

# Certificate of Merit™ Branch Rules

## CM Enrollment Eligibility (Teacher Responsibility)

To qualify to participate in the CM program, members must fulfill these Branch Rules.

Should a teacher violate these procedures and/or policies, the teacher will be temporarily disqualified from participating in CM.\*

\*This is in accordance with CM Policy IV #3.

1. All New and Renewal membership applications and Reinstatements requests must be accurately completed and submitted to the State Office, postmarked on or before July 31<sup>st</sup>.
2. The open door period for all branch teacher transfer requests is now April 16<sup>th</sup> to August 31<sup>st</sup>. To receive approval, all Branch transfers must now be requested between the period of April 16<sup>th</sup> to August 31<sup>st</sup>. This allows the State Office adequate time to move the CM students in the database to the new Branch of their teacher's choice prior to the opening of CM registration. Any member wishing to make a Branch transfer request will be unable to do so between September 1<sup>st</sup> and April 15<sup>th</sup> because this is the active period for Certificate of Merit.
3. Membership transfers must be accurately completed and submitted to the State Office, postmarked on or before September 30<sup>th</sup>.
4. A teacher is eligible to present his/her student in CM ONLY if that student has studied with that teacher for a minimum of SIX (6) months prior to that event.
5. All teachers must sign and submit a Branch Teacher's Work Contract by November 16, 2010 to the CM Chair. Signing this document not only signifies that the teachers have read and fully understood the terms as stated on the contract, but they also agree to abide by these terms and conditions.
6. The MTAC teacher must be the primary teacher of all students they enter. The primary teacher is one who personally teaches a student on a regular basis for the majority of lessons. Teachers may only enter students for whom they serve as the primary teachers. If a teacher enters students outside of this policy, all registered students of that teacher may be disqualified.
7. All teachers who enroll in the CM evaluations MUST help on the day of evaluations or pay the \$300.00 fine charged by the Branch.
8. All teachers must attend the mandatory CM Meetings (February 28, 2011) to be eligible to participate in CM. CM Chair must be notified at least one week in advance if the teacher cannot attend and proper verification is required prior to approval of absence being cleared. In lieu of a teacher training meeting, new CM Teachers are required to view an online power point presentation and complete a quiz at the end of the presentation.
9. Teachers must remain at the testing site for the total amount of hours required to "complete the assigned work. A \$150.00 fine will be imposed on any teacher who "leaves" the site 30 minutes early or arrives 30 minutes late. Teachers must get prior permission "from the CM Chair in case of emergency only.
10. Cell phone use is prohibited unless in cases of emergency.
11. Teachers must sign in and out on the attendance sheet.
12. Teachers are to strictly adhere to the CM Policy and CM Procedures as well as the CM Syllabus. The following are the most current editions: 2007 Keyboard, 2007 Voice, 2006 Strings, and 2006 Woodwind.
13. Teachers are responsible for ALL changes or updates to the CM Syllabus or Technique Requirements as listed on any CM or Branch Newsletters and/or on the CM website ([www.mtac.org](http://www.mtac.org))—click on the "Certificate of Merit" link, then "CM Policy".
14. Teachers may not return students' exams until after the last testing date of any branch (early April). If a student has applied for a Convention program, the original Evaluation form must be kept in the studio and a copy given to the student.
15. Please note the CM line of communication for any questions or issues: Parent to Teacher to Branch CMChair to CM Council Member to CM Coordinator." Teachers please do not contact the State.

## CM Registration

1. CM Registration MUST be completed by the State Deadline (November 15, 2010).

NO CHANGES can be made once registration has been submitted past the deadline.

2. CM Registration is now entirely done ONLINE. To register, teachers must login to the CM website ([www.mtac.org](http://www.mtac.org)) on "Certificate of Merit", then click on "CM Online Registration Login Page" and input their

username and password. They will then be directed to the "Teacher Home Page" that will allow the teacher to register and handle their students' CM information. (Teachers are asked to update their email addresses. They can do so by clicking on the "Edit Teacher Info" link on the "Teacher "Home Page".) **CM Chair will provide new members with a username and password.**

3. Branch Student Transfers. There will no longer be student evaluation transfers between branches. This does not affect Panel or disciplines regionalized (winds, voice or strings).

### **CM Deadlines**

1. The deadline to submit a check for the Total Students' Registration fees along with a signed copy of the Teacher's Work Contract is **November 16, 2010**. Teachers should submit these items directly to the CM Chair.
2. CM Evaluation Reports must be completed and submitted ONLINE and written forms must be filled out and turned in to the CM Chair by the Branch deadline on **January 31, 2012**.
3. The Branch deadline for teachers to change Path A students to Path B or "Drop" is **January 31, 2012**.
4. The Branch deadline for completing evaluation makeups is **May 15, 2012**. Applications and fees must be received by April 15<sup>th</sup> to the CM Chair.
5. The deadline for Panel application is **March 15, 2012**. Convention application deadline is **April 15, 2011**.

### **CM 2010 Remain-At-Level Rule (RAL)**

1. Students who receive a "Remain at Level" score or fail the written theory test will not be able to proceed to the next CM level until they pass Path A of the same level.
2. Even if the student skips CM for one or more years after receiving the RAL or failing theory, he or she must take the same Path A level again and pass before proceeding.
3. Once a student passes both parts of the Path A evaluation, he or she may skip to any level for which he or she is prepared.

### **CM 2011 Ineligible for Certificate Rule**

1. The Performance rating - Ineligible for Certificate - will be used for students who give a proficient evaluation, but who have non-performance related issues such as:
  - Incorrect repertoire categories
  - Advanced Level same composer for Etude and one other piece
  - Played technique from incorrect syllabus
2. Students who receive Ineligible for Certificate may advance to next level

### **Published Scores Required for Evaluators; Photocopies**

1. Students are required to provide the evaluator an original published score for each piece performed.
2. The 1<sup>st</sup> complete measure of each line should be numbered.
3. A second original published score must be provided for any pieces not memorized.
4. If the title of the piece and composer are not in English, a translation must be attached.
5. No XEROX copies are allowed at evaluations except for the following situations:
  - a. To facilitate page turns
  - b. For confirmed out-of-print material (Must be accompanied by written permission from the publisher.)
6. Some music may be legally reproduced from a CD or internet; this music must include the URL address, a logo of the publisher, and/or a letter giving permission to use it. Outside of this policy, students and accompanists are not allowed to bring photocopies to CM evaluations. Any student who brings a photocopy to a CM evaluation will not be heard by an evaluator and will be recommended to "remain at level" (RAL).

# Certificate of Merit™ Branch Honors Awards

1. To apply, teachers must indicate on the students' online evaluation information form (completed by January 31, 2011) by marking "Branch Honors".
2. To qualify, students must have passed both the Performance Evaluation and the written Theory Examination. Students who receive a 4- and above from the evaluator are awarded BH seals, and students who receive a 5- and above are also awarded ribbons.
3. Special awards are also given to eligible High School seniors, students who receive a 100% on their Theory exam, and non-Senior students who pass Level 10.
4. All guidelines listed in the "Recital Rules" (see page 16-19) will also be applied to the "CM Branch Honors Recital Rules".