

# MUSIC TEACHERS' ASSOCIATION OF CALIFORNIA

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www.mtac.org

Certificate of Merit – Teacher Work Agreement

*September 2011*

Dear CM Teacher:

Thank you for your continued support of the Certificate of Merit (CM) Program. The CM Program can only work with the assistance of its teachers. If you intend to give your students the gift of CM, you must be willing and available to help. In support of CM Policy Section 3, #5\*, we have found that it is necessary to formalize this willingness to help in the form of a “Teacher Agreement” so that we can guarantee the success of the program. This agreement outlines your minimum responsibilities as a teacher entering students in the program. Please read this agreement on the next page carefully and then sign on the bottom. This agreement must be signed and returned along with your student fee check, student list, and fees list by November 16. Your student registration will not be considered complete until this agreement is received.

*\* CM Policy Section 3, #5, Teacher Work Requirements: Branches may require participating CM Teachers to work, in order to assist the Branch in the administration and operation of CM Evaluations. Participation requirements (e.g. number of work hours) are determined by the number of students a CM Teacher has registered as of November 16. The Branches may use and collect a Teacher Work Agreement from each participating CM Teacher, and impose a monetary fine (“Non-Work Fee”) for CM Teachers who do not fulfill any mandatory CM work requirement established by CM Council and/or the Branch. CM Teachers who do not pay the Non-Work Fee by the deadline set by the Branch shall be disqualified from participating in subsequent CM Evaluation programs, both Path A and Path B, until the Non-Work Fee has been fully paid.*

*Important: Even if a CM Teacher’s students later drop from Path A and do not actually take the Path A Evaluation, such CM Teacher shall still be required to work the designated number of hours based on the November 16 registered number of students, and/or shall be required to pay the Non-Work Fee based on the November 16 registered number of students.*

Please do not hesitate to contact me should you have any questions or concerns regarding this matter. I look forward to working with you. Thank you.

Sincerely,

*Susan Miyamoto*  
MTAC Certificate of Merit  
Temecula Valley Branch CM Chair

**Music Teachers' Association of California  
CERTIFICATE OF MERIT  
TEACHER WORK AGREEMENT**

By registering students in the Certificate of Merit Program, I, \_\_\_\_\_  
(CM Teacher Name), understand the following:

- I am required to attend the Fall Branch CM Information Meeting.
- I must have access to email and agree to check my email regularly.
- I will enroll my students in CM via the Internet at [www.mtac.org](http://www.mtac.org) between Sept. 15<sup>th</sup> and midnight Nov. 15<sup>th</sup>. The website will compute CM fees due which includes the branch fees.
- By Nov. 16<sup>th</sup> my CM Section Chairperson must have received from me: One check made out to the branch including the fees for all Path A and Path B students, a printout of my Student List, a printout of the Student Fees List, and this signed agreement.
- There is no late registration and there is no refund after registration closes.
- I must make every effort to see that all Registration and Evaluation Information is correct, and that my students' names are typed correctly. Errors cannot be changed after Nov. 15<sup>th</sup>.
- My Teacher Work Day requirements are based on Path A Registration.
  - Keyboard (Path A): 1-4 students = \_ day, 5-9 students = 1 day, 10-14 students = 1 \_ days, 15-19 students = 2 days, 20 or more = 2 days plus additional work.
  - Winds/Strings (Path A): 1-4 students = \_ day, 5 or more students = 1 day.
- I must work and may not send a substitute in my place
- .
- Dropping students later does not change this agreement, which is based on initial registrations. I will still be required to work the designated number of hours.
- I must work where needed and will maintain a positive atmosphere for CM.
- I must follow Policy Section 11 "Communication Procedures" and if I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to my Branch CM Chair.
- I will not give out the name, address, email, or phone number of the Chairperson, CM Council or State Board Members to my students or their parents.
- I must read and abide by the current CM Syllabus and the current CM Policy.
- I will not use cell phones while on the job working evaluations.
- I will not bring my children with me to work my shift
- I must be the primary teacher for the students I enroll in CM and may not enter students under my name for any other teacher. *CM Policy Section 2, #2 and #3 – CM Teachers who wrongfully enroll the students of a non-MTAC-member may be subject to disciplinary action by the Association. Primary teacher may only register students whom they teacher the majority (75%) of lessons.*

I, \_\_\_\_\_ (CM Teacher Name), understand the above Certificate of Merit Teacher Agreement Policy and have also read the current Certificate of Merit Policy issued by the CM Council and the current CM Syllabus. Please check one of the following:

My preferred job is on CM day is: *Please circle one of the following*

Door monitor

Theory room

Student Check – In.

\_\_\_\_\_  
CM Teacher Signature

\_\_\_\_\_  
Date