

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

MEMBERSHIP APPLICATION ON POINTS FORM

(USE THIS FORM TO APPLY FOR PROVISIONAL MEMBERSHIP)

PURPOSE OF THIS FORM:

The *MTAC Bylaws* (Article IV, Section 3) state:

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.

Provisional Membership is a temporary category of MTAC membership and is granted to an applicant who does not yet meet the requirements for Active Membership but who offers satisfactory evidence of the intention and ability to qualify for Active status within a three (3)-year period. This form allows applicants who do not have a music degree the opportunity to apply for Provisional Membership by demonstrating their educational and/or professional background equivalencies through a "points" system.

Provisional Membership shall be granted to those persons who do not yet meet the qualifications of Active Teacher Membership but offer evidence of the intention and ability to qualify within a three (3)-year time period (MTAC Bylaws, Article IV, Section 4).

APPLICANT INFORMATION:

Have you ever been a member of MTAC? Yes No

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

Do you have a bachelor's degree or higher in music? Yes No

If you answered "Yes," you are not eligible for Provisional Membership.

Please complete the **Active Membership Application Form** or the **Foreign Diploma Application Form**.

GENERAL INFORMATION (please type or print clearly):

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

BRANCH INFORMATION:

Choose whether you would like to join a Branch or become a Member-At-Large:

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 Path A and VOCE).

I would like to join a **Branch** of MTAC (fee) I would like to be a **Member-At-Large** (not join a Branch)

If you would like to join a Branch of the MTAC, **please list your preferred Branch:**

APPLICANT INSTRUCTIONS:

(PLEASE READ CAREFULLY)

Step One

Applicants using this form must provide proof of sufficient preparation and training in their major instrument. Your major instrument is defined as your primary teaching instrument. You must earn a **minimum of 30 points in this area** (see Section 1).

Please list your Major Instrument here: _____

Step Two

Fill out the rest of this form, **carefully reading the instructions for each section**. If you need additional space, please attach a separate piece of paper, labeled by section. All points claimed on this form must be supported by official academic transcripts or acceptable written verification. It is your responsibility to provide the MTAC State Office with all necessary documentation and to arrange for official transcripts to be sent directly to MTAC from the academic institution(s). Letters should be on official letterhead whenever possible. The MTAC State Office reserves the right to require additional documentation as needed for verification purposes. Your application cannot be processed until all required items have been received. Note: Filling out this form may be time-intensive and you may need to refer to transcripts or other records to complete the form accurately. If you need assistance, please contact the MTAC State Office.

If foreign transcripts are to be used to verify points claimed on this form, a Foreign Credential Evaluation Report (FCER) is required. Please contact the MTAC State Office for more information.

IMPORTANT: To be eligible for participation in Certificate of Merit and other MTAC programs, this application and all supporting documents, including official transcripts, must be accurately completed and submitted to the MTAC State Office on or prior to the appropriate deadline (July 31st for Certificate of Merit; December 31st 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.

Important Note on Music History, Music Pedagogy, and Music Theory:

These requirements are academic in nature, requiring accredited college/university-equivalent instruction. An applicant's claim to have studied these subject areas within a private instruction setting will not count for points. However, MTAC does allow Provisional Members to demonstrate academic mastery of these subjects if they take and pass the California Plan (CalPlan) examinations (see "How To Join MTAC without a Degree in Music" on the MTAC website and/or contact the MTAC State Office for more information).

Theory Guidelines:

A major component of any college/university curriculum in music is Music Theory, which is typically taught through a sequence of courses lasting approximately two years. These courses encompass such elements as harmony, melody, texture, rhythm, counterpoint, and form & analysis. In addition, musicianship skills such as ear training and sight singing are mainstays within the music curriculum, and are often taught as components of the various theory classes. However, in other curriculums, musicianship classes stand alone with course titles such as "Ear Training," "Sight Singing," and "Keyboard Harmony." These "stand-alone" musicianship classes will not be counted for points on this form, but MTAC will assume that each applicant has completed and passed these skills as presented within the curriculum of their chosen institution.

You may be asked to provide copies of course descriptions from college/university catalogs in order to verify course content.

(Continued on next page)

Step Three

Before submitting this application for review, please confirm the following and sign below.

- I. I verify that I have provided written verification for every point claimed on this form.**
 Yes No

- II. I verify that I have contacted the appropriate academic institution(s) and have arranged for any necessary official transcripts to be sent directly to the MTAC State Office OR I have arranged for an FCER 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 I have filled this form out *accurately* and *truthfully* to the best of my ability. 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 the 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	_____

Section 4: Music Theory

A minimum of 12 points is required for Active Membership.

Points: Semester course = 3 points; Quarter course = 2 points

Only accredited college/university courses count for credit in this category. All courses must be intended for music majors. Duplicate enrollment in the same course will not count for additional credit. **Exception:** Successfully passing Advanced Level of the MTAC Certificate of Merit Evaluation is worth a total of 3 points. Note: Passing Advanced Level more than once, even for multiple disciplines, will not count for additional points.

Examples of acceptable courses: Harmony, Counterpoint, Form/Analysis, Jazz Theory. This also includes courses that are part of the traditional two-year sequence designed for music majors (generally titled "Theory I" to "Theory IV").

Examples of non-eligible courses: Introduction to Theory, Fundamentals of Music. This specifically includes any and all courses which do not count for credit for music majors, and/or courses which are intended for non-majors or are remedial in nature. In addition, separate classes offered in musicianship skills such as "Ear Training" and "Sight Reading" will not count for credit. **Please see "Theory Guidelines" on page 2 of this application for a detailed explanation.**

School	Date of Course	Name of Course and Course Number	Points

Section 5: Other Music Courses

Points: Semester course = 3 points; Quarter course = 2 points

Only accredited college/university courses count for credit in this category. All courses must be intended for music majors. Duplicate enrollment in the same course will not count for additional credit.

Examples of acceptable courses: Conducting, Improvisation, Music Industry, Other Instruments.

School	Date of Course	Name of Course and Course Number	Points

Section 6: Music-Related Courses

A maximum of 24 points can be earned in Section 6.

Points: Semester course = 3 points; Quarter course = 2 points

Only accredited college/university courses count for credit in this category. Duplicate enrollment in the same course will not count for additional credit. Accepted Areas: Dance, Drama, Foreign Language, and Psychology **only**.

School	Date of Course	Name of Course and Course Number	Points

Section 7: Professional Teaching

A minimum of 10 points is required for Active Membership.

A maximum of 75 points can be earned in Section 7.

Points: One year = 5 points; Half year = 2.5 points

Applicant must provide letters of verification from students or parents stating inclusive months/years of study and/or letters from employers stating inclusive months/years of employment. Form letters prepared by the applicant are not acceptable. Letters must include original signature and contact information. Printed copies of recital programs which include the applicant's name and performance date are acceptable only if accompanied by letters of verification from students, parents, or employers covering the same time period.

Location	Dates	Description (Private, Faculty Position, etc.)	Points

Section 8: Professional Music Performance

A maximum of 10 points can be earned in Section 8.

Points: One year = 2 points; Half year = 1 point

Points are given for each year the applicant worked continuously in a professional (paid) capacity as a soloist, group performer, director, etc. One-time concerts, etc., are not acceptable for points. Only a printed copy of each recital program which includes the applicant's name, repertoire, major instrument, and performance date will be acceptable as proof. If these are not available, then the applicant's employer, the musical director of the group, or other appropriate representative must write a letter verifying the applicant's participation, performance dates, repertoire, and major instrument. This letter must include an original signature and contact information. Copies of signed contracts are also acceptable as verification.

Dates	Description of Professional Music Performance	Points

Section 9: Non-Music Degrees or Teaching Certificates

Only one of each type of degree can count for points (for example, you cannot count two bachelor's or two master's degrees). The applicant must arrange for official transcripts or an FCER for each degree listed to be sent directly to the MTAC State Office.

Degree	College/University	Points
Bachelor's or Foreign Equivalent = 30		
Graduate (Master's or Doctorate) or Foreign Equivalent = 15		
Associate or Foreign Equivalent = 15		
Music Teaching Certificate ¹ , California Teaching Credential, MTNA Professional Certification, or DipABRSM ² = 7		

¹ Music Teaching Certificate: These are granted by a handful of colleges and other academic institutions. While not equivalent to an AA degree, it provides a basic teaching foundation for those pursuing careers in music teaching.

² DipABRSM = Diploma of the Associated Board of the Royal Schools of Music.

TOTAL POINTS: (PLEASE ADD UP TOTAL POINTS EARNED AND PROCEED TO CHECKLIST ON NEXT PAGE)	Total:
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Please complete the applicable Checklist below:

Active Membership Checklist		
Active Membership Requirements (ALL of these must be met for Active Membership)	Yes	No
Major Instrument (Section 1): Requirement = 30 points <i>Note: 24 of the 30 points must be in Section 1A: Major Instrument Instruction</i>		
Music History (Section 2): Requirement = 9 Points		
Music Pedagogy (Section 3): Requirement = 6 Points		
Music Theory (Section 4): Requirement = 12 Points		
Professional Teaching (Section 7): Requirement = 10 Points		
Total Minimum Required Points for Active Membership = 138 Points		
If the answer is yes to ALL of these questions, the applicant is eligible for Active Membership.		

Provisional Membership Checklist		
An applicant is eligible for Provisional Membership with at least 102 total points and at least 12 points in Section 1: Major Instrument Instruction. If granted Provisional Membership, an applicant has three years to complete the necessary requirements for Active Membership.	Yes	No
Does the applicant have at least a total of 102 points?		
Does the applicant have at least 12 points in Section 1 (Major Instrument Instruction)?		
If the answer is yes to ALL of these questions, the applicant is eligible for Provisional Membership.		

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Please keep a copy of this application for your records.