



**Music Teachers' Association of California**  
**CERTIFICATE OF MERIT®**  
**Instructions for Parents**  
**CM Application, Enrollment, and Online Evaluations**

MTAC uses an Online System that includes a Parent Portal through which parents can access and manage their children's participation in MTAC programs, including our widely-popular Certificate of Merit® Evaluations program.

In order to apply for and enroll in the Certificate of Merit® Evaluations program, you will need a Parent Account and Student Account. If you do not already have these accounts set up, please contact your MTAC Teacher to initiate that process.

### **APPLICATION**

Your child's MTAC Teacher must initiate the application process for the Certificate of Merit® Evaluations program. The application period is from **October 1 through October 31, 2020**. Late applications are not accepted.

Your child's MTAC Teacher first creates the application in the Online System. After the application is created, Parents will receive an email to login to their account to pay the application fees (credit, VISA gift card, and PayPal accepted). Parents can pay **only** during the payment period of **October 1 through November 5, 11:59pm** ("Payment Period"). Parents will not be able to pay after the Payment Period.

Before making payment, check your child's application details, such as child's grade, Certificate of Merit Level, and personal information. If there are any errors with the level or grade, please contact your MTAC Teacher as soon as possible. If there are errors with personal information, please contact the MTAC State Office at [cminfo@mtac.org](mailto:cminfo@mtac.org). If payment is not made during the Payment Period, your child's application will be deleted from the Online System. If this occurs, your child will not be able to participate in the Certificate of Merit Evaluations program in the Spring of 2021.

### **ENROLLMENT**

After payment, your child's enrollment is considered **conditional** until your MTAC Teacher has submitted and approved the student's final Repertoire List by **January 15** into the Online System. Once your MTAC Teacher has submitted the student's Repertoire List by this date, enrollment is complete.

### **ONLINE EVALUATION PROCESS**

**For 2020-2021 CM Evaluations:** Due to the ongoing effects of the COVID-19 Pandemic, CM Performance Evaluations will be pre-recorded by the student in accordance with the CM Video Recording Guidelines (available December 1, 2020) and uploaded to the student's CM Application in the Online System by the assigned submission deadline.

**Performance Evaluation:** Teachers, parents, or students record all components of the evaluation. All videos must be submitted by the submission deadline in the student's application. The student's performance evaluation consists of 3 parts:

- **Technique** – All technique elements are recorded in one video. Technique is performed from memory and music notation is not allowed on the music rack or stand.

- **Sight Reading** – Parents and students will be emailed a link to access the Sight Reading/Singing excerpt ten (10) days prior to the submission deadline. Students access the excerpt from a digital device, such as a tablet. The Sight Reading/Singing study period and performance are recorded in one video on a second device.
- **Repertoire** – Students will prepare all repertoire listed in the student’s CM Application. Each piece of repertoire performed must be recorded in its own video. For example, a student with 4 pieces of repertoire will have 4 separate video files of repertoire. The student must meet the minimum memorization requirement for his/her enrolled level. Repertoire performed from memory must not have music on the rack or stand. Repertoire performed with music must be performed from the original music; photocopied music will result in an **Automatic Remain at Level** and the student will not be evaluated. For questions about your child’s memorization requirement and copyright restrictions, please consult your child’s MTAC Teacher.
- **Scores for Evaluator** – Scores for the Evaluator must be scanned from the *original* music and must include a scan of the book cover, if applicable. Each score for each repertoire must be scanned in its own file. For example, a student with 4 pieces of repertoire will have 4 separate music score PDF files. Music from a CD or downloaded source must include the authorized logo or source in the scan. Scans from photocopies will result in an **Automatic Remain at Level**.

**Online Theory Test:** Parents and students will be emailed a link to access the Online Theory Test ten (10) days prior to their submission deadline. Students can complete the timed test on a computer or tablet. *MTAC does not recommend for the test to be completed on a phone.* The test must be completed and submitted by the submission deadline in the student’s application.

## APPLICATION STATUS

You can confirm the status of your child’s application at any time by logging into your Account. You can check on the status of any of your children’s applications by clicking on the MTAC Student ID Number, which will bring you to the Student Profile. Click on the Application ID Number to see your child’s application details including enrollment status.

Thank you for your continued support of MTAC’s mission to pursue excellence in music education through innovative programs that foster artistic growth and achievement. We wish you all a musical year!