1. **Authority to Operate**
   A. Articles of Incorporation
   B. Copy of Child Care License or LOC
   C. Montessori Validation
   D. Application to Operate Nonpublic Nursery School (OCC 200)

2. **Personnel**
   A. Educational Program Administrator
      1. Personnel Record Form (OCC 201) with clear copy of complete college transcript(s) (or evaluation of foreign credential)
      2. Montessori Credential(s)
      3. Written Position Description
      4. Daily schedule
   B. Director in an Approved Montessori School
      1. Montessori Credential(s)
   C. Teachers
      1. Personnel Record Form with clear copy of complete college transcripts(s) (or evaluation of foreign credential)
      2. Montessori Credential(s)
      3. If the degree, college credit, or foreign credential required does not include at least 6 semester hours of approved early childhood coursework, the teacher shall, in addition hold or have completed:
         a. Child Development Associate Credential or
         b. 6 semester hours or 90 clock hours of approved pre-service Training or
         c. Certified y MSDE as a teacher for early childhood in Nursery through third grade.
      4. Written statement of the qualifications of each teacher in the format in which the nursery school will give it to parents or legal guardians of prospective and enrolled students

3. **Educational Program**
   A. Written curriculum of the educational program for the development skills in personal and social development, language and literacy development, mathematical and scientific thinking, social studies, the arts and physical development and health. *(Do not need to submit application documents. Curriculum will be reviewed by licensing specialist during the initial onsite visit.)*
   B. Written list of the name and number of instructional materials and equipment that the nursery school owns to implement the curriculum

4. **Child Records**
   Sample of the cumulative student record form(s) that will be used for each child enrolled in the educational program and includes all information required by COMAR 13A.16.16.08B(1) –(12) or 13A.16.16.08C

5. **Daily Schedule**
   Submit a copy of the center’s daily schedule. Indicate the beginning and end of the nonpublic nursery school educational program *(that sequential period of time during the day in which instruction will be implemented by teachers who meet the requirements of COMAR 13A.16.16.06B or C).* Indicate before and/or after school child care periods, as applicable.

**NOTE:** The applicant, and all paid individuals ages 14 years or older, must get Criminal Background Checks. All individuals age 18 and older must sign clearance to review child and adult neglect and abuse records.