Guidelines for the 9th AMI Elementary Diploma Course (2027 – 2028)

A Cooperation of Montessori CH and DAMIP

1. General Information

a) Course Contents

The course imparts the knowledge of Maria Montessori's pedagogy for the 6- to 12-year-old child. The Foundation Course conveys the principles and gives a general overview of the Montessori materials for 3–6-year-old children, as it is necessary for elementary teachers of the ages 6 to 12 to be familiar with. There will be no diploma issued to certify teachers in running a 3-6 classroom as stated above this section of the course is only an overview of the 3-6 pedagogy. This AMI Diploma - Course does not contain a critical comparison between other pedagogical approaches.

b) Recognition by AMI (Association Montessori Internationale)

This course is approved and officially recognized by the AMI with head office in Amsterdam. AMI sets the requirements according to which the diploma will be earned by the participant at the end of the course. The Course Guidelines conform to all AMI requirements.

2. Enrolments and Fees

To enrol in the course, participants must submit a signed enrolment form to Montessori CH. **The signature confirms that the Course Guidelines have been read and are a binding part of the course contract.** Montessori CH will confirm the participant's acceptance to the course as soon as the enrolment procedures are completed: this process includes an evaluation of the enrolment documents and an interview.

a) The following documents are required for enrolment:

- Filled out and signed enrolment form
- Curriculum vitae (CV)
- Motivation report
- School or university credentials:
  1. Graduation certificates or transcripts
  2. Professional training certificates completion of a college degree; or the successful completion of the first half of a teacher training degree in pedagogy or psychology; bachelor; or the completion of an apprenticeship as an educator, Kindergarten teacher, or social worker.
  3. Job evaluation
- Three letters of recommendation (originals) from people who can evaluate the applicant on their professional competencies.
- A digital passport photo
- Enrolment fee of CHF 500 (Please attach a copy of the money transfer receipt.)

Normally, there is a requirement for a state license in teaching to be able to teach at a Montessori school after completing the course. Although this state license is not a requirement for being admitted to the course, we do recommend that participants investigate whether such a license is needed for the respective country of occupation.

b) Course Fees:

Enrolment Fee:	submit with enrolment documents to MCH		500 CHF
Foundation Course Fee:		due 30.12.2026	1.760 CHF
Course Fee:			
	Instalment 1	due 20.03.2026	2.215 CHF
	Instalment 2 (via DAMIP)	due 12.07.2027	2.300 EUR
	Instalment 3	due 20.09.2027	2.215 CHF
	Instalment 4	due 14.02.2028	2.215 CHF
	Instalment 5	due 13.04.2028	1.660 CHF
	Instalment 6	due 31.07.2028	1.660 CHF
	Exam Fee	due 22.10.2028	800 CHF

Recipient for Modules 1, 3, 4, 5, 6 AND Examination Fee:

	Montessori CH
	Zeughausstrasse 3, CH – 5600 Lenzburg
Bank:	Raiffeisenbank Region Stans, Robert-Durrer-Str. 2, CH - 6370 Stans
IBAN:	CH42 8122 3000 0077 2026 5
SWIFT-BIC:	RAIFCH22

Recipient for Module 2 via DAMIP:

	Deutschsprachige AMI Pädagogen e.V.
	Zeppelinstr. 10, D - 27356 Rotenburg
Bank:	Sparkasse Rotenburg-Osterholz, Kivinanstr. 11, D - 27404 Zeven
IBAN:	DE65 2415 1235 0026 0110 56
SWIFT-BIC:	BRLADE21ROB

The transfers must be made **free from bank charges** at our expense. Any bank charges must be charged later. Payment by credit card is not possible because the bank charges are too high.

c) Fees in case of early-withdrawal

The course fees are calculated in such a way that the expenses of the association Montessori CH can be met for carrying out the entire course. For this reason, early termination by the student or a withdrawal during the course is not possible. If, however, someone leaves the course after the admission, this takes place at an untimely time, which leads to a financial loss of the association Montessori CH as part of the unpaid course fees. The student has, therefore, at the time of his/her exit to discharge the following costs in addition to the course fees already due under 2b:

At the time of withdrawal after the Foundation Course:	12.180 CHF
At the time of withdrawal after Module 2:	8.120 CHF
At the time of withdrawal after Module 4:	4.060 CHF

In case of acts of God or other considerable circumstances that are not caused by the student and hinder his/her further participation in the course, Montessori CH and DAMIP strives to refund an appropriate portion of the course fees and find a reasonable solution for both sides.

d) Payment Arrears
If due payments are not made, Montessori CH can exclude students from further participation. Point 2c will come into effect.

e) Paying by Instalments
On request, in justified cases, students may request to pay in instalments. However, the instalments must be paid on time. If due payments are not made, Montessori CH and DAMIP may exclude students from further participation. Point 2c comes into force.

f) Continuation of the course by force majeure
If through an Act of God, the continuation of the course is put in question (e.g., invalidity or death of the course director) Montessori CH/ DAMIP will do its utmost to allow the course to continue. Should this not be possible Montessori CH will refund the fees for the part of the course that has not yet taken place, calculated on a basis of pro rata temporis. There will be no further refunds to the students. In such a case, students may be able to enrol in other AMI institutions since the curriculum is essentially the same.

g) Further costs:
Please be aware that for stationary, printers, purchasing charts, timelines and books further costs need to be considered.

h) Course locations
Modules 1, 3, 4, 5, 6 and 7 take place at the Montessori CH Training Centre:
Montessori CH Ausbildungszentrum
Moosweg 9
CH - 8134 Adliswil
The training centre is located about 7km away from the main train station in Zürich. A journey of about 25 minutes would have to be planned.

Module 2: The second module will be held in **Germany**. The **last week** of the module will be held **online!**
The remaining three weeks will take place in **Linsengericht** near Frankfurt am Main, Germany:
Freie Montessori Schule Main-Kinzig-Kreis.
Haus der Jugend 1
D - 63589 Linsengericht-Geislitz
There is the possibility for all course participants to stay directly on this course premises (a former youth hostel!). Please contact DAMIP to book accommodation and meals onsite in a complete package.

3. Course dates and timetable

a) Calendar
Many years of preparation are required to practice a profession. If, as in this case, the preparation for the profession of a Montessori Elementary Teacher must be achieved within a few months, then all available possibilities must be made use of including the use of Saturdays. Alterations are subject to change by the Director of Training.

b) Course Calendar

Foundation Course: Part 1	08.01.2027 – 16.01.2027	(online synchr. and asynchronous)
Foundation Course: Part 2	15.02.2027 – 26.02.2027	(onsite)
Module 1	22.03.2027 – 10.04.2027	(3 weeks: first week online)
Module 2 (Linsengericht!)	19.07.2027 – 13.08.2027	(4 weeks: last week online)
Module 3	27.09.2027 – 15.10.2027	(3 weeks onsite)
Module 4	21.02.2028 – 10.03.2028	(3 weeks: last week online)
Module 5	10.04.2028 – 29.04.2028	(3 weeks: first week online)
Module 6	17.07.2028 – 04.08.2028	(3 Wochen)
Module 7	02.10.2028 – 20.10.2028	(3 Wochen: 1st w. wr. ex.)
Oral Exams	23.10.2028 – 27.10.2028	(1 week)
Graduation	27.10.2028	
(Subject to be changed)		

It is necessary to reserve some time for Observation between March 2027 and November 2027 and likewise for Teaching Practice November 2027 and September 2028 (see 4g und 4h).

AMI sets the dates for the oral examination, and the Course Director will make it public as soon as it is known. Students must be available during the whole period of the oral examinations in case a further exam session must be held.

c) Timetable

The timetable requires the student to be present from Monday through Friday from 8.30 – 17.15 and occasionally also on a Saturday or into an evening. Details will be announced at a later point.
The making of the albums and materials is the responsibility of each student and must take place outside the course hours after the lectures and practice time.

4. Requirements of the Course

a) Attendance

Students must be present at all the obligatory course activities. This concerns lectures, supervised practice, discussions, visits for observations at schools, teaching practice at schools, written exams, and oral exams.
Absence is only accepted if there are important and unavoidable reasons. In cases of foreseeable reasons, there must be a written application, and in cases of unforeseeable reasons (illness, etc.) there must be a signed letter of explanation on return. Repeated late arrivals will be counted as absence. Students that appear after the attendance register has been read, must report to the course assistant. This notification ensures that the absence is not counted for the entire day. If absences of lectures and Supervised Practice amounts to more than 10% of its total time, the missing time must be made up. In the case of lectures this is not possible (see also: final exams 4i and 4j, retention of the diploma 8b). It is recommended to keep a record of absences, to ensure that a minimum of 90% of attendance is kept, as this is an AMI requirement.

b) Lectures

Lectures impart the theory of the Montessori Pedagogy and serve to demonstrate the presentations of the Montessori materials. Further, they are an introduction to the Montessori literature, a preparation for discussions, the repetition of the course contents, and a preparation for the final exams.
The Montessori Materials and theory from the following subjects are being presented: Language, Mathematics, Geometry, Geography, History, Biology, Music, and Art. Some guidelines for Physical Education and Religion will also be given.

At intervals, there will eventually be informal examinations on the curriculum given in the lectures. The results serve as an orientation both for students as well as the teaching staff. They however do not serve as a part of the valuation at the final exams.

c) Albums

The AMI requires that all students make their own albums containing the write-ups and illustrations of all Montessori materials presented during the course. These albums are to be made by each student - individually. 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 basis for the albums is 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 presented.
The drawing up of the albums serves to internalise that which has been heard during the lectures, to prepare for the exams and to prepare for the work with children, and finally to ensure, that the content has been understood.
Albums can be written in English or German language.

The albums contain the following:

- From the theory lecture written accounts (in whole sentences with headings) of the essence of the lectures given. Reflective essays on certain themes of the theory, sources being Maria Montessori's writings, the lectures, and discussions of the students.
- Presentations that have been given in the lectures are to be recorded in such a manner, that the student can produce afresh the before mentioned presentation. The write-ups of each presentation must contain the title, aims, relevant information, list of materials, description of the materials, subtitles to the different steps of the presentation, actions, and keywords of the person presenting the material, sketches, and layouts of the various steps of the presentation, variations, and exercises, activities of the children.
- Great stories can be given as examples to be put as additional information.
- Drawings are 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 must represent the most important steps as well as the final presentation. The description and drawings are to clearly explain the aim of the presentation.
- Minimal handouts and great stories, which have been supplied during the course and form a declared part of the albums.
- Other copied material, photographs, Internet downloads, clipart, or electronically duplicated texts from other authors are NOT part of the albums.

Format of the albums:

- DIN A4 paper, white, text at least 12 points height, 1.5-line, 2.5 cm borders on all pages
- Text to a new title begins on a new page, titles and subtitles are the same as on the provided outlines by the lecturer.

- Important expressions and terms as well as deciding parts of the text for the presentation are to be rendered prominent, spoken words indented.
- Spoken words are indicated by indentation, marked bold or with inverted commas.
- Sketches are to be inserted in the relevant text.
- Albums are usually typed. The use of a laptop during lectures is allowed.
- No pictures or sound recordings of the lectures are allowed.
- **At the end of the Course all albums need to be presented in printed version.**

Reading of the albums:

- Sections of the albums are to be handed in weekly and at the start of a course module to the staff for control/check reading. This control reading is meant as a service to the students and 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.
- 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 AMI Elementary training course is demanding and comparable to graduate-level work. Throughout the course, the Director of Training will make periodic evaluations of the theory and practical work of the students. Any student not performing at the expected standards may be asked to withdraw from the course.
- Timely submissions of album work by the date due
- Clear and complete written presentations. Accurate reflection of the presentations given on the course in which the student is enrolled. Note that only albums that reflect the course being followed can be evaluated toward this requirement.
- Evidence of understanding the nature of the assignment
- Neatness and legibility, easy-to-read font, and adequate line spacing.
- Edited for correct grammar and spelling, including complete sentences, paragraphs, and subtitles (when applicable)
- Adequate and accurate illustrations - absolutely no downloaded internet material should appear in reference albums.
- MUST BE THE STUDENT'S ORIGINAL WORK
- Plagiarism, which includes content contributed by AI, is grounds for dismissal from the course. (See point 5, Academic Integrity)

Handing in sections of the albums:

- Album sections will only be read when they are handed in on the agreed date complete with text and illustrations.

Corrections:

- It is the responsibility of the student to correct the albums according to the remarks, changes, and supplements made by the reader.

Final examination of the albums:

- For the final examination each album is to be presented.
- The albums, of which there are 9 required, contain the following subject areas: Theory, Mathematics, Language, Geometry, Biology, Geography, History, Music, and Art.
- The binders are to be marked clearly with the name of the student and the subject; each binder contains an index with page numbers that correspond with the page numbers on all pages.
- Incomplete or incorrect albums may be resubmitted after they have been corrected on an agreed date. If by that time the albums are still incorrect or incomplete, the issuing of the diploma is withheld until such a time when the shortcoming has been put right.
- For the oral exams the albums will be presented to the examiners in printed format.

d) Self-made materials:

- The required self-made materials, such as charts a timeline, are to be presented at the announced time.
- The production of other materials is recommended i.e., Nomenclature, Command cards.
- These materials can be handmade (time-consuming), or copies can be bought. Costs for copies and colouring pencils (materials) must be budgeted. These materials are subject to the copyright and are neither allowed to be resold, nor duplicated.
- The required materials for the course must be handed in at a previously announced date and will be checked for their correctness by the course staff. Inaccurate examples must 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.

e) Books, Essays:

There are several readings for the course:

- *By Dr. Maria Montessori:*
  - Education and Peace
  - From Childhood to Adolescence
  - The Absorbent Mind
  - The Advanced Montessori Method - Volume One
  - The Advanced Montessori Method - Volume Two
  - To Educate the Human Potential
  - Citizen of the World
  - Psychogeometry
- *By Mario Montessori:*
  - The Human Tendencies and Montessori Education
- The purchase of these books must be budgeted. The knowledge that has been acquired through reading these books is essential to discussions, short exams, and practical work with the materials.
- Themes on theory will have to be prepared from certain more closely described passages of literature, which will further an overall view of Montessori principles. These essays will have to be submitted in a similar way as the albums.

f) Supervised Practice

- Attendance at supervised practice (see timetable point 3c) is mandatory - at least 90%.
- There are times when unsupervised practice is possible.

- The purpose of the supervised practice is to exercise the presentation of the Montessori materials. It is important to practice the handling and presentation of each material.
- Later, during the finals and naturally during teaching practice with the children a certain aptitude and ease with the materials is required.
- From time-to-time students give presentations in the presence of the teaching staff. Afterward, these presentations will be discussed in detail.
- The time during supervised practice is not to be used to write up the albums.

g) Observations:

- It is important to observe the children in Montessori classes to acquire an aptitude for observing and to verify the insights of Maria Montessori. Observing means accepting the role of a guest student, who does not perform a teaching activity but is only asked to observe precisely. The focal point of the observations is the children and not the procedures of the teacher or the daily routine.

Requirements:

- It is necessary to spend at least 90 hours with the children, including break times, as far as it is possible to observe the children during that time. These observations may take three to four weeks according to the timetable of the schools concerned. It should not be less than three weeks. The whole of this time should be divided up into two sections, but neither of them lasting less than a week.
- The student should visit at least two different schools.
- In case of absence 4a applies. In case of absence, the school concerned, as well as Montessori CH, must be informed at once. Also, if school is cancelled (e.g., heat, class outings, etc.) 4a applies accordingly.

Choice of schools:

- The course director determines the period during which the students arrange times and schools for their observations.
- Classes that are run by teachers with an AMI Elementary diploma are required.
- Observations may take place in the entire German and English-speaking area, provided there are suitable classes available. Visiting an AMI-recognized class abroad, especially in the USA, is only recommended if the student knows the language.
- If a participant owns or is already employed at a Montessori School, then their observations must take place at another school; likewise, a participant may not use their own children as their observation subjects if their children attend a Montessori School.
- The director of the course will submit a list of recommended schools. Shortly after the end of the first module (April 2027) proposals of the students have to be submitted to the Director of Training, who will then choose the schools in question. Changes need to be announced timely to the Course Director.
- The relevant paperwork will be provided to you upon enrolment on the course.

Travelling and accommodation:

- Travelling and accommodation lie within the responsibility of the student. If you would like to receive a list of possible accommodations around the course location, please contact the course office for this information.

Tasks:

- Observations are to be dated and the running records must be timed and entered into forms provided by the course instructor. These records are the basis of the written reports students compile and submit together with their running records and forms on a set date.
- A record sheet of the student's attendance is to be kept and signed daily by the class teacher and must be submitted together with the above-mentioned written reports on observation. It is recommended to keep a photocopy of the record sheet of attendance.
- The submitted documents will be judged according to their fulfilment of the requirements set on observations.

h) Teaching Practice:

- The teaching practice in the different Montessori schools allows practicing the acquired knowledge of the course.
- The focal point is the planning and presenting of materials to small groups (2-5 children) of 6- to 12-year-olds, as well as the recording of it.
- Towards the end of the teaching practice, there might be the opportunity to take over the whole class for a limited amount of time.

Requirements:

- It is required to spend at least 120 hours with children, including breaks if they involve work with children. Subject teaching, after-school programs, or when a teacher is addressing the whole classroom cannot be counted as practice teaching time.
- Depending on the schedule of the school this might run for four to five weeks. It must not be less than four weeks, though. The whole time should be split up into two sections, each of which should be at least two concurrent weeks long.
- .
- In case of absence, see 4a. Absence must be reported to the specific school and Montessori CH. Also, if school is cancelled (i.e., because of heat, class excursion, etc.) see 4a.

Selection of schools:

- The above-mentioned requirements (4g) and restrictions for observations, also apply to teaching practice.
- The places for practice teaching might be restricted by the trainer, so that students may be visited during their teaching practice sessions.

Travel and accommodation:

- The same applies here as for observations (see 4g).

Tasks:

- The students plan their presentations based on the information given by the class teacher concerning the group of children and the time available.
- Records are to be made about the presentations with the help of the forms handed out by the trainer. These records help the student to write a report that is to be handed in at an appointed time.
- An attendance sheet will be signed by the class teacher every day and is to be handed in with the written report. It is recommended to keep a copy of the attendance sheet.
- The submitted documents are judged regarding the fulfilment of the teaching practice requirements.

Visit of students at teaching practice:
If organisationally possible, each student shall be visited once by one of the course staff during the teaching practice sessions. The results of the visit will be discussed in detail:

- Knowledge of the Montessori pedagogy and the ability to use it with the children in the classroom.
- Knowledge, attitude, 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 includes a conversation with the class teacher.

i) Written Final Exams

The final written examination consist of:

- Montessori Theory (Paper A): Four topics from seven from AMI selected topics are covered in three-hours.
- Montessori Teaching Methods (Paper B) represents knowledge of the practical aspects of the Montessori Materials and their significance: One of two topics from each of the six subjects is covered in two two-and-one-half-hour sessions. Each question is worth 25 points and a passing grade of 50% is required for each of the two portions of the exam.

To receive a passing score, the student must answer all parts of the question; reflect an understanding of Montessori theory, and the ability to relate examples to theoretical points. The answer must include definitions of all relevant terms. All papers are read in the blind by an evaluator. Any paper failing to receive a passing grade will be read by at least one additional evaluator. Any student failing a written paper will be allowed to retake it once within 12 months of the published results.

- Participation is permitted when:
  - all the required course documents are handed in and satisfactory
  - the attendance at the lectures is not less than 90%
  - and all other requirements due are essentially fulfilled.
- The contents of the exams are taken from the albums as well as from the literature that was required to be read during the course and the essays thereof.
- The topics will be sent by AMI, Amsterdam, and will be revealed by the Director of Training at the time of the written exams.
- The exact time of the written exams will be announced by the Director of Training during Module 6 (August 2028). Presumably, the exam will be during the Summer Session of 2028, lasting three non-consecutive days. The course staff will grade the exams, and this will be communicated to the students with the final results. The exams become the property of AMI and will stay with Montessori CH.

j) Oral Final Exam

- Each student is required to demonstrate his or her knowledge during an Oral Examination before an examining committee from the Association Montessori Internationale. Committee members are selected from AMI Training Centres and others who are qualified Examiners by the AMI. An AMI-appointed examiner heads the examination team. A grade of 12.5 out of 25 points in each of the six areas (History, Geography, Geometry, Biology, mathematics, and Language) is required to pass the oral examination.

- To receive a passing mark in each subject, a student must demonstrate that s/he knows:
  - How to present the concept of the material written on the slip chosen in a blind draw
  - The purposes, direct and indirect aims, and the ages of the child/ren to whom the material is presented.
  - The exercises that precede the presentation, those that would follow it, and what the exercise prepares for.
  - The control of error, if applicable
  - Some general theory about the particular area.
  - The highlights and progression of each of the subjects.

Participation is permitted, if:
- all the required course documents are handed in and satisfactory
- the attendance at the lectures is not less than 90%
- and all other requirements due are essentially fulfilled.

- The oral exam takes place at the end of the course. The exact time will be decided upon by AMI.
- The examination Board decides about the result of the exams.
- The exam takes about three and a half hours per student. The actual length is at the discretion of the examiner. In each of the six subjects: language mathematics, geometry, geography, history, and biology the student presents a material according to one of the exams slips and then answers questions from the examiner.
- It lies in the hands of the board of examiners to ask Candidates to repeat part of the exam another day. Therefore, all candidates must be available for the whole duration of the exam period.
- The content of the albums represents the content of the exams, as well as essays or discussed literature.
- The albums are presented to the examiners and remain with them until the end of the exams.
- The sequence of the examinees will be determined by the Course Director. Student`s request can be taken into account.

5. Academic Integrity

The students must agree to the following rules of academic integrity for the duration of the course; academic dishonesty hurts the quality of the course and the accomplished work of others. Examples are:

Plagiarism:
- Nobody will knowingly use someone else's work as his/her own.
- All texts that are being handed in must be one's own work. This does not include typewriting services for purely mechanical copies of manuscripts.
- The use of artificial intelligence tools (e.g. Chat GPT or similar systems) to generate or substantially assist in producing submitted work is not permitted.
- Photocopies and electronic duplicates of the work of others cannot be handed in as ones own work.

Cheating:
- Books, notes, and communication with others are only allowed during an examination when specifically mentioned.

Forgery:

- Sources of information are not allowed to be forged, such as attendance documents, letters, or other confirmations.
- Help with academic dishonesty:
- Nobody will intentionally or knowingly support academic dishonesty.
- Violations of academic integrity are serious misconduct and can be punished with dismissal from the course. The course leader must investigate incidents and take appropriate disciplinary measures. The results are recorded in the student's files.

Please note well:

- Submission of unoriginal work, or that of another person, constitutes cause for immediate dismissal from the course. Both parties involved in the passing and sharing of work will be held responsible and accordingly will be accountable and subject to consequences. No inclusion of illustrations, diagrams, photographs, etc. downloaded from the Internet or obtained from a source other than course staff and guest lecturers on this training course will be permitted.
- All people who assist classmates with work for legitimate reasons (such as illness) must inform the Director of Training immediately of their assistance to avoid misunderstandings and complications. Please obtain a form from the office for this purpose.
- All people who accept assistance from other members of the class must inform the Director of Training immediately as to the source of their assistance to avoid misunderstanding and complications. Please obtain a form from the office for this purpose.

6. Progress of studies

a) Conference

- A minimum of one conference to discuss the individual student's progress will be held around the middle of the course or the director will hold periodic conferences as seen necessary.
- Each student, the director, or any other person in the course staff can ask for an additional conference at any time, which will be organized by the course staff.

b) Probation

Probation can be set up for different reasons:

- Acceptance with probation because not all the application requirements were fulfilled.
- Insufficient results in the preparatory course.
- The absences amount to more than 10% of the attendance.
- More than 10% of the album material is not being handed in or has not been executed satisfactorily.
- Other course requirements are not being fulfilled, i.e., observations, teaching practice, including the written reports that go along with both.

The time of probation and the requirements to be fulfilled must be discussed and agreed upon by the director and the student; this agreement will be written out and signed by the student.
The probation is finished when the written requirements are fulfilled. This is decided by the director, who writes a written confirmation to the student.
If the probation ends and the requirements have not been fulfilled, the student will be dismissed from the course. Refunds are processed according to the refund policy.

7. Withdrawal

A student may withdraw from the course by submitting a written letter of withdrawal to Montessori CH. The student then receives a written confirmation for participation in the course up to the withdrawal date. The written confirmation does neither contain any details about lectures and other course requests, nor does it contain a grading of the work done during the course.

8. Course Completion

a) Diploma
The AMI Diploma is granted upon satisfactory completion of all the course requirements and the complete payment of the tuition.

The AMI Diploma confirms that the owner thereof has studied the principles and has practiced the theory of the Montessori pedagogy for the particular age and has passed the written and oral examination.

This Diploma does not automatically permit the owner to teach at any school without fulfilling the requirements of the state concerning teaching credentials. The holder of this diploma is not entitled or certified to train teachers.

b) Requirements for Certification
The meaning of having passed, deferred, or failed the exam of an AMI course is stated in the AMI document «Requirements for Certification». This document is to be signed by the course director and the student with the application for the course.

c) Dismissal
Students may be asked to discontinue their course for medical, psychological, academic, or other reasons.

9. Course Classrooms

- The rules and regulations set up by the director and/or landlord must be respected.
- The students take on certain responsibilities in keeping the classrooms clean and in order.
- Smoking is not permitted in the classrooms and any of the schools where observation and practice teaching is taking place.
- Participants may only eat or store food in the permitted areas of the specified rooms.
- Montessori CH cannot be held liable for the disappearance of any personal belongings. It is recommended not to bring any valuables to the course or leave them unattended.
- Childcare or pet care is to be set up outside the course classrooms.
- Each student is responsible for finding his or her accommodations.

Revised Guidelines, 31.October 2026