

West Los Angeles BRANCH
Affiliated with the Music Teachers' Association of California



Certificate of Merit™ – Teacher Work Agreement

October 11, 2011

Dear CM Teacher:

Thank you for your continued support of the Certificate of Merit™ (CM) Program. The CM Program can only work with the assistance of its teachers. If you intend to give your students the gift of CM, you must be willing and available to help. In support of CM Policy Section 3, #5*, we have found that it is necessary to formalize this willingness to help in the form of a “Teacher Agreement” so that we can guarantee the success of the program. This agreement outlines your minimum responsibilities as a teacher entering students in the program. Please read this agreement on the next page carefully and then sign on the bottom. This agreement must be *signed* and returned along with your student registration fee check (one check made payable to MTAC-WLA), Student List, and Student Fees List by November 16, 2011. Your student registration will not be considered complete until this agreement is *signed* and received.

** CM Policy Section 3, #5, Teacher Work Requirements: Branches may require participating CM Teachers to work, in order to assist the Branch in the administration and operation of CM Evaluations. Participation requirements (e.g. number of work hours) are determined by the number of students a CM Teacher has registered as of November 16, 2011. The Branches may use and collect a Teacher Work Agreement from each participating CM Teacher, and impose a monetary fine (“Non-Work Fee”) for CM Teachers who do not fulfill any mandatory CM work requirement established by CM Council and/or the Branch. CM Teachers who do not pay the Non-Work Fee by the deadline set by the Branch shall be disqualified from participating in subsequent CM Evaluation programs, both Path A and Path B, until the Non-Work Fee has been fully paid.*

Important: Even if a CM Teacher’s students later drop from Path A and do not actually take the Path A Evaluation, such CM Teacher shall still be required to work the designated number of hours based on the November 16, 2011 registered number of students, and/or shall be required to pay the Non-Work Fee based on the November 16, 2011 registered number of students.

Please do not hesitate to contact us should you have any questions or concerns regarding this matter. We look forward to working with you. Thank you!

Sincerely,

*Deborah H. How (piano)
Agy Lejman Norris (voice and strings)
Emily Senchuk (winds & brass)*

MTAC Certificate of Merit™
West Los Angeles Branch CM Co-Chairs

2011–2012 MTAC-WLA Certificate of Merit™ – Teacher Work Agreement

By registering students in the Certificate of Merit™ Program, I, _____ (CM Teacher Name), understand the following:

- I will attend the Fall Branch CM Information Meeting on October 11, 2011. If I cannot attend this meeting, I must contact the Branch CM Co-Chair for my instrument(s) and have this requirement fulfilled at another time or waived.
- I must have access to e-mail and agree to check my e-mail regularly. All CM communication will be via e-mail.
- I will enroll my students in CM at www.mtac.org between September 15, 2011 and November 15, 2011 at 11:59 PM. The website will automatically compute my CM student registration fees due (which include WLA Branch fees).
- By the November 16, 2011 postmark deadline, I will mail the following items to Louisa Wong, Assistant Branch CM Chair of Facilities & Operations: One check made out to MTAC-WLA for the registration fees of all my Path A and Path B students, a printout of my Student List, a printout of my Student Fees List, and this *signed* agreement.
- There is no late registration, and there is no refund after registration closes. All CM registration deadlines are FINAL.
- I must make every effort to see that all Registration information is correct, and that my students' names are typed correctly, including capitalization. Errors *cannot* be changed after November 15, 2011.
- My Teacher Work Day requirements are based on my Path A registrations on November 15, 2011 at 11:59 PM.

❖ 1–5 Path A students	teacher will be required to help out for a maximum of ½ a day (5 hours)
❖ 6–10 Path A students	teacher will be required to help out for a maximum of 1 full day (10 hours)
❖ 11–19 Path A students	teacher will be required to help out for a maximum of 1½ full days (15 hours)
❖ 20 or more Path A students	teacher may be required to help out for a maximum of 2 full days (20 hours)

Please check the time(s) you prefer to satisfy your work requirement. We will try our best to honor your time request. You will receive your Teacher Work Schedule about 3–4 weeks before the evaluations.

Saturday, February 25, 2012	AM (5 hours) _____	PM (5 hours) _____	All Day (10 hours) _____
Sunday, February 26, 2012	AM (5 hours) _____	PM (5 hours) _____	All Day (10 hours) _____

- I must work and may not send a substitute without prior approval from the Branch CM Co-Chair(s) for my instrument(s); all substitutes must be approved by February 15, 2011. A monetary fine of \$50.00 per hour or any part thereof made payable to MTAC-WLA will be imposed if I refuse to work, do not show up for my assigned shift, arrive late for my assigned shift, or leave early from my assigned shift (½-day penalty: \$250, 1-day penalty: \$500, 1½-day penalty: \$750, 2-day penalty: \$1,000).
 - *Should the teacher refuse to pay the fee by the deadline set by the individual Branch, the teacher will be disqualified from participating in CM, both Path A and Path B, until the fee is paid. Members may apply for exceptions, such as for physical disability, injury, medical issues, financial hardship, with appropriate evidence provided by the applicant, to be decided on a case-by-case basis at the sole discretion of the CM Council or State Board.*
- Dropping students later does not change this agreement, which is based on initial Path A registrations. I will still be required to work the designated number of hours as per my Path A Student List on November 15, 2011 at 11:59 PM.
- I must work where needed and will maintain a positive atmosphere for CM.
 - I will not use cell phones while on the job working evaluations; I will not bring my children with me to work my shift.
- I must accurately enter the data requested on the Student Evaluation Information form for each of my Path A (non-Panel) students between January 2, 2012 and January 23, 2012 at 11:59 PM online at www.mtac.org. I may incur a late penalty per student as will be outlined in the Branch CM Scheduling and Student Evaluation Information Form Rules & Guidelines (*available by November 1, 2011; pending State CM Council approval*) if I do not enter the data by the deadline or if the information entered is incomplete.
- I must follow CM Policy Section 11 “Communication Procedures,” and if I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to my Branch CM Co-Chair.
- I will not give out the name, address, e-mail, or phone number of any CM Branch Co-Chair/Branch Assistant Chair or CM State Council/State Board Member to my students or their parents.
- I must read and abide by the *current*:
 - MTAC Privacy Policy, CM Syllabus for my instrument(s), and all CM Syllabus Addenda for my instrument(s)
 - CM Policy and Procedures, CM Line of Communication Chart, and CM Teacher Education Slide Presentation/Show
 - CM Make Up Application Form (MUP), CM Theme Recital Information
 - CM Panel Audition Guidelines and all CM Panel Addenda (only required for teachers with Panel students)
 - The deadline to enter Student Evaluation Information for Panel students is January 10, 2012.
 - Branch CM Honors Festival Rules & Guidelines for my instrument(s)
 - Branch CM Scheduling and Student Evaluation Information Form Rules & Guidelines (*available by November 1, 2011*)
- I am aware that:
 - If a Path A student receives a Remain at Level performance rating or fails the written Theory test (less than 70%), that the student must repeat the same Path A level.
 - Students who bring photocopies to CM evaluations will receive an automatic Remain at Level (RAL).
 - Evaluators' decisions are final.
- I must be the primary teacher for the students I enroll in CM and may not enter students under my name for any other teacher. *CM Policy Section 2, #2 and #3: CM Teachers who wrongfully enroll the students of a non-MTAC-member may be subject to disciplinary action by the Association. Primary teacher may only register students whom they teacher the majority (75%) of lessons.*

I, _____ (CM Teacher Name), understand the above Certificate of Merit Teacher Agreement Policy.

CM Teacher Signature

Date