

CM Registration Instructions & Fees 2009-2010

Please see the “CM Fees and Evaluation Lengths” link from your Teacher home page. This link displays the fees for all students. It will contain this year’s fees beginning on September 15.

Registration Instructions For CM 2009-2010

The CM Database will be open for registration on September 15th. You can register a few students at a time or all at once, but don’t wait until the last day to start! The registration deadline is Nov. 15th.

Important note

After completing your online registration, please be sure to print a copy of your **Student List** and your **Student Fees List** and double-check them for accuracy. After registration is closed on November 15th, no changes can be made. If you have forgotten to register a student, forgotten to check Panel, etc., there will be no recourse.

Remember that there is no late registration under any circumstances! Do not wait until the last minute to register your students!

New for 2010:

1. Birthdates are required for all students.
2. A preliminary Remain at Level check will be implemented as a prelude for next year. If a student received a RAL for CM2009 and they register for a higher level for CM2010, a note will be presented to the teacher. The note will say that this student will be registered for the CM this year (CM2010) but next year (CM2011) that student would be prevented from registering for a higher level.
3. Teachers will be required to indicate that they have read and accept the CM Policy. The acceptance page will be presented when the teacher first registers a student for CM2010
4. The branch chair must transfer all students that transfer from another MTAC teacher. Please send the chair the following information; student name, student ID, previous teacher name, previous teacher state ID, new teacher name, new teacher state ID.

To begin registration:

1. Go online to www.mtac.org (the MTAC website). On the left-hand side in the blue column, look under Programs for “Certificate of Merit”. Click on that link, and you will see a page explaining the CM program and some additional links. Look at the top of the page to find a link entitled CM Policies, Panel Information ...” Click where it indicates and you will come to the main page of information for CM teachers. Here you will find directions for how to read and download the current CM Policy and Panel Pamphlet. Read them carefully, especially if you are considering having students apply for Panel. The direct link is <http://www.mtac.org/programs/CMforms>
2. When you are ready to begin registering your students, go to www.mtac.org. On the left-hand side in the blue column, look at the top for “MTAC Login”. Click on that link, and you will see the login page. The direct link is www.mtac.org/registration.
3. Login with your user name and password. If you do not have them, ask your CM branch chair. If you have forgotten your password, click “forget password?” It will then be sent to the email address you entered on your “Teacher Information Page.”
4. Please make sure that your teacher information is correct. On the teacher home page, click on **Edit Teacher Info** and edit your address, email, phone and password among other items. This

information is used by the state office as well as CM. Please change your password at least annually. When everything is complete, check for accuracy and click **Submit**. Then click [Back to Home Page](#).

5. **To re-register students who were registered LAST year**, on the home page, click on **Re-enroll Last Year's Students**. Select **Re-enroll** for each student you wish to register this year. This will open that student's record for you to update the student's CM level and school grade, etc. You do not need to re-enter the student's name. You will need to add the birth date. Click **Submit** when you have finished. If a student was registered last year, but is not participating this year, and they are in High School, leave them in the database and do NOT click delete. You will not be charged for them. If any student is a transfer, please inform your branch chair. If you re-register a student and change your mind before 11/15, you may uncheck the reenrolled box in the registration form, as only students with the reenrolled box checked will be registered.
6. To register **NEW** students, click on **New Student Registration Form**.
 - Complete the gray boxes.
 - Please use a capital letter and small letters for student names (e.g. Mary rather than MARY or mary) as this information will be used for convention programs.
 - Use a number for the month (e.g. 7 or 07) and FOUR (4) digits for the year (e.g. 1995).
 - If the student is a transfer from another studio, click in the box marked "Transfer." Fill in the boxes marked "Former Branch" and "Former Teacher" with the names of the former branch and teacher.
 - When everything is complete, check for accuracy and click **Submit**.
7. To register the next new student, click on **New Student Registration Form** and repeat the above procedure. Be sure to click **Submit** after completing information for each student.
8. To confirm your students' registration, click on **Student List** and *check* that each student's CM Level, School Grade, Path and possible Panel and Senior Award are listed correctly. After you are sure everything is accurate, **print two copies of your Student List**, one for your records and one to send with your registration check. **Double-check it for accuracy! No changes will be allowed after November 15th!!!!**
9. To see your total fees due, click on **Student Fees List**. The total dollar amount that appears in blue at the bottom of the screen is your total fee, including branch fee, for all of your registered students. Print two copies of your **Student Fees List** (the summary page), one for your files and a copy to send with your registration check. To see how much each student's individual fee is, click on the "Go" button next to "List Path A Students," or use the pull-down menu to view "List Path B Students."
10. Follow the directions online for making out your check, and send it **with a copy** of your **Student List** and your **Student Fees List** (summary page) between October 1 and November 15 to your CM chairperson, or the designated CM treasurer.

At 11: 59 PM on November 15, registration will be closed.
After that date absolutely no changes will be accepted.
There will be no late registration.