



Music Teachers' Association of California

SAN FRANCISCO BRANCH

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September 17, 2009

Certificate of Merit™ 2009

Dear Teachers,

Welcome to CM. Thank you for your participation. The time and location for the MTAC Certification of Merit Exam, San Francisco Branch has been confirmed. Please mark your calendars.

Evaluation date: Saturday, March 27 and Sunday, March 28, 2009
Evaluation location: SF State University – College of Creative Arts
1600 Holloway Ave., San Francisco, CA 94132
Branch Honors Recital: Sunday, April 11, 2009
Location: Main Post Chapel, Building
130, Fisher Loop Presidio of San Francisco; (415) 561-3930

- **Path A** is for students who will be adjudicated at SF State on **March 27 & 28, 2009**.
Path B will be administered by the teacher on a later date chosen by the teacher.
- **Mandatory for all CM teachers and teachers new to CM:** The CM Training Meeting will be held on **Sunday, Oct. 4 at 2:15 PM** at the **San Francisco Humanities Inc. building** located on **1185 Vicente Street, San Francisco, Tel: (415) 664-3397**. For all others who can not attend, you must email **Phyllis Pan** or **Scott Pratt** before **September 27th** for our approval and pass a **CM quiz** that will be given to you.
- **Questions about CM:** If you have any questions, **DO NOT CONTACT** the **CM State Council**. Instead contact **Phyllis Pan** at 650-872-2568, phuzzyphil@gmail.com; **Scott Pratt** at 415-317-1245, scottpratt@sbcglobal.net.
- **Registration** opens September 15 and closes **November 15 at 11:59 p.m.** There is no late registration!
 1. Use Normal Capitalization for students names, **not ALL CAPITALS**
 2. **Update your information** at “Edit Teacher Info.” Please change your password to one that you can remember. Click **Submit** when you completed. Contact **Phyllis Pan** if you are new to the program or you forgot your password.
 3. Do not delete students even if they will not participate this year.
 4. Do not delete high school students even if they are no longer your students.
 5. Check the box for Senior Award for only 12th grade students.
 6. All announcements regarding CM will be sent by email. **Please update your email address on your Teacher Home Page and let Phyllis and Scott know about any of your email address changes immediately.**

- **Download the following documents**

From the “Certificate of Merit” state website at www.mtac.org.

Click on CM Information, Policies and Forms. Print and read carefully.

1. 2010 CM Policy
2. 2010 Procedures
3. 2009-2010 Theme Recital Information
4. 2010 Parent Letter: Letter from Karen S. Becker, our state CM Coordinator, to be given to the parents.
5. Piano Syllabus Addendum #1 (2007) & #2 (2008)
6. Wind Syllabus Corrections
7. 2010 Registration Instructions & Fees
8. 2010 Panel Program Information
9. Click on CM Newsletters, Read, *Read 2009 August and most current issue*

From the “Certificate of Merit” SF Branch Programs website at www.mtac-sf.org.

1. **CM work contract sheets** – After reading carefully, fill out and sign. Mail it to **Melissa Smith at 409 Bella Vista Way, CA 94127 by Nov. 15, 2009 with your student list and students’ fees.**
2. **MTAC-SF Certificate of Merit Policy Agreement Form.** (*IMPORTANT: This must be submitted with CM registration paper work and fees.*)
3. September mailing Dear Teachers’ Face letter
4. CM Teacher Resource List for Ear-Training, Keyboard Theory, Sight Reading & Technique Books.
5. Preparing for Certificate of Merit.
6. Branch Honors Recital Criteria

- **Mailing the Registration fees**

1. A \$15.00 Branch fee has been added to the **Student Fees List**. Path B fee is \$16 per student, regardless of level.
2. The registered student fees must be submitted **directly** to MELISSA SMITH no later than November 16, 2008.
3. **Enclose the following and check the list before sending.** (IMPORTANT...THE ITEMS BELOW MUST BE SUBMITTED WITH THE REGISTRATION PAPERWORK AND FEES, OTHERWISE IT WILL NOT BE PROCESSED!)
 - a) Student Registration fees – Send the total fee (calculated for you when you register your students) with 1 check, payable to MTAC-SF.
 - b) Registered Student Fees List (summary page only)
 - c) Signed CM Teachers Work Contract
 - d) MTAC-SF Branch Policy Agreement Form

4. Mail all to: Melissa Smith at 409 Bella Vista Way, San Francisco, CA 94127

The next mailing will be sometime in January of 2010. At that time you will receive, **“Instruction on how to fill the ONLINE CM evaluation form.”** Deadline for entering the evaluation forms and finalizing your submissions will be announced at that time.

Best wishes for a rewarding CM experience this year. Thank you for paying attention to the details regarding CM.

Phyllis Pan, CM Coordinator

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