

PROCEDURES
CERTIFICATE OF MERIT 2009-2010
(Created August 2009)

This document of Procedures lists the step-by-step details of implementing Certificate of Merit (CM) Policies. The two documents, CM Policies and CM Procedures should be used simultaneously. Also included are some “Frequently Asked Questions” (FAQs).

I. STUDENT PARTICIPATION AND REGISTRATION

1. In the case of a student taking the evaluation with a teacher other than the teacher with whom the student was registered, consent is given by filling out a Transfer of Teacher form, which is signed by both teachers. The student will be evaluated at the branch of the new teacher. The new teacher must ensure that the student’s online records are transferred. The names of both teachers will be listed if the student is selected for a Convention program.
2. Teachers must complete their registration online by November 15 and must submit fees along with a copy of their student list and student fees list to the Branch Chair no later than November 16. Branch Chairs will submit the total branch registration fee to the State by December 15.
3. All ensemble members must be registered for Path A CM, however accompanists for strings, winds and voice need not be. Accompanists should only be in the evaluation room during the pieces being accompanied. Performers in piano ensembles are not considered accompanists.

II. GENERAL PROCEDURES

1. The *Conflict Resolution Committee* which handles complaints about CM shall include the CM Coordinator, Assistant Coordinator, North and South Evaluator Chairs, and one Council member to be appointed at the Council meeting. Items that cannot be resolved will be referred to State Board.
2. Teachers must fill out the online evaluation report forms completely and correctly, paying close attention to the piece chosen from the syllabus so that compliance with level requirements may be verified. The Branch, CM Council, and State Board of Directors are not responsible for teacher errors. Eligibilities for branch honors and convention recitals must be carefully checked by the teacher.
3. Permission to reproduce limited portions of all MTAC published syllabi and technical requirements is granted to MTAC members for their own personal use. A limited number of CM tests from previous years are available for purchase at the State Office and may be photocopied for use within the teacher’s studio.
4. Eligibility for the Senior Award consists having passed all phases of Path A CM for three years during grades 9-12 and passing the final year of high school at Level 7 or higher. Exceptions may be made in special circumstances, such as early graduation, upon approval by the Branch Chair and application to the CM Council. The senior award for vocalists will be also granted to an adult student who has completed Level Advanced (10), and has successfully passed Path A CM for at least three of the past four years.
5. Make-up Evaluation (MUP) applications for students grades 9–12 may be made by the teacher by April 15, with the evaluation completed by May 15. Students maintain their future eligibility

for senior award, panel, master class and Young Artist Guild, provided all requirements of the make-up are met. Make-ups are for emergencies only such as illness or injury. Not being prepared is not an acceptable reason for MUP. Students are not eligible for Branch honors, Convention, or Panel during the year of the make-up exam. There is a fee for a make-up evaluation. The Make-up Procedure and form is available online.

III. BRANCH EVALUATIONS

1. Although there are no student evaluation transfers between branches, groups of students may be regionalized if there are not enough students to engage one evaluator for a whole day. The Branch Chairs and Discipline Chair will coordinate cases of a religious schedule conflict, on an individual basis.
2. If a student is evaluated at another branch or at regional evaluations for any discipline, the \$5 branch registration fee, plus the branch surcharge, should follow the student to the receiving branch or regional center. The student should pay the difference if the branch surcharge of the receiving branch is more. All fees should go through the branch treasurer.
3. Branches will purchase the ear-training materials for all disciplines and retain them at the branch. Ear Training CDs are not available to individual teachers.
4. Students must take the theory examination at their registered level each year of participation in CM. At the Advanced level (10), a student in Grade 9 or above who passes the theory examination with a score of 90% or higher is exempt from taking the Advanced level (10) test in subsequent years.
5. Theory tests, ear training and sight reading materials are not to be distributed or seen by teachers or students before the testing date. Students are not to take the written test from the testing area without supervision. Students should leave their unfinished written tests in the theory room while they take the performance evaluation.
6. The sight reading portion of the Path A CM exam will be administered in the evaluation room without the student seeing the materials in advance. The student will have 30 seconds to study the sight reading example. Exception: See syllabus for the exception for Voice levels 7-Advanced (10).
7. The theory tests must remain with the branch chair until all CM testing is complete statewide (in early April). If a student leaves a teacher, results may be received from the Branch Chair.
8. If the music scores brought into the evaluation do not have the title and/or composer name in English, the teacher must include an English translation. When music is not memorized, the student must provide a second published score for the evaluator, not a photocopy. In the absence of this score, no convention or branch honors performance will be approved.
9. Students may include an improvisation from 5 to 60 seconds. It will not replace any element of technique or any other requirement. Improvisation is optional and will not be rated by the evaluator. Any improvisation is acceptable; please refer to the MTAC Website under Improvisation. The allowed time for the evaluation will not be changed; if the time limit is exceeded, the student's rating will be affected.
10. The new Performance rating, Ineligible for Certificate, will be used for students who give a proficient evaluation, but who have non-performance related issues such as: incorrect repertoire

categories, advanced level same composer for etude and one other piece, played technique from incorrect syllabus or level.

11. Student repertoire is entered online in January and may not be changed after the branch deadline. Students must play the same pieces listed on their evaluation sheet. Branch chairs may set a drop to Path B Deadline.

IV. BRANCH EVALUATOR CHAIR

1. Branch evaluators shall be contracted by Evaluator Chairs using the current CM Council-approved list.
2. The Evaluator Chair will assign the branch evaluation dates and will try not to assign evaluators to the same branch for two years in a row.
3. Branch evaluators shall not be asked to complete any paperwork other than official CM forms.
4. Evaluators shall be paid solely through the CM contract and under the current fee schedule with no further compensation except as outlined in the next paragraph. Evaluators are paid for breaks, based on the per-hour fee as follows: minimum of three (3) hours work: one 15-minute paid break; minimum of five (5) hours work: one 15-minute paid break plus a 45-minute lunch period; minimum of six (6) hours work, two 15-minute breaks plus a 45-minute lunch period.
5. If a student misses his/her evaluation due to circumstances beyond his/her control, the branch chair may ask an evaluator to hear the student at the evaluator's convenience. This could be during a scheduled "no show" or at the end of the day. It will be the evaluator's decision to hear or not hear the student. The evaluator must not be asked to give up his/her lunch or break periods. It will be the branch's responsibility to pay the evaluator for the extra evaluation at the end of the same evaluation day. This negotiation must take place only between the evaluator and the branch chair; neither teacher nor parent may be involved. The evaluator need not be the one with whom the student was originally scheduled. All other CM policies continue to apply and the branch must keep appropriate records.
6. Evaluators are required to complete a *Remain at Level* form for any student who does not pass the performance section of CM. If two or more segments are evaluated as Weak, including technique and sight reading, the student will receive a Remain at Level rating (even if the repertoire is impeccable). The repertoire is worth two segments. The student may also receive a Remain at Level if only the Repertoire is weak.
7. Every branch must designate a separate chair for each discipline (piano, strings, wind, voice) in which the branch has registered students. Each piano, string, wind, and voice chair will receive information directly from the appropriate council representative. Branch Discipline Chairs must notify Council Discipline Chairs by the end of August of their appointment.
8. Each piano, string, wind, and voice chair will receive information directly from the appropriate council representative in order to plan their evaluations. Each discipline chair should have access to the branch database to check teacher input and enter evaluation results.
9. Only a person using an authorized copy of Filemaker is responsible for printing out the evaluation forms for all disciplines. Only one authorized copy of Filemaker is licensed per branch by MTAC. Branches must purchase additional copies at their own expense.