

January 2009

Dear CM Branch Chairs:

The 2009 Certificate of Merit evaluations are almost upon us. I know that many of you are already scheduling your students and preparing your teacher work schedule. I hope that all these last minute details are going smoothly and that your branch CM committee is working together for the benefit of your students. Once again, I cannot thank you enough for all the work that you do and the time you volunteer for our CM program! Thank you!

This shipment of test supplies is based on the branch's registration. Check the enclosure list for details. Please call the State Office immediately at 1-800-834-3340 if there is a discrepancy.

Enclosed in this shipment are the following:

- A **PHOTOCOPY AUTHORIZATION** so that you may photocopy the extra tests that you need.
- The **CM CHAIR GUIDELINES** for *Theory, Path B and Technique/Sight Reading Booklets*. Let me know if you have any questions about them.
- **GUIDELINES FOR GRADING THEORY TEST** - make sure you have enough copies for all your theory test graders to have a copy. These can also be found on page 33 of the 2007 Keyboard Syllabus.
- **REMAIN AT LEVEL** forms for all disciplines. Please make sure that you have copies available for all your evaluators. We hope they won't have to use a single one. We want you to have them available should they need one.
- **CERTIFICATES** as well as an **ORDER FORM for Branch Honors Seals**.

Please remember that all theory tests and sight-reading booklets should remain in the **Branch Chair's** possession until after April 5<sup>th</sup> when all CM evaluations are complete throughout the state. This includes materials for Path B students. Evaluation Report Forms should be returned to your teachers immediately following your branch evaluations.

The ***PARENT AGREEMENT FORM*** for Convention is available on the MTAC website. This form should be filled out by the teacher and signed by the parents of students wishing to perform at convention. The teacher will retain this agreement; branch chairs do not need to be responsible for the form. Please do emphasize to the teachers that there are consequences if a teacher has a large number of “no-shows,” since that denies a spot to another deserving student. Be sure to read the updated wording on the form.

The ***MAKE-UP PROCEDURE Forms and Information*** are also available online. Please remind your teachers that the Make Up is for high school students with real emergencies only. Reasons for a make up are:

- 1) Those who want to maintain YAG eligibility (they must participate all four years of High School for YAG).
- 2) Seniors who need to participate in CM in order to receive the Senior Award/Medallion (and who have already skipped one year of high school). Students who take a make-up exam are not eligible for Convention or Branch Honors programs.

In addition, reference materials are online at the MTAC.org website. CM Policies, Convention Information, CM Encyclopedia, forms, etc. are all there. These publications are available to all members. Refer to this information whenever a branch member has a question about the CM process. Encourage your teachers to access these materials often.

Do email the appropriate person on the CM Council if you have a question that cannot be answered after you have read the newsletter, policy, and other informative communications. We receive many calls and emails this time of year. If we don't get back to you in a reasonable time, keep trying.

Thank you once again for your outstanding efforts. I really appreciate the opportunity to work together with all of you.

Take care,  
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