

# Music Teachers' Association of California

833 Market Street, Suite 900, San Francisco CA 94103, 800 834-3340 (CA only) or 415 978-9668  
www.mtac.org

## FOREIGN DIPLOMA APPLICATION FORM

**VERY IMPORTANT:** This application form is intended for applicants who are using a bachelor's or higher degree in music from a foreign (non-U.S.) academic institution to meet the MTAC requirements for Active Membership. If this does not apply to you, please refer to the following chart for the appropriate application form:

Application Form Reference Guide	
I have a bachelor's, master's, or doctoral degree in music from an accredited U.S. academic institution.	Use the <i>Active Membership Application Form</i>
I do not have a degree in music.	Please see document entitled <i>How to Join MTAC without a Degree in Music</i> on website or contact the MTAC State Office for more information.
I would like to become a Business Affiliate.	Use the <i>Business Affiliate Application Form</i>
I am a student currently pursuing a bachelor's degree in music.	Use the <i>Student Member Application Form</i> or contact the State Office for more information.

### FOREIGN DIPLOMA INFORMATION:

- a) MTAC has a long-standing requirement stating that its members must have the educational background of a bachelor's degree in music. This is stated in Article IV, Section 3 of the *MTAC State Bylaws*:

Active Teacher Membership shall be granted to qualified music teachers who have a bachelor, master, or doctorate degree in music from an accredited institution, or the equivalent thereof as established by the State Board of Directors, indicating a major or concentration in the instrument they teach, and who are actively engaged in the profession of teaching music with a minimum of two (2) years of music teaching experience.

- b) In order to efficiently evaluate the credentials of applicants with foreign degrees, MTAC requires a **Foreign Credential Evaluation Report (FCER)** from an MTAC-approved credential evaluation agency to verify an applicant's educational background and to determine the authenticity of the applicant's academic credentials. The FCER needs to be sent directly to MTAC from the credential evaluation agency. Please see section entitled "Foreign Credential Evaluation and Credential Evaluation Services" below for more details. Transcripts, diplomas, or other academic credentials documenting foreign degrees cannot substitute for the FCER and should not be submitted to the MTAC State Office unless specifically requested. For a list of all approved credential evaluation agencies, please refer to this website: [www.naces.org](http://www.naces.org).

### INSTRUCTIONS

(PLEASE READ CAREFULLY)

- 1) **General Information:** Please answer each question; print or type clearly.
- 2) **Degree & Primary Instrument/Subject Information:** Please list all degrees attained and their corresponding instrument or subject specialty. Note: If you have separate degrees in different instrument/subject specialties, you may qualify in those areas with this form. Please list all the pertinent degrees on this form and state your major teaching instrument/subject. *If your major instrument/subject is not clearly indicated on your Foreign Credential Evaluation Report, you may be asked for additional verification.*

- 3) **Branch Membership:** Please indicate whether you wish to join a Branch and if so, which Branch you would like to join. Note: There is an additional annual fee set by each individual Branch.

About Branch Membership: When joining MTAC, you have the option to have Branch Membership. The primary advantages of Branch Membership are as follows:

- Being part of a local group of like-minded professionals in your region.
- Being able to participate in Branch Activities and Programs.
- Being able to participate in State Programs that require Branch Membership (Certificate of Merit and VOCE).

- 4) **Two Years of Teaching Experience:** Please indicate if you meet this requirement for Active Membership. If you do not have two-years teaching experience, you will be given Provisional Member status until you have fulfilled this requirement.
- 5) **Academic Credentials:** For authentication purposes and to determine whether your academic credentials meet MTAC requirements, a **Foreign Credential Evaluation Report (FCER)** from an MTAC-approved credential evaluation agency is required and must be sent directly to the MTAC State Office by the agency. **Note:** Please see section entitled “Foreign Credential Evaluation and Credential Evaluation Services” on the next page for more details. Transcripts, diplomas, or other academic credentials documenting foreign degrees cannot substitute for the FCER and should not be submitted to the MTAC State Office unless specifically requested.
- 6) **Signature:** By signing this form, you certify that all the information provided is *truthful and accurate*. In addition, you are indicating that you have carefully read and agree to abide by the MTAC State Bylaws and Code of Ethics and the Bylaws of the Branch you choose to join.
- 7) **Send your Completed Application and Payment to MTAC:** Please send the following documents to the MTAC State Office:
- a. Completed application form.
  - b. A check payable to MTAC. Please refer to MTAC Fees & Dues list on the website for exact amount (State Dues, Branch Dues, and non-refundable Application Fee).
  - c. Request an FCER and arrange for it to be sent directly to the MTAC State Office.

**Important:** To be eligible for participation in Certificate of Merit or other MTAC programs, this application and all supporting documents (including FCER) must be accurately completed and submitted to the MTAC State Office on or prior to the appropriate deadline (July 31<sup>st</sup> for Certificate of Merit; December 31<sup>st</sup> for most other State Programs; please refer to the MTAC Membership Application Schedule posted on the website for exact dates). All application materials submitted become the property of MTAC and will not be returned.

# **For All Applicants with Non-U.S. Degrees: Foreign Credential Evaluation & Credential Evaluation Services**

## **Frequently Asked Questions**

**Q: What is a Foreign Credential Evaluation Report (FCER)?**

A: A foreign credential evaluation report provides a description of an individual's international education and a recommendation for its U.S. equivalence.

**Q: What does MTAC look for from a Foreign Credential Evaluation Report?**

A: Using data from this report, MTAC establishes the educational equivalence and subject background of an applicant. Specifically, MTAC determines if the applicant has at least the educational equivalent of a U.S. bachelor's degree in music and what instruments/subject specialties the applicant can be qualified in.

**Q: The credential evaluation service offers a basic (document-by-document) or detailed (course-by-course) report. Which one is needed?**

A: MTAC requires a *detailed (also called "course-by-course")* report. This report lists individual courses taken with semester units and individual grade equivalents. If the agency offers reports that list the level of the courses taken (e.g., lower versus upper division, professional, vocational), this is preferable. The detailed report is needed to verify the applicant's instrument and subject specialties.

**Q: Which Credential Evaluation Services are approved by MTAC?**

A: MTAC recommends the following foreign credential evaluation services:

**World Education Services (WES)**

www.wes.org  
(212) 966-6311

**International Education Research Foundation (IERF)**

www.ierf.org  
(310) 258-9451

MTAC will accept a Foreign Credential Evaluation Report from any member of the **National Association of Credential Evaluation Services (NACES)**. For a full list of members, visit [www.naces.org](http://www.naces.org).

No other credential evaluation services will be accepted.

*NOTE: Transcripts, diplomas, or other academic credentials documenting foreign degrees cannot substitute for the FCER and should not be submitted to MTAC unless specifically requested. Please contact the MTAC State Office for more information.*

# FOREIGN DIPLOMA ACTIVE MEMBERSHIP APPLICATION FORM

**Have you ever been a member of MTAC? No \_\_\_ Yes \_\_\_**

If you answered "Yes," you may not use this form. Please file a **Reinstatement Application Form**.

## GENERAL INFORMATION (please type or print clearly):

<b>Please complete:</b>				
Ms. Mrs. Mr. Dr.	Full Name as listed in degree information: First, Middle, Last			
If different, please list name as you would like it listed in the MTAC Directory				Date of Birth
Mailing Address (include apartment number, if any)	City	State	Zip	Telephone Number
Email Address				Alternate Number (if any)

## DEGREE INFORMATION:

<b>Please list all degrees attained:</b>			
<b>Important:</b> Only list multiple degrees if aiming to qualify in multiple instrument/subject specialties. <b>Note:</b> If you wish to be qualified in additional instruments/subjects but do <u>not</u> hold separate degrees in these specialties, you must submit a <b>Secondary Instrument</b> or <b>Secondary Subject Application Form</b> (available on the MTAC website).			
School Name and Location	Instrument/Subject (Examples: Composition, Piano, or Violin)	Degree Awarded (BA, MM, etc.)	Year Degree Received
1)			
2)			
3)			
<b>Major Instrument/Subject you wish to have listed as your Primary Instrument/Subject (only <u>one</u> Primary Instrument or Subject allowed):</b>			
<b>Secondary Instrument(s)/Subject(s):</b> [attach Secondary Instrument/Subject Application Form(s), if required]			

## BRANCH INFORMATION:

<b>Choose whether you would like to join a Branch or become a Member-At-Large:</b>	
<input type="checkbox"/> I would like to join a <b>Branch</b> of the MTAC (fee)	<input type="checkbox"/> I would like to be a <b>Member-At-Large</b> (not join a Branch)
If you would like to join a Branch of the MTAC, <b>please list your preferred Branch:</b>	

- I. I verify that I have at least two years' teaching experience.  Yes  No**
- II. I verify that I have contacted a Foreign Credential Evaluation Agency and have arranged for an official Foreign Credential Evaluation Report to be sent directly to the MTAC State Office.  Yes  No**
- III. I have read and agree to abide by the State Bylaws and Code of Ethics of the Music Teachers' Association of California.  Yes  No**
- IV. I declare that all the information provided is *truthful and accurate*. I understand that the MTAC may verify this information, and that untruthful or misleading answers are cause for rejection of this application.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please send completed and signed application with payment (one check payable to MTAC for non-refundable Application Fee, State Dues, and appropriate Branch Dues) to:

**MTAC Attention: Membership, 833 Market Street, Suite 900, San Francisco CA 94103**

-----OFFICE USE ONLY-----

State Dues	\$ _____	Date received in State Office	_____
Branch Dues	\$ _____	State Board Approval Date	_____
State Application Fee	\$ _____	Acceptance Date	_____
Total	\$ _____	Member ID Number	_____