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| **Adult Learner Handbook Checklist**  **Instructions:** List the name of the handbook(s) and page number(s) that reference each criterion. |
| **Program Information** |
| **Program Name:**  **Course Level:**  **Additional Location (if applicable):** |
| **Handbook Checklist** |
| **Certification Course Identity**  Characteristics of the certification program(s) and/or freestanding institution(s) are clearly stated.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.1** | State the certification course level and include a brief description of the certification course level. |  |  | | **A.2** | State the language(s) that the course is delivered in. If the course is delivered in more than one language, describe how this is structured. |  |  | | **A.3** | Include the length of one cycle and the beginning and ending dates for the completion of each certification course level. |  |  | | **A.4** | State the comparative educational level (e.g., post-secondary, undergraduate, graduate) of the certification program and, if applicable, units of credits, degrees offered, and/or any other certifications issued. |  |  |   **Description of Certification Course Level**  For each certification course level offered, the description of content is clear, with adult learner-to-instructor ratios, a published academic schedule, educational goals and objectives, competencies, and performance and completion standards.  A.5 Academic Schedule EXAMPLE     |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.5** | Create and complete the Academic Schedule Table and include it in the Adult Learner Handbook. The Academic Schedule must include the specific course dates, course component titles, instructor(s), academic contact hours designated as either in-person (IP) or online (OL), and class times. The information provided in the Academic Schedule Table must align with the information provided in the Faculty Summary Table and the syllabi. A sample Academic Schedule Table template is available for download in the [MACTE document library](https://www.macte.org/document-library/). |  |  | | **A.6** | Include adult learner-to-instructor ratios. Adult learner-to-instructor ratios indicate the highest number of adult learners per one instructor the program and/or freestanding institution will allow. |  |  | | **A.7** | Include descriptions of content, competencies, and any other objectives for each course component. |  |  | | **A.8** | Include descriptions of expected adult learner performance and standards for completion. |  |  | | **A.9** | Include the program and/or freestanding institution’s policy for entry into the practicum student teaching experience. Include information regarding specific courses that must be completed, assignments that must be turned in, financial obligations, etc. |  |  | | **A.10** | Include the program and/or freestanding institution’s policy for extensions beyond the scheduled certification course cycle and how they are granted, documented, and regulated. In the case of extenuating circumstances, a program and/or freestanding institution may offer an adult learner up to three years to finish the practicum phase and all outstanding assignments required for graduation after completion of the academic phase. Include the process for adult learners that do not complete within the required three years. |  |  |   **Admission Requirements and Selection Procedures**  Admission criteria are clearly defined, consistent with the levels of certification granted, compliant with applicable laws, and published.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.11** | Include a description of selection procedures (e.g., interview, testing, candidate acceptance decision). If applicable, provide the program and/or freestanding institution’s policy for assessing the adult learners’ proficiency in the language of instruction. |  |  | | **A.12** | For each certification course level offered, include a description of admission criteria and procedures consistent with the level of certification. |  |  |   **Transfer of Credit**  The program and/or freestanding institution must publish a transfer of credit policy. The policy must include a statement of the program and/or freestanding institution’s criteria regarding the transfer of credit earned at another program and/or freestanding institution and must describe the program and/or freestanding institution’s process for assessing prior learning and incorporating adult learners into the appropriate portion(s) of the certification course. No part of the practicum phase may be satisfied by previous academic work, practicums, or life experience unless the adult learner is transferring directly from one MACTE accredited training program and/or freestanding institution into another MACTE accredited training program and/or freestanding institution with no time gap in the training.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.13** | Include the transfer of credit policy. |  |  | | **A.14** | Include a list of programs and/or freestanding institutions with which articulation agreements are established (if applicable). |  |  |   **Adult Learner Support Services**  The program and/or freestanding institution either provides or maintains resources for referral to meet adult learner needs, including academic advising, non-academic advising, health care, and housing.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.15** | Describe adult learner services provided by the program and/or freestanding institution. For services not directly provided, indicate how resources for referral are made available to adult learners in need of academic advising, non-academic counseling, health care, and housing. Academic advising may include tutoring and support with projects and writing. Non-academic may include career counseling. Health care services should include both physical and mental health resources. |  |  |   **Career Information and Opportunities**  Published materials and recruiting personnel make only justifiable and provable claims regarding the nature of the coursework, occupational placement, advancement, salaries, and other benefits relevant to Montessori teaching and applicable careerfields.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.16** | Include information regarding placement services (if applicable). |  |  | | **A.17** | Include where it is stated that employment, salary, and occupational advancement are not guaranteed. |  |  |   **Financial Information**  All adult learner fees and expenses are published, included, and identified; refund policies are fair and comply with applicable laws. Policies regarding payment schedules and financial aid are clearly published. The program demonstrates that the tuition and fees charged are reasonable given the length and content of the certification course and objectives of the credentials offered.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.18** | Include policy statements concerning tuition costs, payment schedule, refund policy, non-refundable fees, certification fees, costs for books, supplies, housing (if available), fees for enrollment extended beyond the period normally covered by tuition, and any other fees or costs associated with the certification course, especially if there are expectations of the adult learner to attend seminars or sessions outside of the cost of the certification course. |  |  | | **A.19** | State fees for optional units or credits available through another program and/or freestanding institution (if applicable). |  |  | | **A.20** | Include information concerning financial aid (if applicable). |  |  |   **Code of Ethics**  The program and/or freestanding institution supports a commitment to integrity and ethical practices on the part of all participants.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.21** | Include the policy concerning commitment to principles of integrity, ethical practices, and equitable treatment in the relationship of adult learners and faculty to the program and/or freestanding institution with the date of last revision. |  |  |   **Attendance Policies**  Attendance and absences are recorded, and the number of clock hours missed is indicated. The minimum attendance levels are defined for both academic and practicum experiences. Policies for make-up work are published and have a direct relationship to content missed.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.22** | Include a description of the system used for recording absences in clock hours. |  |  | | **A.23** | Include the minimum attendance level policy (no lower than 90% of total clock hours). |  |  | | **A.24** | Include the policy regarding provisions for satisfying requirements not met due to absence and for their direct relationship to content or experience missed. |  |  | | **A.25** | For programs and/or freestanding institutions offering online education course components, include the policy to ensure that the adult learner who registers in an online education course is the same adult learner who participates in and completes the course and receives the academic credit. Programs and/or freestanding institutions are required to verify the identity of an adult learner who participates in a class or coursework by using methods such as secure logins and passcodes, proctored examinations, and other technologies and practices that are effective in verifying an adult learner’s identity. Programs and/or freestanding institutions must use processes that protect adult learner privacy and must notify adult learners of any projected additional charges associated with verification of adult learner identity at the time of registration or enrollment. |  |  |   **Continuation, Dismissal and Withdrawal of Adult Learners and Cancellation of Certification Course**  The policies and procedures clearly define all conditions, terms, and processes, including the time frame for settlement in the event of a refund.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.26** | Include the policies and procedures for dismissal. Refund settlement time must be included. |  |  | | **A.27** | Include the policies and procedures for withdrawal. Refund settlement time must be included. |  |  | | **A.28** | Include the policies and procedures for cancellation of the course by the program and/or freestanding institution. Refund settlement time must be included. Please see Section I.6of the Guide for more information on Teach-Out Agreements. |  |  | | **A.29** | Include the policies and procedures for continuation beyond the program and/or freestanding institution’s timeline. |  |  |   **Clock Hours and Grading**  Systems are clearly defined and published.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.30** | Include information concerning clock hours. |  |  | | **A.31** | Include information concerning the grading system. |  |  |   **Nondiscrimination**  The program and/or freestanding institution ensures the policies and procedures relating to adult learner selection and retention and to personnel practices are based on appropriate and equitable criteria and conform to applicable law and nondiscriminatory policies.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.32** | Include the policy of nondiscrimination. |  |  |   **Grievance**  Procedures and policies are equitable, comprehensible, and offer timely resolution. The published policy of the accredited program and/or freestanding institution includes the name, address, and telephone number of the MACTE office.   |  |  |  |  | | --- | --- | --- | --- | |  | **Criteria** | **Name of Handbook(s)** | **Page Number(s)** | | **A.33** | Include the grievance procedures for adult learners. Formal grievances must remain on file for five years. For accredited programs and/or freestanding institutions only, this document must include the name, address, and telephone number of the MACTE office. |  |  | | **A.34** | Include the page signed by the adult learner to acknowledge receipt of Adult Learner Handbook. |  |  | |