



Continuing Education Program Contract

We are pleased to inform you that you have been selected to participate in our Continuing Education Program.

Horizon Montessori Public Schools (HMPS) is facilitating continuing education through the North American Montessori Center (NAMC). The NAMC will provide the training entitled “NAMC Montessori Early Childhood 3-6 Diploma Program” via distance education (the “Program”). The Program will provide materials and resources. Upon completion of the Program, the participant will receive a diploma from NAMC.

The Program is divided into three components (Early Childhood programs take approximately seven (7) months to complete), and each component has a series of written homework assignments generated from the course material provided to the Educator.

Participation in the Program by an Educator is conditioned upon receiving pre-approval of the training in writing by the Superintendent.

HMPS will sponsor the undersigned educator to participate in the training upon the strict conditions herein:

1. HMPS will pay the Program fees (currently estimated to be approximately \$2,225.00) on behalf of the Educator.
2. The Program shall not conflict with the assigned duties of the Educator at HMPS. In the event the Participant becomes aware of the potential of any conflict, the Educator will immediately inform the Educator’s Academic Officer.
3. The Educator agrees to complete the Program (or equivalent successor program) within twelve (12) months of commencement, subject to the training schedule that will be enforced.
4. The Educator’s Academic Officer will oversee that the Educator is making progress in the Program, and the Educator agrees to cooperate in such supervision in every respect.
5. Educator agrees to remain employed in good standing with HMPS for a minimum of three years upon completion of the Program.
6. Educator agrees to provide support in training other staff as requested related to the Program.
7. Educator agrees to remain in good standing with all Program requirements for the duration of the Program.

8. All curriculum materials received related to the Program will immediately become the property of HMPS.
9. In the event the Educator fails to complete the Program, resigns, or is terminated within three (3) years of completion of the Program, the Educator will be responsible to repay HMPS the Program fees in full. The Educator agrees that HMPS may, among other things, deduct the Program fees from any wages and/or salary owed to Educator.

Educator Name (Please Print)

Date

Educator Signature

Superintendent Signature

Note: Educator must sign and then submit this form to the Academic Officer for review and signature. Academic Officer will then forward signed original to Human Resources to retain in the employee's permanent personnel file.