

# Montessori Inspired Lifestyle® Internal Trainer Application

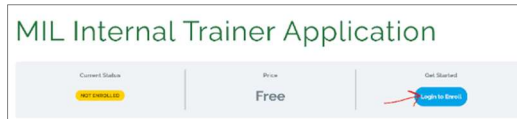
## Submitting an Application in the Online Portal

These instructions will guide you through the Online Application Portal to become a CARD Certified Montessori Trainer for your care community. **Before beginning the online application, download and review the [Preparation Packet](#).** After you have prepared your responses, follow these steps to submit your application.

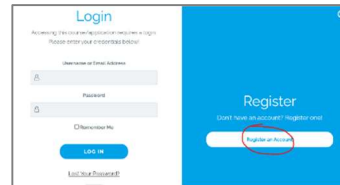
### STEP 1: Create an account

- a. Navigate your browser to [portal.cen4ard.com/courses/mil-internal-trainer/](http://portal.cen4ard.com/courses/mil-internal-trainer/)

- b. Click “Login to Enroll”



- c. In the popup box, click “Register an Account”



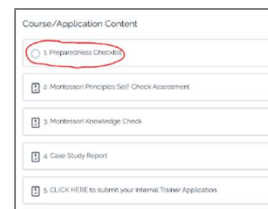
- d. In the form on the next page, enter a username, your email address and name, and create a strong password. This will allow you to log back in if you do not finish the application in one session.

- e. Click “Take this Course” to begin.



### STEP 2: Enter your information in the Preparedness Checklist

- a. Scroll down to the content list and click on “Trainer Preparedness Checklist”



- b. Enter your contact information, describe your training, and then confirm each statement in the checklist.



c. Click the blue button to save your answers.

Finish Form/Assessment

d. Click the green button and proceed to the Self-Check Assessment.  
*If you did not check off each item, a message will ask you to return to the application after additional preparation.*

Click Here to Continue

### STEP 3: Montessori Principles Self-Check Assessment (Section 2)

a. For **each** item, select one response that corresponds with your self-assessment.

I try to give an activity a sense of purpose and capture interest for the person living with dementia.

Almost Never  Sometimes  Half the Time  Usually  Almost Always

b. Click the blue “Finish Form/Assessment” button to submit your answers.

Finish Form/Assessment

c. After results are entered, continue by clicking on the green “Click Here to Continue” button

Click Here to Continue

### STEP 4: Montessori Knowledge Check (Section 3)

a. For **each** item, select one response to indicate if the statement is True or False.

Maria Montessori said, “We do our job best when they do not know we are present.”

True

False

b. Click the blue “Finish Form/Assessment” button to save your answers.

Finish Form/Assessment

*If you answer less than 40% of the questions correctly, you may try again one time. Click “View Questions” to review your answers, then click on the section name on left side menu when you are ready to start again.*

c. After results are entered, continue by clicking on the green “Click Here to Continue” button

Click Here to Continue



## **STEP 5: Case Study Report – Hypothetical Case Study (Section 4A)**

- a. Enter two sample activities and reason for choosing those activities in the text box. You may copy/paste this answer from an external document.

**\*\*\* If you choose to present the case study portion of the application by phone, indicate that in the box, click Next, then skip to STEP 7. We will reach out to schedule a call for you with a CARD trainer. Otherwise, continue with STEP 5.**

- b. Click the blue “Next” button to continue.

Next

*Note: You will **not** be able to edit your responses in this section once you click “Next”. To change any answers after they’ve been entered, continue through the application and then send us a message for an alternative upload link.*

## **STEP 6: Case Study Report – Your Case Study (Section 4b)**

- a. Enter your responses to all 8 questions together in the text box provided. You may copy/paste this answer from an external document.

- b. Click the blue “Next” button to continue.

Next

- c. (Optional) If you have a file you would like to include to support your Case Study, upload it here. *Combine multiple photos into 1 file.*

*Acceptable File Types: doc, pdf, jpg, ppt*

To upload Case Study photos or support documents:

Click "Choose file" and select the file to be uploaded.

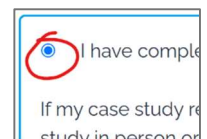
Click the blue "Upload" button.

An "Essay upload success" message appears when uploading is complete.

- d. Click the blue “Finish Form/Assessment” button to complete the section, then the green one to continue.

## **STEP 7: Submit your application for review**

- a. Verify the statement in the box by selecting the circle on the left.



- b. Click the blue “Finish Form/Assessment” button

Finish Form/Assessment

An email notification will be sent to you to confirm receipt of your application. If you do not receive it, and it is not in a spam folder, contact CARD at [info@cen4ard.com](mailto:info@cen4ard.com).