

# Music Teachers' Association of California

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www.mtac.org

## SECONDARY INSTRUMENT FORM

Full Name \_\_\_\_\_

Branch (if any) \_\_\_\_\_

### PURPOSE OF THIS FORM:

MTAC Policy states the following:

Active, Provisional, and Student Teacher Members may enroll students in State Programs only within their approved discipline. For example, a teacher with a music degree in piano performance may enter only piano students, unless the degree has included adequate training in another instrument.

This form exists to allow members to be qualified in additional instruments.

### APPLICANT INSTRUCTIONS:

#### Step One

Please list the instrument you wish to be qualified (Only one instrument per form): \_\_\_\_\_

#### Step Two

Fill out the rest of this form, **carefully reading the instructions for each category**. If you run out of room on the form, please attach a separate piece of paper labeled by section. It is your responsibility to provide the State Office all necessary documentation (official transcripts, letters, etc) organized by category.

**Note: If foreign transcripts are to be used to verify points claimed on this form, a Foreign Credential Evaluation or other acceptable document is required. Please contact the State Office for additional information.**

**Important: To enroll in CM or other MTAC events in a secondary instrument, this application and all supporting documents, including transcripts, must be received by the State Office at least 15 days prior to the event's registration deadline.**

### ALTERNATE INSTRUCTIONS (DEGREE):

If you have a music degree in the secondary instrument you wish to be qualified in, you may submit this to verify your qualification. Please submit the following documents to the State Office for qualification:

- A copy of your diploma
- An official transcript sent directly from the academic institution

- I. I verify that I will provide written verification for every point claimed on this form.  Yes  No
- II. I verify that I have contacted the necessary academic institution(s) and have arranged for any necessary official transcripts to be sent directly to the MTAC State Office.  Yes  No
- III. I declare that I have filled this form out accurately and truthfully to the best of my ability. I understand that the MTAC may verify this information, and that untruthful or misleading answers are cause for rejection of this application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

-----OFFICE USE ONLY-----

Date received in State Office \_\_\_\_\_ State Board Approval Date \_\_\_\_\_  
Member ID Number \_\_\_\_\_ State Membership Secretary \_\_\_\_\_

## Secondary Instrument Application

Points may be earned in the following categories:

### A. Private Study

**Points: One year = 6 points; Semester course = 3 points; Quarter course = 2 points**

Points may be earned through the private study of an instrument.

- To count for credit, the private instruction must be through University/College Enrollment, post university instruction, or from the 11th and 12th grade of high school. Instruction before the 11th grade (or equivalent) will not count for points.
- If the instruction is not verified by academic transcript, written verification of instruction and level of accomplishment is required. Instruction that is not of a "reasonable" level of advancement will not be accepted for credit.

Teacher or School	Dates of Instruction	Source: Transcript or Written Verification	Points

### B. Recitals

**Points: Full-length (60 minute minimum) = 6 points; Half-length (30 minute minimum) = 3 points**

Points may be earned for a half-length or full-length recital. If not verified by academic transcript, a copy of the program is required along with verification of instructor at time of recital.

Note: Some universities give "recital" credit for creating a "professional" quality recording. Recordings may receive recital credit only under this specific circumstance.

Location of Recital	Date of Recital	Source: Transcript or Written Verification	Points

### C. Instructional Ensemble

**Points: One year = 2 points; Half year = 1 point; A maximum of 12 points can be earned in this category.**

Points may only be earned through enrollment in an ensemble at an Academic Institution. This includes large ensembles, chamber ensembles, and accompanying. Instruction before the 11th grade (or equivalent) will not count for points.

Ensemble	Dates of Instruction	Source: Transcript or Written Verification	Points

### D. Professional Music Performance

**Points: One year = 2 points; Half year = 1 point; A maximum of 6 points can be earned in this category.**

Points are given for each year the applicant worked in a professional capacity as a soloist, group performer, etc.

Applicant must provide written documentation. Programs showing dates and repertoire are an example of documentation.

Dates	Description of Professional Music Performance	Points

**A minimum of 18 Points are required to be qualified for a Secondary Instrument.**