



2008 Certificate of Merit Evaluation MAKE-UP PROCEDURE (MUP)

**APPLICATION DEADLINE: APPLY FOR A MAKE-UP ANYTIME
AFTER YOUR BRANCH CM EVALUATION IS OVER BUT BEFORE
APRIL 15th**

COMPLETION DATE: NO LATER THAN JUNE 1st

Make-up is for High School students only.

Reasons to apply for a make-up are for those who want to maintain the eligibility of:

Young Artist Guild (students must participate in all four years of High School for YAG).

Master Class

Senior Award/Medallion

A Student who completes a make-up CM evaluation will not be considered for Branch Honors, or any CM Convention programs including Panel, Master Class, or YAG during the year of the make-up evaluation. Advanced students may not earn an exemption during a make-up evaluation.

The Make-UP Procedure (MUP) Information and Form are posted at www.mtac.org/programs/CMforms/CM2008MakeUpEvaluationApplication.pdf

1. The Branch Chair collects the money (\$40 per student) for the MUP with the completed application(s) from the teacher(s).
The Branch Chair must receive the application form and money by April 15th.
A branch check of \$20 per student is then sent to the state office by April 25th.
2. The Branch chair should have everything needed: Sight Reading/Technique booklets, theory tests and answer keys.
a short list of MUP evaluators (provided by the State Evaluator chairs upon request), blank evaluation forms are posted at www.mtac.org/programs/CMforms/index.shtml, Evaluator schedules, Payment Invoices (call the State Office to request more if none is left from the branch CM evaluation).

Chair runs MUP:

- 3A. The Chair sets a specific day or days and location for MUP.
- 4A. The Chair arranges to have a qualified MUP Evaluator (from outside the branch) to administer the evaluation. (Make sure there is some type of arrangement made for the student to complete the written exam in the studio of a proctor. The ear training may be performed on the piano or another instrument.)
- 5A. The Chair fills out and signs the Evaluator Payment Invoice and Evaluator Schedule for the Evaluator to send to the state office.
- 6A. The Chair enters the results into the database and sends evaluation sheet, theory test and a certificate to teacher.

Teacher runs MUP:

- 3B. The Chair gives the teacher the names of qualified MUP Evaluators.
- 4B. The Teacher arranges the MUP with a qualified Evaluator (from outside the branch) to administer the evaluation. (Make sure there is some type of arrangement made for the student to complete the written exam in the studio of a proctor. The ear training may be performed on the piano or another instrument.).
- 5B. The Teacher fills out the Evaluator Payment Invoice and Evaluator Schedule and sends them to Chair who signs and sends them to Evaluator for the Evaluator to send them to the state office.
- 6B. Teacher sends original evaluation sheet and theory test to Chair to enter results in database and then Chair returns them to teacher with a certificate.



2008 CM Evaluation Make-Up Procedure (MUP) Application Form

(Please type or print clearly)

Student First Name _____

Student Last Name _____

CM Level _____ School Grade _____

Username _____

Student # _____ Instrument _____

Branch _____ Local Teacher # _____

Teacher Name _____

Teacher Address _____

City _____ Zip _____

Teacher Phone () _____

Teacher email address _____

Branch Chair Name _____

Address _____

City _____ Zip _____

Branch Chair Phone () _____

Branch Chair email address: _____

Reason for Make-Up request:

Teacher's signature _____

Date _____

Teacher:

1. Apply for a Make-Up anytime after your Branch CM Evaluation is finished but before April 15th.
2. Your Branch CM Chair must receive this completed form and a fee of \$40.00 per student by April 15th. If you have more than one MUP students, write the total amount on **one check**.
3. Your Branch CM Chair will decide either **Chair runs MUP** or **Teacher runs MUP**.
4. Complete the Make-Up by June 1st.