

Music Teachers' Association of California

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

www.mtac.org

ACTIVE MEMBERSHIP APPLICATION FORM

VERY IMPORTANT: This application form is intended for applicants who hold a **bachelor's or higher degree in music** from an accredited United States academic institution. If this does not apply to you, please refer to the following chart for the appropriate application form:

Application Form Reference Guide	
I have a foreign diploma or degree in music.	Use the <i>Foreign Diploma Application Form</i> and arrange for a Foreign Credential Evaluation Report (FCER) to be prepared and sent to the MTAC State Office.
I do not have a degree in music.	Please see document entitled <i>How to Join MTAC without a Degree in Music</i> on the MTAC website or contact the MTAC State Office for more information.
I would like to become a Business Affiliate.	Use the <i>Business Affiliate Application Form</i> .
I am a student currently pursuing a bachelor's degree in music and do <u>not</u> qualify for Active Membership.	Use the <i>Student Member Application Form</i> or contact the MTAC State Office for more information.

MTAC has a long-standing requirement that its members must have the educational background of a bachelor's degree in Music. This is stated in Article IV, Section 3 of the MTAC State Bylaws:

Active Teacher Membership shall be granted to qualified music teachers who have a bachelor, master, or doctorate degree in music from an accredited institution, or the equivalent thereof as established by the State Board of Directors, indicating a major or concentration in the instrument they teach, and who are actively engaged in the profession of teaching music with a minimum of two (2) years of music teaching experience.

INSTRUCTIONS

(PLEASE READ CAREFULLY)

- 1) **General Information:** Please answer each question; print or type clearly.
- 2) **Degree and Primary Instrument/Subject Information:** Please list all degrees attained in Music and the corresponding instrument or subject specialty for each degree. Please note: If you have separate degrees in different instrument/subject specialties, you may qualify in those areas with this form (please list all the pertinent degrees on this form). Be sure to indicate your major teaching instrument/subject. *If your primary or secondary instrument/subject is not clearly indicated on your transcript(s), you may be asked for additional verification.*
 - a. If the transcript does **not** indicate an instrument or if you wish to list an instrument other than the one on your transcript, you must have *4 years of verifiable instruction* in the preferred instrument or subject.
 - b. For Secondary Instruments, you must have at least *3 years of verifiable instruction* in the preferred instrument. Additionally, for Secondary Instruments, please fill out and enclose the "Secondary Instrument Application Form". *(This form is not necessary for Secondary Subjects. You will however, need to have a music degree in your Secondary Subject and provide transcripts as verification)*

- 3) **Branch Membership:** When joining MTAC, you have the option to have Branch Membership. *Please indicate whether you wish to join a Branch and if so, which Branch you would like to join.* You may find a list of our Branches online at mtac.org; to find one nearest you, please use our online “Branch Locator” and enter your zip code. Please note that there is an additional annual fee set by each individual Branch; please see the “MTAC Fees and Dues List” at mtac.org for Branch fee amounts.

The primary advantages of Branch Membership are as follows:

- Being part of a local group of like-minded professionals in your region.
 - Being able to participate in Branch activities and programs.
 - Being able to participate in State Programs that require Branch Membership (Certificate of Merit and VOCE).
- 4) **Two Years of Teaching Experience:** Please indicate if you meet this requirement for Active Membership. If you do not have two years’ teaching experience in the instrument or subject that you have declared on the form, you will be given Provisional Member status until you have fulfilled this requirement.
- 5) **Official Transcripts:** Official transcripts for all U.S. college/university degrees in Music must be sent directly to the MTAC State Office from the academic institution(s). Transcripts sent by the applicant will not be accepted, even if they are in sealed envelopes. If you are applying for multiple instrument/subject specialties, please arrange for official copies of all relevant transcripts to be sent to the MTAC State Office. MTAC is unable to accept electronic transcripts. *If your primary or secondary instrument/subject is not clearly indicated on your transcript(s), you may be asked for additional verification. You may also be asked for additional verification if your degree does not contain the following:*
- a. 4 years of instruction in your Primary Instrument or Subject
 - b. 3 years of instruction in your Secondary Instrument (if you are listing one)
- 6) **Signature:** By signing this form, you certify that all the information provided is *truthful and accurate*. In addition, you are indicating that you agree to abide by the MTAC State Bylaws and Code of Ethics and the Bylaws of the Branch you choose to join.
- 7) **Send Your Completed Application to MTAC:** Please send the following documents to the MTAC State Office:
- a. Completed and signed application form.
 - b. A check payable to MTAC. Please refer to the MTAC “Fees & Dues” list on the website for exact amount. **(State Dues, plus applicable Branch Dues, plus the non-refundable Application Fee).**

Important: To be eligible for participation in Certificate of Merit and other MTAC programs, this application and all supporting documents, including official transcripts, must be accurately completed and submitted to the MTAC State Office on or prior to the appropriate deadline (July 31st for Certificate of Merit; October 15th for most other State Programs; please reference the MTAC Membership Application Schedule posted on the website to confirm the exact dates). All application materials submitted become the property of MTAC and will not be returned.

ACTIVE MEMBERSHIP APPLICATION FORM

Have you ever been a member of MTAC? No Yes

If you answered "Yes," you may not use this form. Please file a **Reinstatement Application Form**.

GENERAL INFORMATION (please type or print clearly):

Please complete:				
Ms. Mrs. Mr. Dr.	Full Name as listed in degree information: First, Middle, Last			
If different, please list name as you would like it to appear in the MTAC Directory				Date of Birth
Mailing Address (include apartment number, if any)	City	State	Zip	Telephone Number
Email Address				Alternate Number

DEGREE INFORMATION:

Please list all degrees attained in Music (bachelor, master, or doctoral degrees only):			
Note: If you wish to be qualified in additional instruments but do <u>not</u> hold separate degrees in these specialties, you must submit a Secondary Instrument Application Form (available on the MTAC website).			
School Name and Location	Instrument/Subject (Examples: Composition, Piano, or Voice)	Degree Awarded (BA, MM, etc.)	Year Degree Received
1)			
2)			
3)			
Major Instrument/Subject you wish to have listed as your Primary Instrument/Subject (only <u>one</u> Primary Instrument or Subject allowed):			
Secondary Instrument(s): [Attach Secondary Instrument Application Form(s), if required]			

BRANCH INFORMATION:

Choose whether you would like to join a Branch or become a Member-At-Large:	
<input type="checkbox"/> I would like to join a Branch of MTAC (fee)	<input type="checkbox"/> I would like to be a Member-At-Large (not join a Branch; no fee)
If you would like to join a Branch of the MTAC, please list your preferred Branch:	

- I. I verify that I have at least two years of teaching experience in the Major Instrument or Subject that I have listed on my application. Yes No**
- II. I verify that I have contacted the necessary academic institution(s) and have arranged for official transcripts to be sent directly to the MTAC State Office. Yes No**
- III. I have read and agree to abide by the State Bylaws and Code of Ethics of the Music Teachers' Association of California. Yes No**
- IV. I declare that all the information provided is *truthful and accurate*. I understand that MTAC may verify this information, and that untruthful or misleading answers are cause for rejection of this application.**

Applicant's Signature _____ **Date** _____

Please send completed and signed application with payment (one check payable to MTAC for the non-refundable Application Fee, State Dues, and appropriate Branch Dues) to:
MTAC Attention: Membership, 833 Market Street, Suite 900, San Francisco CA 94103

OFFICE USE ONLY			
State Dues	\$ _____	Date received in State Office	_____
Branch Dues	\$ _____	State Board Approval Date	_____
State Application Fee	\$ _____	Acceptance Date	_____
Total	\$ _____	Member ID Number	_____