



Music Teachers' Association of California San Francisco Branch

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September 19, 2011

Certificate of Merit™ 2011- 2012

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 24 and Sunday, April 1, 2012**

Evaluation location: SF State University – College of Creative Arts
1600 Holloway Ave., San Francisco, CA 94132

Branch Honors Recital: **Sunday, April 15, 2012**

Location: SF State University – College of Creative Arts (Knuth hall)
1600 Holloway Ave. San Francisco, CA 94132

- **Path A** is for students who will be adjudicated at SF State on March 24th and April 1st, 2012.
Path B will be administered by the teacher on a later date chosen by the teacher.
- **This year the SF Branch CM dates fall on the week of the San Francisco Unified School District's Spring Break. Please notify students and parents as soon as possible so they can make necessary arrangements. Although students may request a specific CM date on the registration form, their choice of CM date is subject to availability and cannot be guaranteed.**
- **All CM teachers:** The CM Meeting will be held on Sunday, Oct. 9th at 2:00pm at the San Francisco Humanities Inc. building located at 1185 Vicente Street, San Francisco. We very strongly recommend that all new CM teachers attend this meeting.
- **Questions about CM: If you have any questions, DO NOT CONTACT the CM State Council.** Instead contact **Janis Lee by e-mail: cm.piano@yahoo.com**
- **Registration** opens September 15 and **closes November 15 at 11:59 p.m.** There is no late registration!
 1. **Update your information** at "Edit Teacher Info." Contact Janis Lee if you have new to the program or you forgot your password.
 2. **Use Normal Capitalization for students names, not ALL CAPITALS.**
 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 Janis Lee know about any of your email address changes immediately.**

- **Print & read carefully the following CM documents:**

From the state website at www.mtac.org,

1. **CM Information:** Please log in. On the "Teacher Home Page", select "CM Resources" and click on "CM Help. This page contains step-by-step instructions for registering students.
2. **2011-2012 CM Policy & procedures:** From the "Teacher Home Page, select "CM Resources" and click on "CM documents". You may access the information you're looking for by clicking on the blue links.
3. **Login and print the following documents, found by selecting "CM Resources", then "CM Documents".**
 - 2012 Parent Brochure letter: Letter from Judi Sands-Pertel, our state CM Coordinator, to be given to parents.
 - Piano Syllabus Addendum #1(2007), #2 (2008) & #3 (2011).
 - 2012 Registration Instructions & Fees
 - ~~New~~2011 Winds Syllabus
 - 2012 Panel Program Information
4. **Read the latest CM Newsletter 2011** ("CM Resources" - "CM Newsletters" - "August Current Issue") **for the following information:**
 - CM Registration Agreement (page 4)
 - Convention Application Fee (page 5)
 - 2011-2012 Theme Recital Information (page 16)

From the SF Branch website at www.mtac-sf.org,

1. **CM work contract sheets** – After reading carefully, fill out and sign. Mail it to Keiko Banks at 138 - 18th Ave. San Francisco, CA 94121 **by Nov. 15, 2011 with your student list and students' fees. Without your signed contract sheet, your students registration will not be accepted.**
2. September mailing #1 Dear Teachers' Face letter
3. Branch Honors Recital Criteria

- **Mailing the Registration fees**

1. A \$20.00 Branch fee for Path A has been added to the **Student Fees List. Path B** fee is \$23 per student, regardless of level.
2. The registered student fees must be submitted **directly** to Keiko Banks no later than November 16, 2011.
3. Enclose the following and check the list before sending.
Important: The items below must be submitted with the registration paper work and fees. Your student registration will not be processed without these documents.
 - 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 Agreement Contract
4. Mail all to: Keiko Banks, 138 – 18TH Ave., San Francisco, CA 94121

Please check your e-mail regularly for important CM information updates.

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

Janis Lee
SF CM Chair