



Music Teachers' Association of California®

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

www.mtac.org

PROVISIONAL MEMBERSHIP APPLICATION

(ALSO USED FOR MEMBERSHIP APPLICATION ON POINTS)

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. Applicants may apply for Provisional Membership by demonstrating their educational and/or professional background equivalencies through a “points” system. A complete description is available in the MTAC Bylaws.

This form is *only* for applicants who do **not** have a bachelor’s degree in music (or its foreign equivalent). *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 (<i>equivalent to a US Bachelor’s Degree as verified with FCER</i>)	<i>Foreign Diploma Application Form</i>
Have a bachelor’s degree or higher in music	<i>Active Membership Application Form</i>
Wish to join as a business or school	<i>Business Affiliate Application Form</i>
Are currently pursuing a bachelor’s degree in music and not qualified for Active Membership	<i>Student Member Application Form</i>
Have been a member of MTAC previously	<i>Reinstatement Application Form</i>

INSTRUCTIONS

1) Please complete each question in **Part One** and **Part Two**. Please print or type clearly. **Incomplete applications will be returned. Detailed instructions may be found on page 3.**

Please read each section carefully regarding requirements for points and supporting documentation.

Points that do not meet the requirements listed or are not supported with required documentation will not be granted. Also, training or experience may only be counted **once** and may not be repeated for additional points.

2) **Primary Instrument/Subject Information:** Please list the instrument or subject that you wish to teach. If you wish to teach more than one, please enclose a completed “**Additional Instrument Application Form**” along with your Provisional Application Form.

3) **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.

4) **Signature:** With your signature, you certify that all information provided is *truthful and accurate*. In addition, you confirm that you agree to abide by the MTAC State Bylaws and Code of Ethics and the Bylaws of the Branch you choose to join.

5) **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* AND OTHER 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 and ensure 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 that valid payments are made by the deadlines. *Declined or invalid credit card payments, or invalid checks will not qualify for deadline requirements.*

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

HOW TO USE THIS FORM

(Please note: Filling out this form may be time-consuming and you will need to refer to transcripts or other records to complete the form accurately.)

Step One

Please fill out **Part One**, which includes your personal contact information, your Instrument(s) or Subject(s) that you wish to list and teach. Please also include your Branch, if you wish to join one.

Step Two

Please fill out **Part Two**, which details your points in each category, and *read the instructions for each section carefully*. If you need additional space, please attach a separate piece of paper, labeled by section.

ADDITIONAL NOTES ON REQUIREMENTS:

- Applicants must provide proof of sufficient preparation and training in their Primary Instrument. Your Primary Instrument is defined as your primary teaching instrument. *You must earn a minimum of 12 points in this area (see Section 1).*
- *All points claimed must be supported by official academic transcripts or acceptable written verification. Official transcripts are required for all institutions listed on application for points.* We cannot accept electronic transcripts, student copies or unofficial copies. The applicant is responsible to provide MTAC with all necessary documentation and to arrange for official transcripts to be sent directly to MTAC from the academic institution(s). *Your application cannot be processed until all required items are received.*
- Letters should be signed and on official letterhead. The MTAC State Office reserves the right to require additional documentation as needed for verification purposes, such as clarifying instrument training.
- If foreign transcripts will be used to verify points, a course-by-course **Foreign Credential Evaluation Report (FCER)** from a NACES-approved agency is **required**. *MTAC will not accept other documents, such as foreign diplomas, as a substitute.* A list of approved agencies is available at naces.org. (We recommend 'World Education Services' [wes.org; phone: (212) 966-6311] or 'International Education Research Foundation' [ierf.org; phone: (310) 258-9451])

IMPORTANT NOTE ON MUSIC HISTORY, MUSIC PEDAGOGY, AND MUSIC THEORY

These requirements require instruction from an accredited college or university; *private instruction will not count for points for Music History, Pedagogy, or Theory*. 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"** at mtac.org, or contact the MTAC State Office for 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 elements such 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*, but MTAC will assume that each applicant has completed and passed these skills through their college or university music program.

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

PROVISIONAL MEMBERSHIP APPLICATION: PART ONE

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

Do you have a bachelor's degree or higher in music? Yes No If "Yes," you are not eligible for Provisional Membership.

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
Mailing Address (include apartment number, if any)		City	State Zip Code
Email		Telephone	Alt. Telephone

INSTRUMENT / SUBJECT INFORMATION

Required - Primary Instrument/Subject: <i>(List one only)</i>
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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 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 all 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. By signing this form, I acknowledge 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.

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: _____

(Please continue to PART TWO)

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

PROVISIONAL MEMBERSHIP APPLICATION: PART TWO

INSTRUCTIONS

- ◇ Please follow instructions carefully; incomplete applications and documentation will not qualify
- ◇ Please list your education and experience in each category; if necessary, please use reverse side of the page.
- ◇ **Only qualifying education and experience** as described in each section will count for points.
- ◇ Official hardcopy transcripts for all US colleges listed on your application must be sent directly to the State Office; **no electronic, unofficial or student copies accepted.**
- ◇ **All verifying documentation for all points claimed is required by deadlines.**
- ◇ Foreign academic experience must be documented with a course-by-course ‘**Foreign Credential Evaluation Report**’ (FCER). *No other documents will be accepted or returned to you.*
- ◇ If you are using this form to apply as an **Active On Points** member, please verify that you have met Active Membership requirements in each section and on the checklist at the end of the application.
- ◇ Please keep a copy of this application for your records

POINTS BY CATEGORY

Section 1 – (12 point minimum for Provisional Membership)			
Points may be earned in categories 1A, 1B, and 1C 12 points are required in Section 1A for Provisional Membership A minimum of 30 points in Section 1 is required for Active Membership 24 points are required in Section 1A for Active Membership			
A. Individual Instrument Study		<i>(college, university or private instruction)</i>	
Points may be earned through the academic or private study of an instrument with the following conditions:			
<ul style="list-style-type: none"> • Point Values: One year = 6 points; Semester course = 3 points; Quarter course = 2 points • Please note that this category documents your individual training, <u>not professional teaching experience</u> • To count for credit, the instrument instruction must be at a college level and through either an accredited college/university or private instructor, and must be verified with official transcripts (US colleges/universities) an FCER (foreign institutions) or letters of verification from private instructors (see below for required details). • For private instruction, a letter from your private instructor (with dates of instruction and level of training or repertoire) is required. Letters must have original signatures and contact information. <i>Form letters prepared are not acceptable.</i> 			
Teacher or School	Date(s)	Course Name and Number	Points

B. Primary Instrument Recitals (Solo, Ensemble, or Chamber)

- **Point Values:** Full-length (60 minute minimum) = 6 points; Half-length (30 minute minimum) = 3 points
- Recitals should be done in an academic setting. Points may be earned for a half-length or full-length recital. If recitals are not verified by official transcripts, then a letter of verification from the instructor at the time of recital (letter should have original signature and contact information) AND a formal printed recital program (including applicant's name, date of performance, and repertoire performed) are required.

School	Date	Course Name and Number	Points

C. Primary Instrument Study: Ensemble

- **Point Values:** One year = 2 points; Half-year = 1 point.
- A maximum of 20 points can be earned in this category.
- Courses must be through an accredited college/university, in the **Primary Instrument only** and verified with official transcripts (US colleges/universities) or an **FCER** (foreign institutions). This includes large ensembles, chamber ensembles, and accompanying. If the Primary Instrument is not listed on the transcript, additional verification may be required.

School	Date	Course Name and Number	Points

Section 2: Music History

A minimum of 9 points is required for Active Membership

- **Point Values:** Semester course = 3 points; Quarter course = 2 points
- Courses must be through an accredited college/university, intended for music majors *only* and must be verified with official transcripts (US colleges/universities) an FCER (foreign institutions). Private instruction in Music History, or Music History at a high school or elementary school level will not count for points.
- **Examples of eligible courses:** Musicology, Music History, Music Literature, Period Performance Practice.
- **Examples of non-eligible courses:** Music Appreciation, Introduction to Music, History of Rock Music. (This specifically includes courses that do not count for credit for music majors, and/or courses which are intended for non-majors).
- Duplicate enrollment in the same course will not count for additional credit.

School	Date	Course Name and Number	Points

Section 3: Music Pedagogy

Points may be earned in categories A and B
A minimum of 6 points is required for Active Membership

A. Pedagogy Courses

- **Point Values:** Semester course = 3 points; Quarter course = 2 points
- Courses must be through an accredited college or university, in Music Pedagogy only and intended for music majors.
- Courses must be in the Primary Instrument only.
- Examples of eligible courses: Pedagogy, Pedagogy Practicum.
- Duplicate enrollment in the same course will not count for additional credit.

School	Date	Course Name and Number	Points

B. Teacher Training

- **Point Values:** One year = 3 points (a maximum 3 points can be earned in this category)
- Only Teacher Training under the direct supervision of an instructor may count for credit in this category. The supervised Teacher Training must have been for at least one year and completed *after high school*. A letter of verification from the supervising instructor (with inclusive dates of the applicant's supervised Teacher Training) is required.

Dates	Supervising Teacher	Points

Section 4: Music Theory

A minimum of 12 points is required for Active Membership

- **Point Values:** Semester course = 3 points; Quarter course = 2 points
- Courses must be through an accredited college or university only and intended for music majors.
- Duplicate enrollment in the same course will not count for additional credit.
- **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 includes any courses which *do not count for credit for music majors*, and/or courses which are intended for non-majors or are remedial. Classes in musicianship skills such as "Ear Training" and "Sight Reading" *will not count for credit*. (Please see "Important Notes on Music History, Pedagogy and Theory" on page 3)
- Successfully passing Advanced Level of the MTAC Certificate of Merit Evaluation counts as 3 points; this may only be counted once for points, even for other instruments.

School	Dates	Course Name and Number	Points

Section 5: Other Music Courses

Optional – may be used for added points

- **Point Values:** Semester course = 3 points; Quarter course = 2 points
- Courses must be through an accredited college or university and **intended for music majors**.
- Duplicate enrollment in the same course will not count for additional credit.
- Acceptable courses: Conducting, improvisation, other instruments and music subjects.

School	Dates	Course Name and Number	Points

Section 6: Music-Related Courses

Optional – may be used for added points

A maximum of 24 points can be earned in Section 6

- **Point Values:** Semester course = 3 points; Quarter course = 2 points
- Courses must be through an accredited college or university only.
- Duplicate enrollment in the same course will not count for additional credit.
- **Accepted Areas:** Dance, Drama, Foreign Language, and Psychology **only**.

School	Dates	Course Name and 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

- **Point Values:** 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.
- All teaching must be in your **Primary Instrument** *only*.

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

Section 8: Professional Music Performance

Optional – may be used for added points
A maximum of 10 points can be earned in Section 8

- **Point Values:** 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 professionally printed copy of each recital program with the applicant's name, repertoire, major instrument, and performance date will be accepted. If these are unavailable, then the employer, musical director, or other appropriate representative must write a signed letter verifying performance, including dates, repertoire, and instrument. Copies of signed contracts are also acceptable as verification.

Location	Dates	Description	Points

Section 9: Non-Music Degrees or Teaching Certificates

Optional – may be used for added points

- 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 PROVISIONAL MEMBERSHIP POINTS – ALL CATEGORIES:

Total:

102 POINTS REQUIRED FOR PROVISIONAL MEMBERSHIP

(If you are using this form to apply as an Active On Points Member, please complete)

Active On Points Membership Checklist

ALL of these requirements must be met for Active Membership	Yes	No
Major Instrument (Section 1): 30 points required <i>Note: 24 of the 30 points must be in Section 1A: Major Instrument Instruction</i>		
Music History (Section 2): 9 points required		
Music Pedagogy (Section 3): 6 points required		
Music Theory (Section 4): 12 points required		
Professional Teaching (Section 7): 10 Points required		
Total Minimum Points Required for Active Membership = 138 Points		