



Music Teachers' Association of California®

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

www.mtac.org

ACTIVE MEMBERSHIP APPLICATION

This form is *only* for applicants with a **Bachelor's, Master's, or Doctorate** degree in Music from an accredited U.S. academic institution with a concentration in the **Primary Instrument** as indicated on the application. *If this does not apply to you, you must use the appropriate application form* as described below:

<i>If You:</i>	<i>Please Use This Form:</i>
Have a foreign diploma or degree in music equivalent to a US Bachelor's Degree or higher	Foreign Diploma Application
Do not have a Bachelor's Degree (or higher) in Music	Please see " How to Join MTAC without a Degree in Music " at mtac.org or contact the MTAC State Office.
Wish to join as a business or school	Business Affiliate Application
Are a student currently pursuing a Bachelor's Degree in Music and do not qualify for Active Membership	Student Member Application
Have been a member of MTAC previously	Reinstatement Application

MTAC requires Active members to possess the educational background of a Bachelor's Degree in Music, as stated in the MTAC State Bylaws, (Article IV, Section 3).

INSTRUCTIONS

- 1) Please complete each question and print or type clearly; *incomplete applications will be returned.*
- 2) **Degree Information:** List all degrees in Music, including instrument or subject emphasis, that pertain to Primary and/or Additional Instruments or Subjects.
- 3) **Primary Instrument/Subject Information:** List the Primary Instrument/Subject that you would like to include in your membership; program participation in an instrument requires listing of that instrument. (*For example, if you wish to participate in Certificate of Merit in Piano, but your records only list Voice; you must add Piano as an Additional Instrument with supporting verification*). The following requirements for verification of instruments and subjects apply:
 - If the transcript does **not** indicate an instrument or subject, or if you wish to list an instrument or subject other than the one on your transcript, you must have **4 years of verifiable study** in the preferred instrument or subject to list it as your Primary Instrument/Subject.
 - For Additional Instruments, you must have at least **2 years of verifiable study** in the instrument. Additionally, for Additional Instruments, please submit the "**Additional Instrument Application Form**". (*This form is not necessary for Additional Subjects. You will however, need to have a music degree in your Additional Subject and provide transcripts as verification.*)
 - *If your Primary or Additional Instrument/Subject is not clearly stated on the transcript, you may be asked for additional verification, such as an official letter from an appropriate university representative stating your concentration or emphasis of study.*
- 4) **Branch Membership:** Applicants have the option of joining a local Branch. While you may wish to join "At Large" (no Branch), Branch membership is mandatory for **Certificate of Merit** and many programs. Please indicate if you wish to join a Branch and if so, which Branch. To locate nearby Branches, you may use the online "**Branch Locator**" at mtac.org. *Please note that there is an additional annual fee set by each Branch.* The "**MTAC Fees and Dues List**", available at mtac.org, lists all fee information.

Branch Membership privileges include:

- Eligibility for State Programs that require Branch Membership (*Certificate of Merit* and *VOCE*).
- Eligibility for Branch activities and programs.
- Being part of a local group of like-minded professionals.

5) **Two Years of Teaching Experience:** MTAC requires two years of professional teaching experience in your instrument for Active Membership. If you do not have two years' teaching experience in your instrument, you will be granted Provisional Member status until you have fulfilled this requirement.

6) **Official Transcripts:** Official transcripts for all U.S. college/university degrees in music must be sent to the MTAC State Office directly from the academic institution(s). Transcripts sent by the applicant will **not** be accepted, even in sealed envelopes. MTAC is also unable to accept electronic transcripts or student copies. *If your Primary or Additional Instrument/Subject is not specified on your transcripts, you may be asked for additional verification, such as an official letter from the university stating emphasis of study, or transcripts from other institutions.* You may also be asked for additional verification if:

- If your transcript does not list degree emphasis in the Primary Instrument or Subject, i.e. "**B.A. in Piano Performance**", then 4 years of verified study in your Primary Instrument or Subject at a college level are required
- 2 years of instruction in your Additional Instrument (*if applicable*)
- An additional Bachelor's degree (or higher), with degree emphasis clearly listed, in your Additional Subject (*if applicable*)

7) **Signature:** By signing this form, you certify that all information provided is *truthful and accurate*, and that you agree to abide by the MTAC State Bylaws and Code of Ethics, including the Bylaws of the Branch you choose to join.

8) **Send Your Completed Application and Payment to the MTAC State Office, including:**

- Completed and signed application form
- Credit card payment or check payable to "MTAC" with the correct total amount - *State Dues, plus applicable Branch Dues, plus the non-refundable Application Fee* – *Incorrect payments will be returned*; please see "**Fees and Dues List**" at mtac.org for correct fees. ***We do not accept post-dated or temporary checks*** without printed name and address. ***Credit cards that are declined or invalid will not qualify for deadline requirements.*** If paying by credit card, please ensure that the number and account is valid.

IMPORTANT NOTICE REGARDING CERTIFICATE OF MERIT & MTAC STATE PROGRAMS

To be eligible for *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 by the appropriate deadline (**July 31st** for **Certificate of Merit**; **October 15th** for most other State Programs; please refer to the "**MTAC Membership Application Schedule**" at mtac.org for all deadlines).

If you are applying close to the deadline, we recommend that you expedite mailing and confirm that all materials are received by the above dates. MTAC cannot make exceptions for materials that are late or lost in the mail.

Applications and/or payments that are completed incorrectly will be returned; correct forms and payments must be submitted by the required deadlines. Applicants are responsible for ensuring valid payments are made by the deadlines. ***Declined or invalid credit card payments or checks will not qualify for deadlines.***

All application materials submitted become the property of MTAC and will not be returned.

MTAC ACTIVE MEMBERSHIP APPLICATION

Have you ever been a member of MTAC? Yes No If "Yes," you may not use this form. Please use a Reinstatement Form.

GENERAL INFORMATION (please type or print clearly; incomplete applications and/or payments will be returned)

Ms. Mrs. Mr. Dr.	Full Name as listed on academic transcripts: First, Middle, Last		
Please list name as you would like it to appear in the MTAC Directory, if different			Date of Birth
Current Mailing Address (include apartment number, if any)		City	State
Email		Telephone	Zip Code
			Alt. Telephone

DEGREE INFORMATION

Please list all degrees in Music (Bachelor, Master, or Doctoral degrees only):			
School Name and Location	Instrument/Subject	Degree Awarded	Year Received
1)			
2)			

INSTRUMENT/SUBJECT INFORMATION

Please list Primary Instrument or Subject, and any Additional Instruments or Subjects (verification required)	
Primary Instrument/Subject (one only):	Optional - Additional Instrument(s)/Subject(s) [Include Additional Instrument Form(s)]:

BRANCH INFORMATION

Please indicate if you would like to join a Branch <small>(Branch Fees Apply; Branch Membership is mandatory for CM)</small>	
Name of Branch:	<input type="checkbox"/> Member-At-Large (no Branch /fee)

- I. I verify that I have at least two years of teaching experience in the Primary Instrument or Subject that I have listed on my application. Yes No
- II. I verify that I have contacted the necessary academic institution(s) and have arranged for official transcripts to be sent directly from the institution to the MTAC State Office. Yes No
- III. By joining as a new member, I agree to be subject to, and abide by, the Association's Bylaws printed in the MTAC Reference Guide and Membership Directory, and any policies, procedures, and rules established by the MTAC State Board of Directors. Yes No
- IV. By signing this form, 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.

Signature: _____ **Date:** _____

Please send form & payment to: MTAC Membership, 833 Market Street, # 900, San Francisco CA 94103

If paying by credit card, please list card number below (We're sorry, but we do not accept American Express)

Declined or invalid credit card payments will not qualify for deadline requirements. By providing credit card information below, you authorize payment of State and Branch Dues and Application Fee.

Credit Card #: _____ Expiration Date: _____

State Dues: \$ _____	OFFICE USE ONLY	TOTAL DUE: \$ _____
Branch Dues: \$ _____	Check # _____	Returned? _____
Application Fee: \$ _____	Check \$ _____	New Payment: _____
		MTAC ID #: _____