

Certification

The following requirements must be met before a Certificate of Successful Completion can be issued:

1. The participant must be present during the entire time of the workshop.
2. Registration fees must be paid in full.
3. The participant must take part in all discussion periods.
4. Participants must present thoughtful questions and/or responses during Q and A periods.
5. Participants must demonstrate understanding of material content during oral presentations to the class.
6. Participants must attain a passing grade on all in-class written assignments.
7. Participants must complete and hand-in a written, commented evaluation form.

Cancellation

Registrants canceling in writing to Metro Montessori five (5) days before the start of a workshop session will receive a full refund of fees or a full credit towards a future workshop offered within twelve months of the cancelled session. Written cancellation must be mailed directly to the Metro office or faxed to 301.230.0903. Metro Teacher Training reserves the right to cancel any workshop that is under-enrolled. Fees paid for cancelled workshops will be fully refunded.

Common Courtesy

Attendees are expected to demonstrate the same courteous behavior expected of young children at circle time. Talking during presentations, eating food, unnecessary trips in and out of the room are distracting and can be disruptive to the concentration of others. Metro's training sessions are for adult learners only. Please do not bring children to training sessions, as you and/or your children will be asked to leave.

Please return this completed application to the above address, along with the required fees. Checks should be made payable to Metro Teacher Training. If an e-mail address is provided, an e-mail confirmation of registration will be sent. As spaces at workshops are often limited, sessions will be filled on a first-come, first-served basis. Walk-in registration will not be accepted. I have read and understand the policies relating to registration, certification, cancellation, and refunds.

Applicant's Signature

____/____/____
Date

Date of Certificate of Completion: ____/____/____