ASSOCIATION MONTESSORI INTERNATIONALE

AMI

AMI Training of Trainers

Programme Overview & Application Guidelines

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What's New in This Version:

This version reflects the move of the Training of Trainers programme to COSMOS, the new online management platform. The application is now completed entirely on COSMOS, in seven steps: Expression of Interest, application fee, Classroom Assessment Portfolio, Classroom Observation Form, application form, three references and interviews. The programme overview has also been updated with a new section on the roles of the Guiding Trainer and Mentor Trainer, a revised programme pathways diagram, and the mandatory online Introductory Seminar Series.

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1. Overview of the AMI Training of Trainers programme

The Training of Trainers programme is the AMI programme for the training of future AMI Trainers. It is an apprenticeship programme, where experienced teachers learn how to deliver an AMI Diploma and other AMI courses, first through observation, then participation, and finally independent work, under the guidance of experienced AMI Trainers.

The programme also puts the Trainers in Training in contact with other participants of the programme through ways in which they can develop collegial relations with other future trainers in the global AMI community. The programme provides opportunities for participants to deepen their knowledge of Montessori, develop skills in communicating that knowledge, and various ways to participate in the expansion of Montessori education globally.

The AMI Training of Trainers programme consists of four levels:
- Level 1: Probationary period
- Level 2: Towards AMI Auxiliary Trainer status
- Level 3: From AMI Auxiliary Trainer to AMI Associate Trainer status
- Level 4: From AMI Associate Trainer to AMI Trainer status

There are two main paths to follow through levels 1–3:

Path A: a minimum of 3 course cycles before reaching Associate Trainer status

Path B: a minimum of 2 course cycles plus a seminar cycle before reaching Associate Trainer status

The Trainer in Training's progress will be managed on COSMOS, a Learning Management Platform designed specifically for the AMI Training of Trainers programme.

Levels 1 and 2

For the apprenticeship at both Level 1 and Level 2, the Trainer in Training will be placed by the Training Group on an AMI Diploma course with a Guiding Trainer. Course delivery formats for placement may be:
- Academic year courses
- Summer courses
- Modular courses
- Blended courses

The suitability of a format for the Training of Trainers programme may be reviewed by the Training Group.

Level 1 and Level 2 are generally accomplished by working under the guidance of a Guiding Trainer at a training centre, learning all aspects of the course, and writing papers that will be the foundation of future lectures/demonstrations. The general duration of Level 1 and 2 is a **minimum** of two course cycles.

Successful completion of Level 1 and Level 2 will result in a Trainer in Training being awarded AMI Auxiliary status.

Level 3

At Level 3, the Auxiliary Trainer (both paths) is assigned a Mentor Trainer. It is now assumed that the Auxiliary Trainer needs mentorship, rather than close guidance.

An AMI Auxiliary Trainer:
- may work as a contributing member of a training team on a Diploma Course

- may represent training centres as an AMI Examiner
- may organise and deliver an **Orientation Course** under mentorship
- may work towards Associate Trainer status

Path A involves doing a third course cycle under the guidance of a Mentor Trainer.

Path B involves completing the seminar cycle and all other requirements. On this path, the Mentor Trainer supports the Auxiliary trainer in the completion of all level requirements.

Successful completion of Level 3 will result in the Trainer in Training being awarded AMI Associate Trainer status.

Level 4

At Level 4, the Associate Trainer is also assigned a Mentor Trainer.

An AMI Associate Trainer will
- co-direct or take responsibility for a **diploma course** under the guidance of their Mentor Trainer
- produce an academic **literature review** paper that demonstrates an ability to research and write about contemporary work on child development and other topics relevant to Montessori pedagogy
- represent AMI as an AMI Examiner

Successful completion of Level 4 will result in the Associate Trainer being awarded AMI Trainer status.

A Trainer in Training may choose to remain at AMI Auxiliary Trainer or AMI Associate Trainer and work as a member of a faculty of a Training Centre under the leadership of an AMI Trainer.

1.1 The Training Group

The committee responsible for the organisation of the programme is called The Training Group. The Training Group oversees the journey of people becoming AMI trainers. This Group is composed of ideally 2 trainers from each of the levels: 0–3, 3–6, 6–12, 12–18, plus the AMI Executive Director and the Director of Pedagogy. Membership on the Group is a 4-year rotational membership, with an optional additional 4-year term. The Training Group generally meets 5 times per year. The Training Group is responsible for overseeing the progress of individuals through the programme and the development of the Training of Trainers programme.

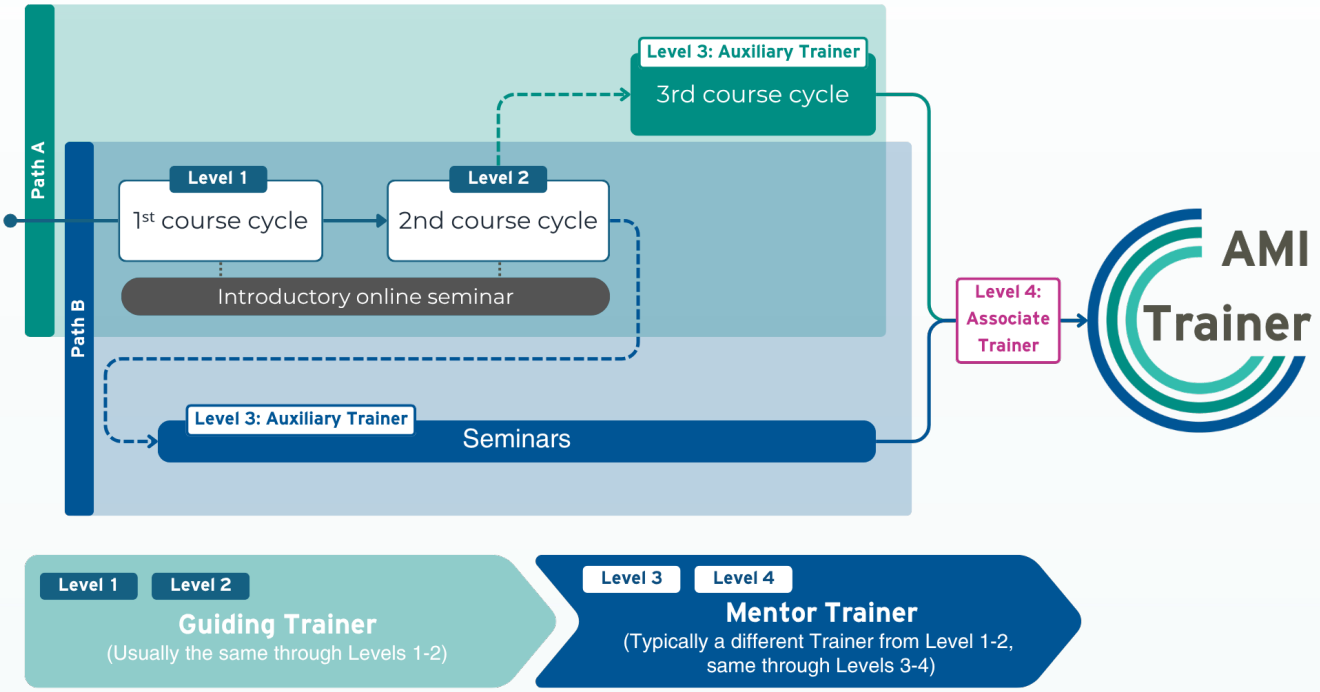
1.2 Guiding Trainer and Mentor Trainer

Once the course placement of a Trainer in Training has been confirmed, the Director of Training for the course is typically assigned the role as a Guiding Trainer.

In Levels 1 and 2, the Trainer in Training works under the direct guidance of a Guiding Trainer. The Guiding Trainer supports the Trainer in Training through their course placement and completion of level-specific requirements. In most cases, the Trainer in Training remains with the same Guiding Trainer throughout Levels 1 and 2.

Upon attaining Auxiliary status, the Trainer in Training begins working more independently under the supervision of a Mentor Trainer. The Mentor Trainer may remain the same for both Levels 3 and 4; however, in most cases, a different Mentor Trainer from those assigned in Levels 1 and 2 will be designated in order to ensure diversity of experience and perspective in the Trainer in Training's development.

Training of Trainers Programme Pathway



1.3 Finances

A non-refundable application fee is charged to applicants to the Training of Trainers programme.

There is a one-off fee to attend the online Introductory Seminar Series. Attendance is mandatory for Trainers in Training accepted into the programme from November 2024 onward and those following the Seminar Cycle from September 2025 onward.

Trainers in Training should be prepared to cover expenses such as travel and living costs while attending the seminars and/or completing course cycles at training centres at a location different from where they live.

There is also a fee for the seminar cycle itself, if this is the path chosen. The fee is determined by AMI when plans for a seminar path are being made.

The AMI training centres involved in the Training of Trainers programme spend a considerable amount of time ensuring that the Trainers in Training undergo a full and comprehensive training. Trainers in Training are not necessarily remunerated by the training centres. A salary and/or stipend may be paid to a Trainer in Training at the discretion of and the financial possibilities available to the centre concerned.

MM 75 FUND

The MM 75 Fund was established on the 75th birthday of Mario M. Montessori in order to assist those in need of financial support for further study leading to the status of AMI Trainer. For Trainers in Training in need of financial assistance, interest-free loans from the MM 75 Fund may be available to accepted applicants.

For more information on the MM 75 Fund, please visit this webpage.

1.4 Competencies

Upon successful completion of the Training of Trainers programme, the trainer will be able to:

- work as a contributing member of a training team, maintaining a high standard of professional conduct
- collaborate effectively with team members
- manage time and tasks in an efficient manner
- understand and be able to effectively handle the administration of a training course
- work with the IT aspects of a course, for example spreadsheets and Learning Management System
- set up and maintain an aesthetic and orderly environment for adult learners, and aid the trainees in care of that environment
- benefit from having a trainer album, containing both presentations and trainer notes that deepen the Trainer in Training's understanding of theory, methodology and material
- understand the difference between presenting for children and presenting for adult learners
- lead and organise various types of group work for trainees, both onsite and online if applicable
- participate in and lead individual meetings with trainees
- give theory lectures and introductions to areas with confidence and clarity
- give demonstrations of materials with precision, accuracy, clarity and enthusiasm
- respond to questions by trainees in a thoughtful and knowledgeable manner
- be able to guide trainees in writing, illustrating, material-making, and other work related to course requirements
- respond to written work by the trainees with formative and constructive feedback
- supervise trainees in practice with material, asking questions and responding to questions appropriately, and giving enough guidance to aid trainees in becoming as proficient with the Montessori materials as possible
- observe adults and their work with objective empathy, giving necessary help, but recognising that unnecessary help may be a hindrance, promoting resilience and independence
- understand and implement the entire AMI examination process:
    - the purpose of the examinations
    - preparation of written examination questions
    - reading and assessing written exams
    - preparation of the trainees for written exams through revision sessions
    - preparation of the physical environment for oral exams
    - the roles of AMI Appointed Examiner, AMI Examiner and Child.
    - preparation of the trainees for oral exams through various types of mentored practice, directed practice and mock oral exams
    - schedules and organisation of the paperwork connected with examinations (CAS system)
    - how to follow up with trainees who have deferred on exams or coursework
    - be prepared to be an examiner
- be an effective voice for AMI in the global community through speaking, writing, certificate courses, workshops and other venues
- continue their professional development as a life-long learner

2. Application guidelines

All requirements have been carefully developed with the aspiring trainers' best interest in mind, taking into consideration previous knowledge and experience enabling success for future trainers. All applicants are expected to comply with all application requirements listed below. Prospective applicants are asked to withhold making an application until such time as they feel that their circumstances will allow them to be free to participate in the Training of Trainers programme. Applicants submit their Expression of Interest, followed by the full application, on COSMOS, the online management platform for the Training of Trainers programme.

Applicants are required to have an **observation visit** by an AMI Trainer as part of the application process. This observation is specific to assessing suitability for the Training of Trainers programme. Please find more information on the observation visit below.

Furthermore, applicants to the 0–3, 6–12, and 12–18 levels are required to hold an AMI Diploma at an additional level beyond the age level to which they are applying. Specifically, applicants to the 0–3 and 6–12 levels must hold the 3–6 AMI Diploma before the AMI Associate Trainer status is awarded. This requirement reflects the chronological development of Maria Montessori's pedagogical approach, with the 3–6 level regarded as foundational to both the 0–3 and 6–12 levels.

Application requirements: Assistants to Infancy 0–3

Qualifications to be fulfilled at the time of application:

- an AMI 0–3 Diploma
- an AMI Diploma at the 3–6 level. It is preferable to have this before application, but if this is not possible, it must be achieved before AMI Associate status can be awarded.
- a minimum of five years' experience **after** obtaining your AMI 0–3 Diploma, at least two of which are consecutive, in an infant/toddler community where the Montessori principles and practice are implemented; of the additional three years, a combination of Nido and Infant Community practice or just Infant Community practice is acceptable. Three years of parent/child education sessions are considered as being equivalent to one year of experience
- a bachelor's degree or the equivalent in your own country
- AMI membership

Application requirements: Primary 3–6

Qualifications to be fulfilled at the time of application:

- an AMI 3–6 Diploma
- an AMI diploma at the 0–3 or 6–12 level or Orientation Courses at both 0–3 and 6–12 level. It is preferable to have this before application, but if this is not possible, it must be achieved before AMI Associate Status can be awarded.
- a minimum of five years' experience, **after** obtaining your AMI 3–6 Diploma, three of which are consecutive, directing a class of children aged between two and one-half and six years in an environment where the Montessori principles and practice are implemented
- a bachelor's degree or the equivalent in your own country
- AMI membership

Application requirements: Elementary 6–12

Qualifications to be fulfilled at the time of application:

- an AMI 6–12 Diploma
- an AMI 3–6 Diploma. It is preferable to have this before application but if this is not possible, it must be achieved before AMI Associate Trainer Status can be awarded.
- a minimum of six years' total teaching experience at the elementary level, **after** obtaining your AMI 6–12 Diploma. These years may be completed in a number of ways, however, a minimum of 3 consecutive years with 6–9 children and 2 years with 9–12 children are required. These years might take place in 6–9, 9–12 or 6–12 environments.
- a bachelor's degree or the equivalent in your own country
- AMI membership

Application requirements: Adolescence 12–18

Qualifications to be fulfilled at the time of application:

- an AMI 12–18 Diploma
- an AMI Diploma at any other level (0–3, 3–6, 6–12)
- a minimum of five years' consecutive teaching experience in a single adolescent community **after** obtaining the AMI 12–18 Diploma and comprised of a minimum of 3 years' work in a 12–15 (16) environment and 2 years working with any of the following age groups:
  - 12–15 (16)
  - 15–18
  - 12–18
- work must have involved full engagement in multiple aspects of adolescent community life, work, and study, not just as a one-subject or area specialist or an administrator.
- a bachelor's degree or the equivalent in your own country
- AMI membership

2.1 Amended teaching experience due to the pandemic

The pandemic caused much disruption with regard to the opening of schools and learning environments all over the world. While we fully acknowledge the resilience, determination and creativity that has gone into finding solutions to support children and families over the last year, the Training Group has made the decision that the year 2020/2021 cannot be considered as part of the minimum five years teaching experience required to be admitted onto the AMI Training of Trainers Programme.

In light of the above decision, we regret to inform you that if the academic year 2020/2021 constitutes one of the five years of the minimum teaching experience requirement, your application can unfortunately not be taken any further at this time.

In the event that the operation of your school was not affected by the pandemic, please include in your application documents a letter from the Head of your school explaining in detail how the school operated during the pandemic.

In alignment with AMI's mission to preserve the legacy of Maria Montessori's vision while continuing to innovate and increase both reach and impact of Montessori principles and practice at all levels, we are committed to supporting developing Trainers as needed to ensure accessibility. In light of this, please know

that considerations may be given during the application process as well as throughout the course, on a case-by-case basis, for the following aspects:

- expansion in the representation of AMI Trainers across diverse regions and contexts at a global level
- Trainer/Course availability
- unexpected/unavoidable personal circumstances

In case of provisional admissions, all outstanding application requirements need to be met before being granted Associate Trainer status.

2.2 Observation visit procedure

Applicants are required to have an observation visit by an AMI Trainer as part of the application process. This observation must take place in an environment for the age level the candidate is applying for, and the AMI Trainer conducting the observation must hold credentials for that same level. The observation visit is one day for the 0–3, 3–6 and 6–12 levels, and two days for the 12–18 level.

This observation is specific to assessing suitability for the Training of Trainers programme. The AMI Trainer must submit their observation report using the COSMOS platform. Please note that only observation reports submitted on COSMOS will be accepted.

1. Contact an AMI Trainer

If you are in contact with an AMI Trainer at your level and would like to invite them to conduct an observation visit in your environment, you may contact them directly. Please inform the AMI Trainer that you are scheduling an observation visit for the purpose of applying for the AMI Training of Trainers programme.

2. Requesting AMI to find an AMI Trainer

If you cannot find an AMI Trainer in your region to observe your classroom, you can fill out this survey and AMI will attempt to identify a suitable Trainer in your area. Please note that this process may take time, as we aim to locate a trainer nearby in order to minimise travel and related costs.

3. Costs for observation

Applicants are responsible for covering the following costs related to the Trainer's visit:

- Daily fee: 150 EUROs per day visit
- Travel expenses
- Accommodation expenses as needed

Please note that AMI is not involved in or liable for the AMI Trainer's remuneration. All financial arrangements must be made directly between the applicant and the Trainer. The observation visit costs are **non-refundable.**

You must agree to the Terms of Agreement for observation visits:

I understand that an AMI trainer/AMI consultant will visit the school in which I am currently employed in order to observe my work in the classroom. I also understand that, even if I am not accepted onto the programme, I will be personally liable for the reimbursement of the reasonable travel, accommodation and subsistence costs of this visit and for an honorarium equivalent to €150. These amounts are to be reimbursed directly to the Trainer, preferably in advance.

4. Observation Form

The applicant downloads the Trainer Observation Pack (PDF) from the COSMOS platform and sends it to the Trainer. The Trainer Observation Pack includes a link to the observation form for the corresponding age level.

5. Submitting the Observation Form

The AMI Trainer is required to submit the AMI observation on COSMOS, within a week of their observation.

Once the Trainer has submitted the form, the AMI office confirms the observation on COSMOS.

If the applicant is no longer in a Montessori environment and is unable to arrange a classroom observation visit, the applicant can provide an explanation on COSMOS. This will be evaluated by the AMI office on a case-by-case basis.

2.3 Submitting your application

To apply for the programme, please read the requirements carefully. The application is submitted on COSMOS, the online management platform for the Training of Trainers programme.

The application consists of the following steps:

1. **Expression of Interest (EOI) Form**

The applicant completes the EOI form with their initial eligibility information, including:

- a copy of their AMI Diploma(s)
- a copy of their AMI Certificate(s)
- details of their classroom experience
- a copy of their higher education diploma
- their AMI membership number
- a short motivation statement (maximum 300 words)

2. **Application Fee**

The applicant pays a non-refundable application fee of €250 (please see the section 'Payments to AMI'). AMI must confirm the payment before the applicant gets full access to their COSMOS dashboard. Once the payment is confirmed, the applicant receives an email to set their COSMOS password and continues the application on the My application dashboard.

3. **Classroom Assessment Portfolio**

The applicant completes a portfolio that documents their Montessori practice. All applicants must submit the portfolio on the My application dashboard.

4. **Classroom Observation Form**

An AMI Trainer at the applicant's level observes the applicant's Montessori environment and completes the observation form on COSMOS (please see 'Observation Visit Procedure' above).

5. **Application Form**

The applicant opens the main application form from My application once it becomes available. Answers already given in the *Expression of Interest* are filled in automatically, including AMI diplomas and scans, bachelor's degree, years of experience, AMI membership number, languages spoken, and the motivation for the chosen age group. The applicant can add to their motivation and complete the remaining questions.

6. **References**

The applicant enters the name and email address of each referee on their COSMOS application dashboard. COSMOS then sends each referee a private link to the reference form. The applicant may not complete the reference form on a referee's behalf. Before entering a referee's details on COSMOS, the applicant must get the referee's permission and consent to complete the reference form.

The applicant provides **three references**, one from each of the following categories:

- **Classroom practice:** someone who knows the applicant in a classroom setting and can comment on their classroom practice, pedagogical knowledge and expertise, and teaching experience. Ideally, this is a current or former employer, or a colleague who has worked closely with the applicant.
- **AMI Trainer:** an AMI Trainer, preferably one who specialises in the age group the applicant is applying for. This Trainer knows the applicant through their training (for example, the Director of Training for their AMI Diploma course) or has visited their environment, and can comment on the applicant's understanding and implementation of Montessori pedagogy.
- **Professional standing:** a person of professional standing who can speak to the applicant's personal qualities, integrity and professional conduct, including their professionalism and attitude in their relationships with parents, colleagues and students.

The applicant may submit additional references if they are relevant and helpful in assessing the applicant's suitability for the Training of Trainers programme.

7. **Review and Interviews**

AMI completes an administrative review of the application. Two separate online interviews will be conducted upon the completion of a positive observation visit and the completion of all application steps on COSMOS.

Once the interviewers have submitted their post-interview forms on COSMOS, the application will be placed for the next Training Group meeting for review and decision. The Training Group meets five times a year.

2.4 Payments to AMI

The applicant is required to pay a non-refundable application fee once they are ready to apply. The payment can be made via this link: https://montessori-ami.org/webforms/online-payment-ami

Under 'Payment for,' select 'Training of Trainers.' Please ensure that you enter the payment reference in the following format: TOTAppFee_FirstNameLastName (e.g. *TOTAppFee_RicoPatel*)

If you have any questions regarding the payment, please contact: finance@montessori-ami.org

1. By credit card (VISA, EUROCARD, MASTERCARD) or debit card

For payments by credit card, please add 3,3% to the amount due for charges.

2. For bank/wire transfers in Euro and other currencies (except USD)

For payments from outside the Eurozone, please add EUR 10 (or equivalent) for bank charges.
For SEPA payments there is no charge.

3. For bank/wire transfers in USD

Please add USD 15* for bank charges.

2.5 Placement on a Course

As soon as the candidate is accepted into the AMI Training of Trainers programme, the Training Group will decide on the Trainer in Training's placement for Level 1 and 2. The Director of Training of this course will generally be the Trainer in Training's Guiding Trainer.

Candidates are welcome to express their preference regarding placement on a particular course. Please note that the final decision will be made by the Training Group. Placements are confirmed by the AMI office on behalf of the Training Group.

There are a number of factors that will influence the placement of a Trainer in Training on a particular Diploma Course. The goal of placement is to give a Trainer in Training an optimal apprenticeship under the guidance of a trainer and an opportunity that will broaden their experience. Some of the factors include:

- background of the student: nationality, language proficiency, original training, residence
- requests by the Trainer in Training and/or a potential Guiding or Mentor Trainer
- format of available courses
- timing of available courses
- geographical considerations
- availability of places on particular courses
- general compatibility

The Training Group may, for various reasons, need to change the placement of the Trainer in Training between Level 1 and 2.