



Music Teachers' Association of California®

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

www.mtac.org

FOREIGN DIPLOMA ACTIVE MEMBERSHIP APPLICATION

This form is *only* for applicants who have a **Bachelor's Degree or higher in Music** (or its equivalent as determined by a NACES-approved evaluation agency) **from a foreign (non-U.S.) academic institution** with a major or concentration in the **Primary Instrument** listed 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 Bachelor's Degree (or higher) in Music from a U.S. institution.	<i>Active Membership Application</i>
Do not have a Bachelor's Degree (or its equivalent as determined by a NACES-approved agency) in Music	Please refer to " <i>How to Join MTAC without a Degree in Music</i> " at mtac.org or contact the MTAC State Office for information.
Wish to join as a business or school	<i>Business Affiliate Application</i>
Are a student currently pursuing a Bachelor's Degree in Music and do not qualify for Active Membership	<i>Student Member Application</i>
Have been a member of MTAC previously	<i>Reinstatement Application</i>

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

INFORMATION FOR APPLICANTS WITH FOREIGN DIPLOMAS

In order to efficiently evaluate the credentials of applicants with foreign degrees, MTAC requires a **course-by-course Foreign Credential Evaluation Report (FCER)** from a NACES-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 the following section entitled "***Foreign Credential Evaluation and Credential Evaluation Services***" 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; documents will not be returned to you.***

For a list of all NACES-approved evaluation agencies, please refer to the NACES website at www.naces.org. You may also find recommended agencies in the "**Frequently Asked Questions**" section of this document.

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 or 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 FCER does **not** indicate an instrument or subject, or if you wish to list an instrument or subject other than the one on the FCER, 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 at a college level. Additionally, for Additional Instruments, please submit the **Additional Instrument Application**. (*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. **Academic Credentials:** A **course-by-course Foreign Credential Evaluation Report (FCER)** from an NACES-approved credential evaluation agency is required for academic verification and must be sent **directly** to the MTAC State Office by the agency. 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; please do not submit these documents and note that they will not be returned to you.*

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 to MTAC:** Please send the following to the MTAC State Office:

- 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 refer to “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.**

IMPORTANT NOTICE REGARDING *CERTIFICATE OF MERIT* AND OTHER MTAC STATE PROGRAMS

To be eligible for *Certificate of Merit* and other MTAC programs, this application and all supporting documents, including **Foreign Credential Evaluation Reports**, 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.* This includes **Foreign Credential Evaluation Reports**, which may take significantly longer to provide; therefore, we recommend ordering an FCER early in the application process.

◆ *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, documents 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.*

◆ *Please do not send any original diplomas or foreign documents.* MTAC will only accept ‘**Foreign Credential Evaluation Reports**’ (FCERs) as proof of academic qualifications.

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

*For any questions on applications,
please see the **Frequently Asked Questions** section on the next page
or contact the MTAC State Office Membership Department at (800) 834-3340 or (415) 978-9668*

Frequently Asked Questions

For Applicants with Foreign Diplomas

Q: Can I send my transcripts or a copy of my diploma instead?

A: No. Transcripts, diplomas, or other academic credentials documenting foreign degrees cannot substitute for the FCER and should *not* be submitted to MTAC unless specifically requested.

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 type of FCER should I use? The credential evaluation service offers a basic (document-by-document) or detailed (course-by-course) report.

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: 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 or subjects in which the applicant can be qualified.

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

Q: Where else can I get an FCER?

A: 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, please visit www.naces.org.

Q: Can I use an agency that is not NACES-approved?

A: No. No other credential evaluation services will be accepted.

Q: How long will my FCER take?

A: Preparation times vary, but in general the process can be lengthy, so you should order your FCER as soon as possible to meet MTAC deadlines. If you are close to a deadline, you may want to ask your service for a time estimate to ensure that your documents arrive on time.

Q: Can I order my FCER through MTAC and pay for it all in one check?

A: No. MTAC does not prepare **Foreign Credential Evaluation Reports**; therefore you will need to pay an outside service, such as those listed above, to prepare one for you. Fees for preparation vary by service.

Q. I'm having trouble gathering my documentation. What should I do?

A: If you feel that you need additional time beyond the 90 day application period, please contact the State Office to let us know. However, please be aware that MTAC does require a course-by-course FCER and cannot make exceptions. Please also be aware that documentation must meet applicable deadlines to qualify for certain programs, such as *Certificate of Merit* and *VOCE*, and that exceptions cannot be made.

FOREIGN DIPLOMA 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			
School Name and Location	Instrument/Subject	Degree	Year Received
1)			
2)			

INSTRUMENT/SUBJECT INFORMATION

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

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 the application. Yes No
- II. I verify that I have arranged for an official Foreign Credential Evaluation Report to be sent directly 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: _____

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

State Dues: \$ _____
 Branch Dues: \$ _____
 Application Fee: \$ _____

TOTAL DUE: \$ _____
 Check # _____ Returned? _____
 Check \$ _____ New Payment: _____

MTAC ID #: _____