



Music Teachers' Association of California®

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www.mtac.org

INTRODUCTION TO THE PROVISIONAL MEMBERSHIP POINT SYSTEM

The Provisional Membership point system is a structured program designed to provide membership opportunities to individuals who lack a bachelor's degree (or foreign equivalent) in music. The program is three years long, at the end of which the Provisional Member is expected to have independently completed all requirements outlined in the original **Point Assessment**, and any subsequent **Point Updates**, and attained Active Membership.

❖ *Please note that while the Provisional Membership option involves independent study and experience, it is not designed as an accredited academic program, nor does it provide academic certification or licensing. It is designed as a transitional path to standard MTAC membership.*

Provisional members enjoy most privileges of Active membership, including eligibility for **Certificate of Merit** and many programs. However, they may not vote or hold office.

Both the **Provisional Membership Application** - (*Membership Application on Points*) and the **Provisional Member Point Guide** provide step-by-step instructions on how to claim credit for musical training and experience, including details on how to document experience claimed on the form.

◆ *Appropriate documentation is critical for all points claimed on the Application Form; unverified experience or training will not count for points in the Provisional Membership System.* ◆

All documents and forms are available online at mtac.org. You may also contact the MTAC State Office to request hard copies.

THE PROVISIONAL MEMBERSHIP PROCESS

Applying For Provisional Membership

To prepare for applying for Provisional Membership, you will need to gather all documents that list your training and experience in music, particularly your Primary Instrument (*the instrument you wish to teach*). The “**Provisional Membership Application**” may involve providing extensive documentation to verify your points claimed; please read each section carefully to ensure that you are providing the necessary verification. Please note that MTAC may request additional items if your documentation is insufficient. Please make sure to include your contact information, Primary Instrument, choice of Branch (if applicable) and signature and submit the form to the MTAC State Office, as listed on the application.

- All incoming documentation is subject to application deadlines (*July 31 for Certificate of Merit eligibility, and October 15 for most other State programs.*)
- *Please make sure that all documentation follows the requirements listed on the form in each section-requirements may vary by category and no substitutions can be accepted.*

Working towards Active Membership

Once you have submitted all application requirements to the MTAC State Office, your application will be reviewed and you will receive a personalized **Point Assessment Form** that will summarize your points awarded and the points you need to earn to attain Active Membership. Please keep this document to refer to on which areas you need to work on and how many points you need to achieve Active Membership. You will also receive **Point Updates** whenever you submit additional point claims with verification. The **Point Update** will provide you with current information on your Provisional Membership status, including recent points awarded and outstanding requirements; please keep these updates for your reference to accurately track your progress. When you have fulfilled all the necessary requirements, your membership status will be changed to Active.

PROVISIONAL MEMBERSHIP POINT REQUIREMENTS

The Provisional Point system has 5 core areas, along with 3 optional areas for additional points. While you do not need to have points in all core areas to become a Provisional Member, you will need to fulfill these point requirements during your Provisional Membership period.

To become a Provisional Member, you need to meet these minimum requirements:

- 1. Section 1A: Primary Instrument: 12 points** – *Primary Instrument Individual Instruction*
- 2. TOTAL POINTS REQUIRED: 102 points overall**, including 12 points in Section 1A.

Below are details on the process of earning points toward Active Membership.

Please keep this document as a reference as you may find it useful during your Provisional Membership process.

- ❖ *While MTAC does offer opportunities to take independent-study exams in specific areas through Cal Plan, MTAC does not provide accredited academic courses, advising or counseling.*

Provisional Members are expected to independently pursue the requirements as they are outlined in their **Point Assessments** and **Point Updates**. *(It is very important to follow requirements closely as we do not make exceptions or accept substitutions; therefore we recommend keeping this document for future reference.)*

EARNING POINTS TOWARD ACTIVE MEMBERSHIP

During the three-year period of your Provisional Membership, you will need to fulfill the following requirements for Active Membership:

- ✓ **Section 1: Primary Instrument: 30 points** – **24** of which must be completed in **Section 1A** – *Individual Instrument Instruction*
- **Section 2: Music History: 9 points**
- **Section 3: Music Pedagogy: 6 points**
- **Section 4: Music Theory: 12 points**
- **Section 5: Other Music Courses: No minimum; this category is optional as a means to add points**
- **Section 6: Music Related Courses: No minimum; this category is optional as a means to add points**
- **Section 7: Professional Teaching: 10 points**

TOTAL POINTS REQUIRED: 138 points total, including all core area minimum points met.

To achieve this goal, please follow these steps:

1. Starting with your first **Point Assessment**, keep all documents regarding your remaining points that you need to complete. The **Point Summary** on the front page will list point details. Regular **Point Updates** will keep you informed on which areas you need to earn points in.
2. **All training and experience must follow the requirements listed on the form in each section.** *Requirements vary by category and no substitutions can be accepted.* This information can also be found after page 3 of this document, as well as on the “**Provisional Point Guide**”, which you can use as a guideline throughout your Provisional Membership.
3. Remember that you *may not repeat previously credited courses*, including those listed in your original application. The only exception is private instruction or repeatable courses in the “**Other Music Courses**” category.
4. Please keep note of point maximums in each section; points beyond maximums will not be counted.
5. Courses or experience used to earn points in a specific section may not be applied in the “**Other Music Courses**” category.
6. If you have any questions, please do not hesitate to contact the Member Services Associate in the MTAC State Office.

KEEPING TRACK OF YOUR POINTS WITH ‘POINT UPDATES’

Point Updates for Provisional Members are conducted annually in March; these forms track your points awarded. Point Updates are also provided whenever new points are awarded. Point Updates will be sent to you whenever you earn credit. Please keep these documents to track your progress.

HOW TO RECEIVE PROPER CREDIT

- Take the appropriate course/private instruction. Some courses may require pre-approval from the State Membership Secretary, such as Pedagogy sessions.
- Keep current documentation of any experience or university credit you receive, such as transcripts, programs, letters from students, etc. You will need this documentation to verify your points.
 - ✓ Once again, you will need to make sure that ***all documentation follows the requirements listed on the form in each section- requirements may vary by category and no substitutions can be accepted.***
- For academic experience, when completed, arrange for a sealed official transcript and/or written verification (on official letterhead with original signatures) to be sent to the MTAC State Office.
- When your new points are awarded, you will receive a “**Point Update Form**” including a **Point Summary** that details your new point status. Please keep this form for reference.

HOW TO EARN POINTS IN EACH SPECIFIC SECTION

The following pages describe requirements for earning and documenting points in each category. Please note that requirements may vary by category, so you will need to follow the instructions carefully.

Section 1: Major Instrument Instruction

(30 points required)

One of the most significant areas for points is in **Section 1**, training in your Primary Instrument. **24** of the **30** points required must come from **Section 1A**.

Points can be earned in the following three ways:

- 1) **College/University or Private Instruction:** Points may be earned through the academic or private study of an instrument.
 - a. Please note that **24** of the **30** points required in the first section **must** come from Section 1A.
 - b. To count for credit, the instruction must be through accredited college/university enrollment or post-university instruction.
 - c. If the instruction is not verified by academic transcript, written verification from the private instructor (with dates of instruction and level of accomplishment and/or listing of repertoire) is required. Letters must have original signatures and contact information. **Instruction that is not of a reasonable level of advancement will not be accepted for credit. A reasonable level is defined as a strong Certificate of Merit Level 8 (minimum) and above.**
- 2) **Major Instrument Recitals (Solo, Ensemble, or Chamber):** Points may be earned for a half-length or full-length recital. If not verified by academic transcript, then a letter of verification from the applicant's instructor at the time of recital (including the time/location of recital, repertoire performed, performance level, and length of performance) and a formal printed recital program (including applicant's name and major instrument, date of performance, and repertoire performed) are required. The letter should also have an original signature and contact information.
- 3) **Instructional Ensemble (maximum of 20 points):** Points may only be earned through enrollment in an ensemble at an accredited college/university. This includes large ensembles, chamber ensembles, and accompanying.

POINTS EARNED

Academic/Private Instruction

College/University course in a Quarter System:	2
College/University course in a Semester System:	3
Private or post-university instruction:	1 point per two months

Recitals

Full-length (60 minute minimum):	6
Half-length (30 minute minimum):	3

Instructional Ensemble

One year:	2
6 months:	1

Note: A Provisional Member can earn a maximum of 20 points in this category, including points earned in the original application.

Section 2: Music History Points

(9 points required)

Points can be earned in the following two ways:

- 1) **College/University courses in Music History:** These courses must meet the following criteria:
 - a. They must be intended for music majors.
 - i. Examples of acceptable courses:
 - Musicology
 - Music History
 - Music Literature

- Period Performance Practice
 - ii. Examples of **non-eligible** courses:
 - Music Appreciation
 - Introduction to Music
 - History of Rock Music
 - Any course that does not count for credit for music majors (including courses which are intended for non-majors or are remedial in nature)
 - b. The course must not be a repeat of a previously taken course.
- 2) **CalPlan proficiency exam in History:** Applicants needing to earn six or fewer points need to take the Music History and Representative Literature exam. Preparation for this exam can be done through self-study, private tutoring/instruction, or workshops.

POINTS EARNED

College/University Course taken in a Quarter System:	2
College/University Course taken in a Semester System:	3
Successfully passing a CalPlan Exam:	6

Section 3: Music Pedagogy Points

(6 points required)

Points can be earned in the following five ways:

- 1) **College/University courses in Music Pedagogy:** These courses must meet the following criteria:
 - a. They must be intended for music majors.
 - i. Examples of acceptable courses:
 - Pedagogy
 - Pedagogy Practicum
 - Piano Pedagogy
 - ii. Examples of **non-eligible** courses:
 - Education or Psychology
 - Pedagogy courses not related to music
 - Any course that does not count for credit for music majors (including courses which are intended for non-majors or are remedial in nature)
 - b. The course must not be a repeat of a previously taken course.
 - c. If the course pertains to a specific discipline, it must apply toward the primary instrument. (Example: a teacher whose primary instrument is piano cannot earn pedagogy points by taking a Vocal Pedagogy course).
- 2) **Teacher Training (3 points maximum):** Only Teacher Training under the direct supervision of an instructor may count for a maximum of 3 points. To receive credit, the supervision must have been for at least one year and completed after high school. If not verified by academic transcript, written verification from the supervising instructor is required.
- 3) **CalPlan proficiency exam in Pedagogy:** Preparation for this exam can be done through self-study, private tutoring/instruction, or workshops.
- 4) **MTAC Convention Pedagogy Sessions:** At the annual MTAC Convention, Provisional Members have the opportunity to earn points by attending pedagogy-oriented sessions. Forms to earn points via this method are available from the MTAC State Office or from the registration desk at the Convention.
- 5) **Pedagogy Conferences/Seminars/Workshops:** Attendance at a **pre-approved** pedagogy-oriented conference, workshop, or seminar may count for points (contact the MTAC State Office; verification of attendance is required).

POINTS EARNED

Courses:

College/University Course taken in a Quarter System:	2
College/University Course taken in a Semester System:	3

Teacher Training

Supervised Teacher Training:	1.5 per semester/ 3 per year
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Note: Teacher training *must be completed in a college or university setting*; for example “Pedagogy Practicum” would be an acceptable course. Non-academically based training in a private music studio is not acceptable for points. Additionally, a Provisional Member can only earn a maximum of three points from Teacher Training.

CalPlan Exam

Successfully passing a CalPlan Exam:	6
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MTAC Convention Pedagogy Sessions

Attending pedagogy sessions at MTAC Convention:	.2 point per Pedagogy session; 1 point of “Other” credit for full day of attendance
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Pedagogy Conferences/Seminars/Workshops

Attendance a pre-approved pedagogy activity:	.5 point for confirmed full day of attendance
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Section 4: Music Theory Points

(12 points required)

Points can be earned in the following two ways:

- 1) **College/University courses in Theory:** These courses must meet the following criteria:
 - a. They must be intended for music majors.
 - i. Examples of acceptable courses:
 - Harmony
 - Counterpoint
 - Form/Analysis
 - Orchestration
 - Courses that are part of the traditional two-year sequence designed for music majors (generally titled “Theory I” to “Theory IV”).
 - ii. Examples of **non-eligible** courses:
 - Introduction to Theory
 - Fundamentals of Music
 - Any course that does not count for credit for music majors (including courses which are intended for non-majors or are remedial in nature).
 - b. The course must not be a repeat of a previously taken course.
- 2) **CalPlan proficiency exam in Theory:** Preparation for these exams can be done through self-study, private tutoring/instruction, or workshops.
 - a. Applicants needing to earn 7 to 12 points are required to take the following:
 - i. Harmonic Practices of the 18th and 19th Centuries
 - ii. Form and Analysis
 - b. Applicants needing to earn six or fewer points are required to take Form and Analysis.

POINTS EARNED

College/University Course taken in a Quarter System:	2
College/University Course taken in a Semester System:	3
Successfully Passing a CalPlan Exam:	6

Section 5: Other Music Courses

Section 6: Music Related Courses

(optional)

Please see section below entitled “*Options for Adding Points Beyond Core Requirements*” for details.

Section 7: Professional Teaching Points

(10 points required)

Written verification of professional teaching is required. Letters from students/parents stating inclusive months/years of study, studio or music school recital programs showing dates and Provisional Member’s name, or letters from an employer are examples of acceptable documentation. All letters should have original signatures and include contact information. Form letters prepared by the Provisional Member are not acceptable.

POINTS EARNED

One year of Professional Teaching: 5

Note: A Provisional Member can earn a maximum of 75 points in this category, including points earned in the original application.

Options for Adding Points Beyond Core Requirements:

Other Music Courses/Music-Related Courses/Other Academic Degrees

These categories are *not* requirements, but provide options to earn additional points to meet the minimum requirement of 138 points. “**Other Music Courses**”, as listed in Section 5 of the Provisional Membership Application, and “**Music-Related Courses**”, as listed in Section 6 of the Provisional Membership Application, can be used for this purpose. Non-music academic degrees may be used for points as well.

Points can be earned in the following ways:

- 1) **Accredited college/university courses or private instruction as described in sections 1, 2, 3, 4, and 7:** Any points earned in a method described in sections 1, 2, 3, 4, and 7 that are not needed to fill another requirement may be used to earn additional points.
- 2) **“Other” Music Courses:** These courses must meet the following criteria:
 - a. They must be intended for music majors.
 - b. The course is not a repeat of a previously taken course. The only exceptions are seminars that are specified in the college/university catalog as being repeatable.
- 3) **MTAC Convention:** At the annual MTAC Convention, Provisional Members have the opportunity to earn one (1) point in the “Other” category for each full day of attendance. Forms to earn points via this method are available from the MTAC State Office or from the registration desk at the Convention.
- 4) **Music-Related Courses:** Only accredited college or university courses will be credited. Duplicate enrollment in the same course will not count for additional credit. Only the following areas will receive credit: Dance, Drama, Foreign Language, and Psychology.
- 5) **Completing a non-music degree:** Bachelor’s degrees earned from an accredited college or university and verified with official transcripts can be used to earn 30 points. Associates degrees from an accredited college may be used to earn 15 points.

FREQUENTLY ASKED QUESTIONS

About Provisional Membership and the Point System

Q: What is the difference between Provisional and Active Membership?

A: The most significant difference is that the Provisional Membership program is a three-year program that is intended as a bridge toward achieving a full-fledged Active Membership.

Q: Can I participate in programs like Certificate of Merit while I'm a Provisional Member?

A: Yes, you can, as long as you have the instrument that you want to conduct *Certificate of Merit* in listed as either your Primary or Secondary Instrument and you have met the deadlines to participate, you are eligible.

Q: I have private instruction but my instructor has passed away/is unavailable to document my experience. May I still count this training for points?

A: We're very sorry, but we can only award points for training that is documented. If you attended a school in the U.S. that has closed and are having difficulty obtaining transcripts, you may contact the U.S. Department of Education for a referral on how to obtain transcripts. Their website is at <http://www.ed.gov>.

Q: I have experience teaching music but have lost contact with my students. May I still count this experience?

A: No. MTAC requires letters of verification for teaching experience that includes dates of instruction. You will however, have three years within the program to make up this experience, so you may document that teaching moving forward. We therefore recommend keeping detailed records of your students' instruction.

Q: I have performance experience but I'm not sure where to list it on the form and how to document the performances. Also, I was not paid for these performances. Do they count?

A: There are two categories for musical performance that are counted on the form. The first category is for academic recitals in your major instrument, found in **Section 1B**. These recitals need to be verified with either an academic transcript or a signed letter of verification from your instructor, along with a printed recital program that includes the date, your name, and repertoire. The second category is for paid professional performance *only* and is found in **Section 8**. *Unpaid and/or one-time concerts are not acceptable for points*. Points are given for each year worked continuously in a professional, paid capacity. You may provide either copies of signed contracts or copies of recital programs (including dates, repertoire, instrument and performance date) as verification.

Q: What if I am unable to complete the point requirements within three years?

A: You may apply for a two year extension, with a maximum of two extensions per member. You would need to fill out an Extension of Provisional Status form, pay the application fee, and provide sufficient explanation as to why you are unable to complete the requirements within the time limit and what steps you intend to take to fulfill your outstanding requirements. The submission deadline is May 31. Extensions are contingent upon State Board approval.

Q: I have a Bachelor's Degree in music but no teaching experience; can I become a Provisional Member?

A: Yes; you are eligible for Provisional Membership and may complete your teaching experience while you are a Provisional Member. You will need to document your teaching experience and complete two years' worth of teaching.