

PERIODIC REVIEW PROCESS

All schools that have been awarded a Montessori Certificate of Validation from Education Matters, LLC are subject to a periodic review and recertification every four (4) years.

STEP 1: School submits a completed **Periodic Review Form**- with all supporting documentation- within 90 days of the current *Certificate of Validation* expiration date. Education Matters will not notify a school when it is time for the school's Periodic Review.

STEP 2: The school will verify the accuracy of the information noted in its Self-Study by initialing the corresponding area on the Periodic Review Form. Any changes must be noted on the Periodic Review Form. Education Matters, LLC may require additional or updated documentation for noted changes.

STEP 3: Education Matters, LLC will review the school's Self-Study and Periodic Review Form within 14 business days of receipt.

- A. Any changes noted on the Periodic Review Form will be reviewed along with any required paperwork. If significant changes have occurred that will alter the school's Montessori program, an Onsite Visit (OSV) might be required prior to recertification.
- B. If the school has added any additional programs requiring validation, an Onsite Visit (OSV) is required prior to recertification.
 - 1. Additional validating documentation requests will be forwarded to the school prior to the Onsite Visit.
 - 2. Any requests for Onsite Visits (OSV) by Education Matters, LLC will be made prior to the expiration of the current Certificate of Validation.

STEP 4: Education Matters, LLC will issue a new Certificate of Validation for those schools meeting all the requirements. Copies of relevant recertification documentation will be kept on file. Schools who do not meet validation will be at risk of their Certificate of Validation expiring.

PERIODIC REVIEW FORM

School Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Contact's Name/Position: _____

Contact's email address: _____

Name of person(s) completing this form: _____

School Information

No. of rooms currently validated by Education Matters: _____

The validated rooms are (circle all that apply): **PRIMARY** **ELEMENTARY I (1-3)** **ELEMENTARY II (4-6)**

Date validation was completed: _____

Are you interested in validating any additional classrooms? **YES** **NO**

Directions: Complete this form entirely and as accurately as possible. Mark your initials in the "Correct" column if the status on your school's previous Self-Study is still accurate. By initialing in the "Correct" column you are confirming the accuracy of the information noted within the self-study. If the information noted within the Self-Study is no longer correct, please initial under "Changed" to indicate a change has occurred. Also, note in the "Comments" section what the change is and forward any updated documentation relating to that Self-Study standard. We will contact you if we require more information. If you have questions please call (301)613-3985 or email tbrown@educationmattersllc.com.

A COPY OF THE SCHOOL'S VALIDATION CERTIFICATE MUST BE SUBMITTED WITH THIS FORM.

Self-Study		School Use		
		Initial		
STANDARD		Correct	Changed	Comments:
1A	The school's mission is consistent with the educational			

	methods and areas of instruction of Dr. Maria Montessori.			
1B	The school's philosophical approach to education is consistent with the educational methods and areas of instruction of Dr. Maria Montessori.			
STANDARD		Correct	Changed	Comments:
2C	The school employs a method of evaluating and assessing students that encompasses academic and behavioral development, and this information is shared with parents on a scheduled basis.			
2D	The school has a system that ensures that teachers and staff members who are absent on leave are temporarily replaced by substitutes who are able to maintain the integrity of the educational program.			
2E	The school maintains established student-to-teacher ratios, and maximum group sizes, which are consistent with Montessori's philosophical approach to education, and adhere to applicable MSDE regulations.			
STANDARD		Correct	Changed	Comments:
3F	Eighty-percent (80%) of the school's Montessori classrooms are taught by Montessori-credentialed teachers, whom possess at minimum a bachelor's degree and a <u>Montessori credential issued from either AMI, AMS, NCME, or a MACTE</u>			

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	accredited program. Note: Staff working to fulfill student teacher requirements is not recognized as "credentialed" teachers and will not count towards the 80% requirement.			
3G	Classroom assistants have been instructed- either through coursework, by lead teacher, or administration- on Montessori's philosophy and principles. <i>Note: Education Matters, LLC included this standard because it is imperative that assistants have some basic knowledge of Montessori in order to be effective as the "eyes and ears" of the lead teacher.</i>			
3H	To encourage ongoing professional development, the school implements a policy requiring Montessori teachers to participate in annual workshops, courses, and/or conferences relevant to their profession and duties.			
3I	All school personnel meet and comply with MSDE credentialing requirements.			
3J	<u>Foreign degrees or credentials:</u> Foreign transcripts have been evaluated by a MSDE department approved foreign evaluating agency to determine the conferral of a foreign higher education degree. <i>Note: The validating organization is responsible for evaluating foreign Montessori credentials.</i>			
STANDARD		Correct	Changed	Comments:

4K	Each classroom is equipped with a full range of Montessori and curriculum support materials (Note: <i>Required Montessori Materials Checklist</i>).			
4L	Each area of the Montessori classroom is clearly delineated by the succession of Montessori materials. <i>For example, the sandpaper letters indicate the Language area.</i>			
4M	The furniture and furnishings in each Montessori classroom is child-sized and proportionate for each class and age group taught.			
4N	Materials appear neat and complete (no missing parts or pieces).			
STANDARD		Correct	Changed	Comments:
5O	The environment has logical organization of materials/resources/activities, such as by level of difficulty and sequence of skill development.			
5P	Equipment and materials are displayed and easily accessible to students.			
5Q	Each Montessori classroom comprises Montessori's core instructional areas: Practical Life, Sensorial, Math, Language and Science/Cultural.			

5R	Each classroom has an accessible water source and restrooms.			
5S	Classrooms are aesthetically pleasing: clean, organized, inviting, adequately ventilated and well-lit (with both natural and manmade lighting).			
5T	Each Montessori classroom adheres to Montessori's standards of multi-age groupings (a 3-year age span) based on the developmental readiness of the students.			
STANDARD		Correct	Changed	Comments:
6U	The school's curriculum implements a Montessori instructional program for each class and age group taught. The curriculum promotes the student's cognitive, physical, social-emotional, spiritual, and psychological development; thereby addressing the needs of the whole child.			
6V	The classroom schedule provides for large blocks (2.5 to 3 hrs) of uninterrupted work time.			
6W	The school ensures that children have the opportunity to learn through educational materials and models that are hands-on and promote investigation, exploration, and discovery.			
STANDARD		Correct	Changed	Comments:

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7X	The school is legally authorized to operate, and is registered, in the State of Maryland.			
7Y	The school's educational program meets and complies with Federal, State, and Local regulatory and statutory requirements.			
7Z	The school maintains copies of lead teachers' credentials, licenses, teaching certifications, membership cards and transcripts.			

A COPY OF THE SCHOOL'S VALIDATION CERTIFICATE MUST BE SUBMITTED WITH THIS FORM.

I attest that all information provided in this Periodic Review Form is complete and accurate to the best of my knowledge. I acknowledge that knowingly providing false or inaccurate information will result in a denial of recertification.

Signature of Authorized School Representative

Title

Date