervised practice and unsupervised practice are kept by the Training Center.

Evaluations of course work including Course Albums, Theory Essays and Material Making are also prepared and kept by the staff. Progress in record reviews is also recorded.

At the time of a student's withdrawal or upon the completion of the course, a permanent file is created and maintained in the archives. This file contains all of the following, or the appropriate portion thereof:

- A. The original application for admission
- B. The original signed and dated course and tuition contracts
- C. The summary sheet with the scores from the written and oral examinations
- D. A copy of the signed and dated Montessori diploma and Award letter
- E. The original staff and supervising teachers' evaluation forms from Practice Teaching.

These files are maintained for three (3) years, following which only the original application, a transcript and the copies of the Award letter and the AMI diploma are kept for a minimum of 25 years.

All student files are held in the strictest of confidence and are accessible upon request by the student only through the trainer.

All parts of the permanent file remain in the sole possession of the Training Center.

A student may request access to their permanent file at any time during the course. A verbal request must be authorized by one of the Trainers and will be sent on to the office. At the conclusion of the course, a graduate may submit a written request for access to their permanent file it may be granted upon the authorization of the Trainers. Permanent files may only be viewed at the Center office in the presence of one of the trainers or the Administrative Assistant.

A student may appeal in writing to the Trainers if questioning or rebutting any documentation in their file. The Trainers have sole authority to correct or change any information in the permanent files.