

Music Teachers' Association of California

833 Market Street, Suite 900, San Francisco CA 94103, 800 834-3340 (CA only) or 415 978-9668
www.mtac.org

FOREIGN DIPLOMA APPLICATION FORM

VERY IMPORTANT: This application form is intended for applicants who are using a Bachelor or higher degree in music from a foreign academic institution to meet the MTAC requirements for Active Membership. If this does not apply to you, please refer to the following chart for the appropriate application form.

Application Form Reference Guide	
I have a domestic diploma.	Use the Active Membership Application Form
I do not have a degree in music.	Please see document titled: How to Join the MTAC without a Degree in Music or contact the MTAC State Office for additional information.
I would like to become a Business Affiliate.	Use the Business Affiliate Application Form
I am a student currently pursuing a bachelor degree in music.	Use the Student Member Application Form or contact State Office for Collegiate Chapter Info

FOREIGN DIPLOMA INFORMATION:

- a) The MTAC has a long standing requirement stating that a member needs to have the educational background of a Bachelor degree in music. This is stated in Article III, Section 4 of the MTAC State Bylaws:

Active Membership shall be granted to qualified music teachers who have a Bachelor degree in Music degree from an accredited institution, or the equivalent thereof, indicating a major or concentration in the instrument they teach, and who are actively engaged in the profession of teaching music with a minimum of two years of music teaching experience.

- b) In order to efficiently evaluate the credentials of applicants with foreign diplomas, the MTAC requires one of the following to verify an applicant's educational background:
1. **Preferred option:** A Foreign Credential Evaluation from an MTAC approved agency. This needs to be sent directly from the Credential Evaluation Service. Please see section titled Foreign Credential Evaluation and Credential Evaluation Services for more details.
 2. Academic transcripts issued in English by the institutions attended for all post-secondary programs of study. These documents need to be sent directly to the MTAC State Office by the institutions attended, in an envelope bearing the institution's seal or stamp and/or an appropriate signature across the sealed flap.
 3. Academic transcripts issued in English by a recognized government agency. These need to be sent directly to the MTAC State Office by the recognized government agency.
- c) **IMPORTANT:** The MTAC reserves the right to require an approved foreign credential evaluation (number one above) if it is unable to determine the nature and authenticity of the academic documents.

INSTRUCTIONS

- 1) **General Information:** Please answer each question.
- 2) **Degree Information:** Please list the highest degree attained and its corresponding instrument/subject specialty. Note: If you have separate degrees in different instrument/subject specialties, you qualify in those areas with this form. Please list all the pertinent degrees on this form.
- 3) **Branch Membership:** Please indicate whether you wish to join a branch and if so, which branch you would like to join. Important: If you teach in another region separate from where you live (some teachers teach in venues over 60 miles from where they reside), please note this on the application form in the appropriate section.

About Branch Membership: When joining the MTAC, you have the option to have Branch Membership. The primary advantages of Branch Membership are as follows:

- I. Being part of a local group of like-minded professionals in your region.
- II. Being able to participate in Branch Activities and Programs.
- III. Being able to participate in State Programs that require Branch Membership (Certificate of Merit and VOCE.)

Note: There is an additional annual fee set by each individual branch.

- 4) **Two-Years Teaching Experience:** Please indicate if you meet this requirement for Active Membership. If you do not have two-years teaching experience, you will be given the status of Provisional Member until you have reached this requirement.
- 5) **Academic Credentials:** For authentication purposes and to determine whether your academic credentials meet MTAC requirements, one of the following documents must be sent to the MTAC:
 - a. **Preferred option:** A Foreign Credential Evaluation from an MTAC approved agency. This needs to be sent directly from the Credential Evaluation Service. **Note:** Please see section titled Foreign Credential Evaluation and Credential Evaluation Services for more details.
 - b. Academic transcripts issued in English by the institutions attended for all post-secondary programs of study. These documents need to be sent directly to the MTAC State Office by the institutions attended, in an envelope bearing the institution's seal or stamp and/or an appropriate signature across the sealed flap.
 - c. Academic transcripts issued in English by a recognized government agency. These need to be sent directly to the MTAC State Office by the recognized government agency.
- 6) **Signature:** By signing this form, you certify that all the information provided is *truthful and accurate*. In addition you indicate that you have read and agree to abide by the bylaws and code of ethics of the Music Teachers' Association of California.
- 7) **Send your Completed Application to the MTAC:** Please send the following documents to the State Office.
 - a. A copy of your diploma (highest degree attained); if you are applying for multiple instruments specialties via diploma, include all diplomas verifying this information.
 - b. A check written out to the MTAC. Please refer to dues schedule for exact amount.

Important: To enroll in CM or other MTAC events, new applications must be accurately completed and submitted to the state office on or prior to the appropriate application deadline. Please see the current Membership Application Schedule for exact dates.

Foreign Credential Evaluation & Credential Evaluation Services

Frequently Asked Questions

Q: What is foreign a credential evaluation report?

A: A foreign credential evaluation provides a description of an individual's international education and a recommendation for its U.S. equivalence.

Q: What does the MTAC look for from a foreign credential evaluation report?

A: Using data from this report, the MTAC establishes the education equivalence, and subject background of an applicant. Specifically, the MTAC determines if the applicant has at least the educational equivalence of a U.S. Bachelor Degree and what instrument/subject specialties the applicant can be qualified in.

Q: The credential evaluation service offers a basic (document by document) or detailed (course by course) report. Which one is needed?

A: The MTAC requires a *detailed (also called course by course)* report. This report lists individual courses taken with semester units and individual grade equivalents. If the agency offers reports that list the level of the class (e.g., lower versus upper division, professional, vocational) this is preferable. The detailed report is needed to verify the applicant's instrument and subject specialties.

Q: Which Credential Evaluation Services are approved by the MTAC?

A: The MTAC recommends the following foreign credential evaluation services.

World Education Services (WES)

www.wes.org
(212) 966-6311

International Education Research Foundation (IERF)

www.ierf.org
(310) 258-9451

The MTAC will accept a foreign credential report from any member of the National Association of Credential Evaluation Services (NACES). For a full list of members, visit www.naces.org.

No other credential evaluation services will be accepted.

ACTIVE MEMBERSHIP APPLICATION FORM

Have you ever been a member of MTAC? No ___ Yes ___

If you answered yes, you may not use this form. Please file a **Reinstatement Form**.

GENERAL INFORMATION:

Please complete:			
Ms. Mrs. Mr. Dr.	Full Name as listed in degree information: First, Middle, Last		
If different, please list name as you would like it listed in the MTAC Directory			Date of Birth
Mailing Address (Include apartment number, if any)	City	Zip	Phone Number
Email Address			Alternate Number (if any)

DEGREE INFORMATION:

Please list highest degree attained.			
Important: Only list multiple degrees if aiming to qualify in multiple instrument/subject specialties.			
Note: If you wish to be qualified in additional instruments/subjects but do not hold separate degrees in these specialties, you may fill out a Secondary Instrument or Secondary Subject Application Form .			
School Name and Location	Instrument/Subject (Examples: Composition, Piano, or Violin)	Type of Degree Awarded	Year Degree Received
1			
2			
3			

BRANCH INFORMATION:

Choose whether you would like to join a branch or become a Member-At-Large	
<input type="checkbox"/> I would like to join a Branch of the MTAC (fee)	<input type="checkbox"/> I would like to be a Member-At-Large (do not join a branch)
Optional: If you would like to join a Branch of the MTAC, please list your preferred branch:	
Do you teach the majority of your students in a region outside of your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you teach outside your mailing address, please list the full address of this location (include city/state/zip):	

- I. I verify that I have at least two years teaching experience. Yes No
- II. I verify that I have arranged for the required academic credentials to be sent directly to the MTAC Office from a Credential Evaluation Service or Academic Institution. Yes No
- III. I have read and agree to abide by the bylaws and code of ethics of the Music Teachers' Association of California. Yes No
- IV. I declare that all the information provided is *truthful and accurate*. I understand that the MTAC may verify this information, and that untruthful or misleading answers are cause for rejection of this application.

Applicant's Signature _____ **Date** _____

Please send completed application, copies of all pertinent diplomas, and check to:
833 Market Street, Suite 900, San Francisco CA 94103

OFFICE USE ONLY			
State Dues	\$ _____	Date received in State Office	_____
Branch Dues	\$ _____	State Board Approval Date	_____
State Application Fee	\$ _____	State Membership Secretary	_____
Total	\$ _____	Branch Board Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No