



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

ADDITIONAL INSTRUMENT APPLICATION

Only Active members and applicants for Active Membership may use this form to add an instrument. *This option is not available to Student, Cal Plan and Provisional members and applicants.*

INSTRUCTIONS

Step One

Please follow instructions carefully and fill out the entire form. Please write name, Branch and ID number and list the preferred instrument. (*Only one instrument per form*)

Step Two

Please prepare to provide the appropriate documentation for all points listed in the section marked “**Instrument Study**”. Additional documentation may be required for incomplete documentation.

The instruction referred to below pertains only to instrument studies that you have completed as a student in an individual study setting; *this does not pertain to your teaching experience.*

- For college courses or degrees completed within the U.S., MTAC requires official transcripts to be sent from the college directly to the State Office. *Electronic or student copies will not be accepted.*
- For college courses completed outside of the U.S., MTAC requires a course-by-course **Foreign Credential Evaluation Report (FCER)** from a NACES-approved evaluation agency. *No other documentation will be accepted as a substitute.* For qualifying evaluation agencies, please visit naces.org.
- For private instruction completed after high school and at college level, please have your private instructor mail us a signed letter including their full contact information and dates of instruction, as well as level completed. *Studies completed before age 18 do not count for points.*
- A minimum of 12 points (*equivalent to two years*) of instrument study are required to add an instrument.

Step Three

Please indicate that you agree to all of the terms at the bottom of the form and sign.

Step Four

Current MTAC members will need to enclose an application fee of \$40. This fee is waived for new applicants to MTAC.

Please submit all materials to:

MTAC Membership Office, 833 Market Street, Suite 900 San Francisco, CA 94103

IMPORTANT NOTICE REGARDING CERTIFICATE OF MERIT AND OTHER MTAC STATE PROGRAMS

To be eligible for *Certificate of Merit* and other MTAC State programs, this application and all supporting documents **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 mtac.org for all deadlines).

We recommend that you expedite mailing and confirm that all materials are received by the above dates. No exceptions made for late or lost materials.

Applications and/or payments that are completed incorrectly will be returned; correct forms and payments must be submitted by the required deadlines.

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

ADDITIONAL INSTRUMENT APPLICATION

◆ Forms submitted incorrectly will be returned ◆ Incorrect information and documentation will not count for credit

Name: _____ Branch (if any): _____ ID #: _____

Additional Instrument: _____

Instrument Study	<i>(College/university or private instruction at a college level)</i>		
<i>A minimum of 12 points are required</i>			
Point Values: One year = 6 points; Semester course = 3 points; Quarter course = 2 points			
IMPORTANT:			
<ul style="list-style-type: none"> • <i>The following does <u>not</u> refer to teaching experience;</i> please record your <u>studies completed</u> in this instrument. • To count for credit, the private instruction must be at college level; instruction taken during elementary or high school will not count for credit. • For college courses completed within the U.S, official transcripts must be sent as hardcopies from the institution only; electronic versions or student copies will not be accepted. • For private instruction, a letter from your private instructor is required. The letter must be sent directly from the instructor to MTAC. It must include contact information, signature and dates of instruction, and level of accomplishment. <i>Form letters prepared by the applicant are not acceptable.</i> Instruction must be of a reasonable level of advancement, such as CM level 8. • Foreign academic education <i>must</i> be verified with a course-by-course “Foreign Credential Evaluation Report” from a NACES-approved evaluation agency. <i>Other documents will not be accepted.</i> 			
Name of Instructor or School	Dates	Course Name and Number	Points

- I. I agree that I will provide written verification for every point claimed on this form. Yes No**
- II. I verify that I have contacted the necessary academic institution(s) and have arranged for official transcripts OR I have arranged for an FCER to be sent directly to the MTAC State Office. Yes No**
- III. By signing this form, 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.**

Signature: _____

Date: _____

Please send form and payment (if required) to:

MTAC Membership Office, 833 Market Street, # 900, San Francisco CA 94103

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

Date received in State Office: _____	Check \$: _____	Additional Check \$: _____	Date Approved: _____
Member ID Number: _____	Check #: _____	Additional Check #: _____	
Fee Required? _____	Returned? _____		