



Montessori  
Institute  
Teacher Education Program

## Application Checklist

This Document is intended to help you manage your admission tasks. If you have a specific inquiry about the status of your application, email Jori Martinez-Woods at [institute@citygardenschool.org](mailto:institute@citygardenschool.org).

Submit documents via the CGMI:TEP Application Upload Form (emailed to you following the receipt of your initial Application for Admissions) or by printing and mailing materials.

*Use the left column to check off tasks as they are completed. All items are due prior to the first day of the program.*

|  |  |
|--|--|
|  | Read the Guide to Admissions Process                     |
|  | Application for Admissions                               |
|  | Photo of yourself for your profile                       |
|  | State Issued photo ID                                    |
|  | Current AMS or AMI credentials (if applicable)           |
|  | Current state issued teaching license                    |
|  | College Transcripts                                      |
|  | Professional resume                                      |
|  | Contact information for three letters of recommendation* |
|  | Personal Essay*  |
|  | Signed tuition agreement*                                |

\*Instructions are included in the CGMI:TEP Application Upload Form