



Music Teachers' Association of California®

833 Market Street, Suite 900, San Francisco CA 94103 ♦ (800) 834-3340 or (415) 978-9668

www.mtac.org

ADDITIONAL INSTRUMENT/SUBJECT APPLICATION

Only Active members and applicants for Active membership may use this form to add an instrument or subject. *Student, Cal Plan and Provisional members and applicants may only list one Primary Instrument.*

INSTRUCTIONS

Step One

Please write name, ID number and Branch (if applicable) and list the preferred instrument or subject. (*Only one instrument/subject per form, please.*)

Step Two

Please provide the appropriate documentation for all points listed in the section marked "Instrument/Subject Study." Additional verification may be required for incomplete documentation.

The instruction referred to below pertains **only** to instrument studies that you have completed as a student in an individual study setting. *It does not pertain to your teaching experience.*

- For college courses or degrees completed within the U.S., MTAC requires official transcripts to be sent from the college directly to the State Office. *Electronic or student copies will not be accepted.*
- For college courses completed outside of the U.S., MTAC requires a course-by-course **Foreign Credential Evaluation Report (FCER)** from a NACES-approved evaluation agency. *No other documentation will be accepted.* For qualifying evaluation agencies, please visit naces.org.
- For private instruction, please have your instructor mail us a signed, dated letter including their full contact information and dates of instruction, as well as level or repertoire completed.
- A minimum of 12 points (*equivalent to two years*) of study are required to add an instrument or subject.

Step Three

Please indicate that you agree to all of the terms at the bottom of the form and sign.

Step Four

Current MTAC members should enclose an application fee of \$50. **This fee is waived for new applicants to MTAC.**

Please submit all materials to:

MTAC Member Services, 833 Market Street, Suite 900, San Francisco, CA 94103

IMPORTANT NOTICE REGARDING CERTIFICATE OF MERIT® AND OTHER MTAC STATE PROGRAMS

To be eligible for *Certificate of Merit*® and other MTAC State programs, this application and all supporting documents **must be accurately completed and submitted** to the MTAC State Office by the appropriate deadline: **July 31 for Certificate of Merit® and October 15 for all other State Programs.**

No exceptions will be made for late or lost materials.

All application materials submitted become the property of MTAC and will not be returned.

ADDITIONAL INSTRUMENT/SUBJECT APPLICATION

Name: _____ Branch (if any): _____ ID #: _____

Additional Instrument/Subject: _____

Instrument/Subject Study	<i>(College/university or private study at a college level)</i>		
<i>A minimum of 12 points are required.</i>			
Point Values: One year = 6 points; Semester course = 3 points; Quarter course = 2 points			
<ul style="list-style-type: none"> <i>The following does not refer to teaching experience</i>; please record your <u>studies completed</u> in this instrument or subject. For college courses completed in the U.S, official transcripts must be sent as hard copies from the institution only. Electronic versions or student copies will not be accepted. For private instruction, a signed, dated letter from your instructor is required. The letter must be mailed directly from the instructor to MTAC. It must include contact information, dates of instruction, and level of accomplishment. <i>Form letters prepared by the applicant are not acceptable.</i> Instruction must be of a reasonable level of advancement, such as CM level 9. Foreign academic education <i>must</i> be verified with a course-by-course Foreign Credential Evaluation Report (FCER) from a NACES-approved evaluation agency. <u>Other documents will not be accepted.</u> 			
Name of Instructor or School	Dates	Course Name and Number	Points

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

Signature: _____ **Date:** _____

Please send form and payment (if required) to:

MTAC Member Services, 833 Market Street, Suite 900, San Francisco, CA 94103

If paying by credit card, please list card number below. (We're sorry, but we do not accept American Express.)

Declined or invalid credit card payments will not qualify for deadline requirements. By providing your credit card information below, you authorize payment of the application fee.

Credit Card #: _____ **Expiration Date:** _____

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

Date received in State Office: _____	Check \$: _____	Additional Check \$: _____	Date Approved: _____
Member ID Number: _____	Check #: _____	Additional Check #: _____	
Fee Required? _____	Returned? _____		