



Professional Development Stream

Guidelines for the Supervising Trainer

Qualifications to be a PDS Supervising Trainer

AMI Full Trainer

AMI Associate Trainer

General Guidelines

A Professional Development Stream participant fulfils the requirements for any specific PDS Certificate under the guidance of a Supervising Trainer. This Supervising Trainer oversees the participant's work in accordance with the particular certificate requirements, advises the participant as needed, and provides on-going feedback throughout the programme.

When guiding a candidate for a Professional Development Stream Certificate, it is important to maintain awareness that this certificate is recognised for work on any AMI Diploma Course throughout the world. A successful candidate will need balanced guidance which supports his/her flexibility in future work on AMI Diploma Courses which might have different approaches to meeting course requirements.

At the Trainer's discretion, he/she may supervise any number of candidates at the same time.

As appropriate, direct guidance of the candidate can be delegated to a staff member who is experienced and qualified in the particular Certificate content; however, responsibility for quality of training and assessment remains with the Supervising Trainer.

A Trainer might be approached by AMI to supervise a PDS candidate. Otherwise, a candidate will approach a Trainer / Diploma Course directly to apply to the Programme.

An AMI Trainer may send a completed assessment form to AMI for retroactive award of a PDS Certificate.

An AMI Trainer may recruit qualified individuals to participate in a PDS programme

PDS-related communication, questions, and concerns can be sent to AMI using the email address certificates@montessori-ami.org

All relevant documents can be found in the PDS Folder in the Trainers Drop Box.

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Guidelines for the Supervising Trainer

Responsibilities

- Review application to confirm the applicant's qualifications to participate
- As needed, confirm AMI diploma status and AMI membership prior to accepting the candidate
- Review with the candidate and sign the Professional Expectations Agreement
- Provide guidance and supervision to meet the Training as stated for the particular certificate
- When training requirements have been satisfied, send Assessment Form to AMI

Guidelines for Training

- Review with the candidate the Training and Assessment criteria for the Certificate
- Share all related course documents with the candidate
- Share relevant sections of AMI Handbooks with the candidate
- Create a plan which will support the candidate's success
- Provide clear expectations for a positive assessment
- Meet regularly with the candidate for updates and feedback during the programme

At the discretion of the Supervising Trainer, a candidate can be asked to repeat training activities until a positive assessment can be given.

When a positive assessment cannot be achieved, the Supervising Trainer may discontinue the candidate's participation in the programme.