

AMI TRAINING OF TRAINERS PROGRAMME SEMINAR FORMAT HANGZHOU, CHINA

1. REQUIREMENTS FOR APPLICATION

Minimum of 5 years teaching experience running a primary class with extended day; an extended day is an afternoon session with the children from 4 years of age. During the 5 years minimum of teaching experience, 3 years MUST be consecutive with the same class. A classroom observation visit by a 3-6 trainer must have been conducted or is currently planned with the completion of a classroom Observation Report. (If the observation is planned, the report must be submitted as soon as possible after the visit so that the application can proceed).

2. APPLICATION DOCUMENTS

Application Form; 3 Professional Letters of Reference, one from an AMI Director of Training familiar with the applicant's work; Classroom Observation Form; 2 Health Forms; Application Fee (150 euros); Copy of AMI Diploma

3. TRAINING OF TRAINERS PROGRAMME, SEMINAR FORMAT – DATES & PROGRAMME*

March 11 – 22, 2019	Theory & Practical Life
October 14 – 25, 2019	Theory & Sensorial
March 30 – April 10, 2020	Theory & Language
October 8 – 18, 2020	Theory & Cultural Extensions
March 8 – 19, 2021	Theory & Math
October 11 – 22, 2021	Theory & Administration

Each Seminar will also present possibilities for participants to give a brief lecture

*The Seminar schedule allows for some flexibility in additional topics presented and/or experiences offered so as to maximize what the group of participants need to be successful as a trainer

4. REQUIREMENTS FOR CERTIFICATION

Each Participant must complete 3 Parts of the Training of Trainers Programme. In Part 1 the Trainer in Training is given placement on a course, must write and have accepted a minimum of 5 papers (3 theory, 2 practical), attend lectures, work with students in practicals, read albums, give some presentations, etc. The expectation is that the participant will be involved in all aspects of the course. Once the participant has completed Course # 1 and the 5 probationary papers have been accepted by the Training Group, they progress to Part 2. Part 2 consists of placement on a second course with the same trainer as Part 1, more papers are written, more presentations and lectures are given, albums are read, work with students continues as in the first Course. Part 3 consists of a third course with a different trainer or Part 3 is fulfilled by attending the 6 two-week Seminars. Placement in the two courses ideally occurs during the years of the Seminars.

To receive a Certificate of Auxiliary Trainer, each participant must complete Parts 1 & 2 of the Training of Trainers Programme, write and have accepted the required papers, and give the required lectures/presentations.

To become a Director of Training, each participant must, after having received Auxiliary Trainer Status, give a minimum of 2 Primary Assistants' Courses (organized by an AMI authorized body) and write one Research Literature Review Paper.

5. THE APPLICATION PROCESS

- A. Interested person sends a translated CV to the Association Montessori Internationale (trainersoftraining@montessori-ami.org). The CV is reviewed to validate classroom experience. AMI will contact the Affiliate Organization and/or the Chinese AMI Training Faculty for validation of the work experience.
- B. The Application Packet will be forwarded to the potential applicant.
- C. Application Form with all relevant documents and application fee are sent to AMI
- D. Once all application documents and fee are received and reviewed, applicant is contacted to set up the two required interviews.
- E. Completed Applications are reviewed by the Training Group at its next meeting for a vote.
- F. Applicant is informed of decision of the Training Group.

6. FEES

Classroom Observation Visit	150 euros + expenses
Application Fee	175 euros
Seminar Fee	5,000 euros
Translation Fee	To be decided by AMI Chinese Affiliate
Travel & Accommodation for Seminars	Individual Cost

7. Timeline

Translated CV can be sent at any time to trainingoftrainers@montessori-ami.org

Application can be sent after 1 January 2018

Completed Applications will be reviewed at regularly scheduled meetings of the Training Group
10 February 2018; 16 April, 2018; 7 July 2018; 6 October 2018; 19 November 2018