

PCTE Fees and Payment Schedule 2024-25

All Level Fees	Fees	Fees, Discounts, and Payments
Application Fee	\$300	The application process includes information sessions, a review of eligibility, an interview, and administrative support. This fee is non-refundable and can be applied to a subsequent training cohort.
AMS/MACTE Adult Learner Credentialing Fees	\$420	PCTE collects the certification fees for AMS and MACTE for each adult learner. The fee for AMS includes a 2-year membership.
Materials Fee	\$100	Printed materials and other supplies used during on-campus training.
Program Discounts -Discounts are applied <u>only</u> to the program fee:	5%-15%	5% - for applications received before May 15th 10% - when two adult learners from the same school enroll 15% - When three or more adult learners from the same school enroll
Payment Method	n/a	PCTE uses TADS. This electronic system facilitates the payment of tuition and fees. Once you have been accepted into the program, we will send you information on how to set up your TADS account. You then will be able to conveniently access and process your payments directly through TADS.

Infant - Toddler (I-T)	Fees	Due Dates
Application Fee	\$300	Paid at the time of application submission
3-6 Overview Courses (24 hrs)	\$375	Required for I-T Adult Learners who do not hold an Early Childhood credential. Due September 10th
Program Tuition	\$9,375	Payment Plan 1 Two payments of \$4,687.50 each due on April 10th and September 10th Payment Plan 2 Four payments of \$2,343,75 each due April 10th, September 10th, January 10th* and April 10th* <i>*an additional \$50 for administrative fees will be added to the January payment</i>
AMS/MACTE Credentialing Fees	\$420	April 10th
Materials Fee	\$100	April 10th

Early Childhood (EC)	Fees	Due Dates
Application Fee	\$300	Paid at the time of application submission
Program Tuition Fee	\$10,285	Payment Plan 1 Two payments of \$5,142.50 each due on April 10th and September 10th Payment Plan 2 Four payments of \$2,571.25 each due April 10th, September 10th, January 10th* and April 10th* <i>*an additional \$50 for administrative fees will be added to the January payment</i>
AMS/MACTE Credentialing Fees	\$420	April 10th
Materials Fee	\$100	April 10th

Elementary I (EL-I)	Fees	Due Dates
Application Fee	\$300	Paid at the time of application submission
Asynchronous 3-6 Overview Course (40 hrs)	\$625	Required for EL Adult Learners who do not hold an EC credential. Due at enrollment
Program Tuition Fee	\$10,375	Payment Plan 1 Two payments of \$5,187.50 each due on April 10th and September 10th Payment Plan 2 Four payments of \$2,593.75 each due April 10th, September 10th, January 10th* and April 10th* <i>*an additional \$50 for administrative fees will be added to the January payment</i>
AMS/MACTE Credentialing Fees	\$420	April 10th
Materials Fee	\$100	April 10th
Album Fee	\$815	April 10th (Albums are from the Montessori Research and Development Company)

Elementary II	Fees	Due Dates
Application Fee	\$300	Paid at the time of application submission
Asynchronous 3-6 Overview Course <i>(40 hrs)</i>	\$625	Required for EL Adult Learners who do not hold an EC credential. Due at enrollment
Program Tuition Fee	\$10,375**	Payment Plan 1 Two payments of \$5,187.50 each due on April 10th and September 10th Payment Plan 2 Four payments of \$2,593.75 each due April 10th, September 10th, January 10th* and April 10th* <i>*an additional \$50 for administrative fees will be added to the January payment</i> <i>**price adjusted for those who hold a 6-9 credential</i>
AMS/MACTE Credentialing Fees	\$420	April 10th
Materials Fee	\$100	April 10th
Album Fee	\$700	April 10th (Albums are from the Montessori Research and Development Company)

Stand Alone Courses

Level	Course	Course Hours	Fees	Due
ALL	Daily Auditing of a single class <i>(audit status means one is not enrolled in the program)</i>	8	\$300	Ten days prior to a class being audited
ALL	Philosophy Course - Asynchronous	34	\$1040	Upon enrollment
Infant- Toddler	Child Development Course - Asynchronous	48	\$1560	Upon enrollment
Early Childhood	Child Development Course- Asynchronous	24	\$780	Upon enrollment
ALL	Assistant Course- Asynchronous	30	\$700	Upon enrollment
EL	3-6 Overview for Elementary	40	\$625	Upon enrollment

Other Potential Costs for Adult Learners (all levels)	Fees	Due Dates
Self Directed Fee Additional monthly support /mentorship with PCTE Faculty during the entire Practicum phase.	\$300	Sept 10th - one-time charge covering a 9-month Practicum
Additional Field Consulting Visit (as needed) Charged and scheduled when the PCTE Director deems a 4th Field visit is necessary for a credential. Note that AMS highly recommends a 4th field visit for self-directed Interns.	\$250 Plus travel expenses**	When the visit occurs
Reactivation Fee Files become inactive for Adult Learners who do not complete PCTE requirements within three years of the course end date of their cohort. In this case, a file reactivation fee is required to bring the Adult Learner into good standing with AMS and MACTE. Once an Adult Learner is reactivated, the Continuum fee is charged monthly until the Adult Learner completes the course requirements.	\$400	Upon Reactivation date
Continuum Adult Learners' files are closed 3 years from the final academic class of their cohort. Those who return to training after a disruption of the regular cohort schedule (after the 3 years) must first pay the Reactivation fee and then will be charged \$200 per month until they have completed all requirements. This fee covers support, grading of assignments and field visits.	\$200 per month, until requirements are complete.	1st of each month
Field Consultant Visit Travel Expenses When field consultants must travel 20+ miles to a Practicum site, travel expenses are billed to the adult learner. The expenses may include mileage, tolls, food, and lodging (depending on the distance). Contact the Director for details, if needed.		

Refund Policy

All refunds are listed below and handled with the approval of the Director and the Business Office.

Withdrawals	Application fee	Program Fee/Tuition	Materials	Student fees MACTE/AMS
Before course begins	No refund	100% refund	No refund	100% refund
Within the first week of the course start date	No refund	75% refund	No refund	100% refund
After the first week of the course start date	No refund	No refund	No refund	No refund
Dismissal Details are found in the Professional Conduct section of PCTE Handbook	No refund	No refund	No refund	No refund
Course Canceled by PCTE	Full refund	Full refund	Full refund	Full refund