



## Application for Admission

### Personal Information

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (best time to call) \_\_\_\_\_ Work Phone (best time to call) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Citizenship \_\_\_\_\_ Visa Status \_\_\_\_\_

### Educational Information

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Diploma \_\_\_\_\_

College \_\_\_\_\_ Graduation Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Diploma \_\_\_\_\_

Graduate School \_\_\_\_\_ Graduation Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Diploma \_\_\_\_\_

Montessori Credential \_\_\_\_\_ Graduation Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Diploma \_\_\_\_\_

Other Studies Workshops \_\_\_\_\_ Graduation Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Certificate \_\_\_\_\_

### Employment Background

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

### Teaching Experience

School \_\_\_\_\_ Position \_\_\_\_\_ # and age of children \_\_\_\_\_

Other Experience with Children \_\_\_\_\_

\_\_\_ I have a teaching certificate from \_\_\_\_\_ (state) \_\_\_ I do not have a teaching certificate

**References** (We will expect current letters on your behalf from the following three people):

Name \_\_\_\_\_ Position/Title \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Position/Title \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Position/Title \_\_\_\_\_ Relationship \_\_\_\_\_



Practicum Phase (Have you made arrangements for a Practicum Site?) \_\_\_ Yes \_\_\_ No

Practicum School Name \_\_\_\_\_ Supervising Teacher \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_ School Administrator \_\_\_\_\_

School Affiliation \_\_\_ AMS \_\_\_ AMI Other \_\_\_\_\_

MTSN encourages you to find your own practicum site. If you do not have a practicum site, MTSN will find a practicum site for you.

**Enclose with this Application**

- \$ 300.00 **NON-REFUNDABLE** Application Fee
- A typewritten personal statement of no more than 350 words demonstrating:
  - Why you wish to enroll in the MTSN program
  - A strong interest in the Montessori method of education
  - A desire to join the Montessori professional community
- A copy of your teaching certificate (if you have one)
- Current resume
- A copy of your driver's license or valid ID

**It is the responsibility of the applicant to submit:**

- 2 sets of official transcripts from your most recent educational institution
- 3 current letters of recommendation (2 professional and 1 personal)

**Please print how your name should appear on your Credential:**

**Cancellation of Application Notice:**

The applicant may cancel this contract and receive full refund of monies paid to date if cancellation is made in writing to MTSN, 3551 E. Sunset Rd., Las Vegas, NV 89120 within three (3) business days after the date of signature on application.

**Job Placement Disclaimer**

This institution does not guarantee job placement to graduates upon course completion nor promises to graduate.

**Practicum**

Students may arrange their own practicum which must be approved by Director. If you do not have a practicum site, MTSN will find a practicum site for you.

**Withdrawal/Refund Policy:** If an adult learner withdraws from the program before the program's start date, MTSN will refund to the adult learner all the money the adult learner has paid minus 10% of the tuition agreed upon in the enrollment agreement or \$150, whichever is less. The money will be refunded within 15 days of written withdrawal notice, either cancelled by the adult learner, terminated by MTSN, last day of attendance or last day of a leave of absence if the adult learner fails to return after the authorized absence. The adult learner is required to withdraw officially by writing a letter of intent to MTSN. If an adult learner withdraws or is expelled by MTSN after the start of the training program and before the completion of more than 60% of the program, MTSN shall refund to the adult learner a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$150, whichever is less. Adult learners who withdraw or are expelled after 60% of the training program, are liable for the full amount of tuition. Fees for books, educational supplies or equipment will be refunded to the adult learner by MTSN if these items are returned unused.

**Cancellation of Course by MTSN:** If MTSN cancels the training course or fails to furnish the program agreed upon in the enrollment agreement, all monies paid for courses not completed will be re-funded within 15 days of cancellation. If cancellation occurs within any phase of the program, that phase will be pro-rated and any remaining days of the phase will be refunded within 15 days of cancellation. MTSN will notify students in writing with a minimum 30 day notice if the program is to be cancelled.

**Certification**

MTSN is MACTE accredited. MACTE is located at 524 Main Street, Suite 202, Racine, WI 53403, (262) 898-1846. Students completing all MTSN certification requirements are eligible to apply for AMS Certification. MTSN is committed to principles of diversity. It does not discriminate in violation of the law on the basis of race, religion, creed, color, gender, sexual orientation, age, physical challenge, or national origin.

**Hours**

Completion of program will offer graduates these hours based on level completed:  
Infant/Toddler: 750 Early Childhood: 840 Elementary I: 1,405 Elementary I-II: 1,580

***My signature below signifies that I have read and understand all aspects of this application and do recognize my legal responsibilities in regard to this. I have received, read, and agree to adhere to the Adult Learner Handbook for Montessori Training of Southern Nevada, effective date \_\_\_\_\_. I understand that this agreement is not binding until it is accepted by a representative of MTSN.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

MTSN Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

3551 E. Sunset Rd. Las Vegas, NV 89120

1905 E. Warm Springs Rd. Las Vegas, NV 89119

702-451-9801