



Branch Certificate of Merit Policy and Teacher Work Agreement

The CM Program can only work with the assistance of its teachers. If you intend to give your students the gift of Certificate of Merit, you must be willing to do your part. It cannot work without you. Thank you for your commitment to CM.

In support of CM Policy III #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 carefully and then sign on the bottom line. **This is required and your registration will not be considered complete until this agreement is received.**

* **Teacher Work Requirements.** Branches may require the mandatory participation of 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 participation 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. (*CM Policy 3.5*)

I _____ understand that by entering students in the Certificate of Merit Program:

- I am required to attend the October Branch meeting.
- I must have access to email and that most communications will be by email. I agree to check my email regularly (at least weekly).
- I will enroll my students in CM via the internet at www.mtac.org between Sept. 15th and midnight Nov. 15th. The website will compute CM fees due which includes the branch fees.
- That by Nov. 16th 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*
 - This policy signed
- There is no late registration and there is absolutely 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. 15th.
- My Teacher Work Day requirements are based on Path A Registration. 1 shift = 5 hours
 - Keyboard (Path A):
 - ⊖ 1-5 students =1 shift
 - 6-12 students =2 shifts
 - 13 or more =3 shifts
 - Winds/Strings (Path A):
 - At least 1 shift or as needed. (I may be asked to work at the location where your students will be transferred.)

- I must work and may not send a substitute in my place. A fine of \$250 per shift or \$50.00 per hour, payable to the branch, will be imposed if I refuse to work or do not show up for my entire assigned shift. The charges will be pro-rated if I show up late or leave before my shift is over. I will sign in when I arrive to work on CM day and sign out at the end of my shift. *If I refuse to pay the fee by the deadline set by the San Francisco Branch, I will be disqualified from participating in CM, both Path A and Path B, until the fee is paid. I may apply for exceptions, such as for physical disability, injury, medical issues, financial hardship, with appropriate evidence provided by the applicant, to be decided on a case-by-case basis at the sole discretion of the CM Committee.*
- Dropping students later does not change this agreement which is based on initial registrations.
- I must work where needed and will maintain a positive atmosphere for CM.
- I must follow Policy Section 11 “line of communication” and if I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to my Branch CM Chairperson.
- 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 state Certificate of Merit 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 will communicate CM rules and policy to my students and their families, and emphasize the following:
 - That if a student brings a photocopy instead of a score to the evaluation, the student will NOT be evaluated and will automatically receive a “REMAIN AT LEVEL”
 - That the student must arrive at the evaluation site at least 10 minutes before his/her scheduled time, or the evaluator may not hear the student.
 - That the theory room closes at 5:00 pm, and the theory test must be completed by 5 pm.

Check all the days and shifts that you are available to work.

I have _____ (how many) students registered in CM path A.

3/24/2012 AM, PM

4/01/2012 AM, PM

4/15/2012 Honors Recital

This contract must be signed and sent along with your student fees check, Student List, and Fees List by Nov. 16th to Keiko Banks at 138 – 18th Ave. San Francisco, CA 94121. Please keep a copy of this agreement for your records.

I, _____ (print 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.

I will not be able to work, and am including payment of _____ to MTAC-SF.

Confirm email address _____

CM Teacher’s Signature _____ Date _____