

MTAC Membership Information

A. Classes of Membership

In accordance with the MTAC State Bylaws, there are seven classes of membership:

(1) Active Teacher (2) Provisional (3) Student (4) Cal Plan (5) Business Affiliate (6) Life (7) Honorary Life

B. Active Membership

Active Membership is granted to those 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 concentration in the instrument they teach, and who are engaged in the profession of teaching music with a minimum of two years of music teaching experience.

Active membership receives the most rights and benefits of all the membership classes. Active members have a right to vote, and are eligible to hold State or Branch office. Active members are eligible to participate in State and Branch programs.

1. Active Membership Application Procedures

- Membership dues must be sent to the State Office, and postmarked on or before July 31 in order for a member to enjoy continuous membership without disruption.
- Members who do not submit their membership dues with a postmark on or before July 31 shall lose good standing, and membership will automatically expire until such member applies for a reinstatement and remits the applicable reinstatement fee.
- To be eligible for Certificate of Merit participation, new membership applications, along with all required documentation, and reinstatement requests must be accurately completed and submitted to the State Office, Member Services postmarked on or before July 31. New applications or reinstatements postmarked between August 1 and the registration date for Certificate of Merit may not participate in Certificate of Merit for that year.
- To be eligible for all other State Programs, new membership applications, along with all required documentation, and reinstatement requests must be accurately completed and submitted to the State Office, postmarked on or before December 31.
- A teacher may hold only one Active membership in the organization. It is not possible to have two Active Teacher memberships in two different branches. (See also "Contributory Membership.")
- Active Members may enroll students in State Programs only within their approved discipline. For example, a teacher with a music degree in piano performance may enter only piano students, unless the degree has included adequate training in another instrument. (See *Secondary Instrument Application Form*.)
- Membership which has been terminated as a result of disciplinary action may not re-apply or reinstate their membership.

C. Evidence of Qualification

1. Official Transcripts

An applicant for membership must submit official academic transcripts to evidence qualification, in accordance with the requirements for the applicable class of membership. For MTAC purposes, an "official transcript" is defined as only those transcripts sent directly from a U.S.-accredited post-secondary institution in a sealed envelope. MTAC will not accept transcripts submitted directly by the applicant (even if sealed and stamped by the institution); the transcript must be issued and sent directly from the institution. MTAC will not accept or review unofficial transcripts, or photocopies.

2. Active Membership by Résumé

In special cases, an applicant may apply for Active Membership without providing an official academic transcript from a U.S.-accredited post-secondary institution, but may establish evidence of qualification through a Résumé Application. A Résumé Application is accepted by the MTAC only when the applicant can demonstrate the following qualifications:

1. Two or more degrees in music; one degree must be earned at a U.S. institution
 2. An established performance career and/or
 3. A faculty position at a community college, college, university or conservatory
 4. Two or more years of teaching experience
 5. An updated & accurate hard copy résumé or accurate website résumé with address
 6. Active Application Form with fees sent to State Office
 7. In addition to State, Branch and Application Fees, an additional \$25 fee will be added for payment of the Third Party Degree Verification Process
- All Résumé Applications require a State Board motion and vote, and must be presented to the State Board by the State Membership Secretary for consideration of approval. Degrees will undergo an independent, third-party verification process conducted by the State Membership Secretary through the National Student Clearing House (www.studentclearinghouse.org). Contact the State Membership Secretary for further information. The more expeditious route is for such applicants, even of this caliber, to arrange for the submission of their official transcripts if available.

3. Foreign Diplomas

Applicants for Active or Provisional Membership who hold a degree from a non-U.S. academic institution must submit a foreign credential evaluation from an MTAC-approved agency. Please reference the Foreign Diploma Application Form on the MTAC website for further information.

4. Application by Points

Applicants who have not obtained or completed a degree in music, but have coursework, experience, and other qualifications in music, may be able to establish qualification for Active or Provisional Membership through MTAC's Point system.

To receive Points for coursework, MTAC will only accept official academic transcripts received directly from the academic institution. Unofficial transcripts or photocopies will not be accepted for consideration.

To receive Points for experience or other qualifications in music, an applicant may be required to submit additional documentation or information, including but not limited to the following:

- Letters from students/parents/music schools/employers which describe the applicant's relevant experience and state the inclusive dates during which the applicant studied or was employed, and the level of achievement attained
- Copies of recital programs (with printed dates) in which the applicant's students have performed
- Copies of recital programs and master classes in which the applicant has performed or participated
- Certification of attendance at professional workshops and other classes
- Official college transcripts listing relevant coursework
- Programs, newspaper notices, or letters from conductors to document participation in performing groups
- Other documents from an official source confirming items in question

The State Office cannot accept and will not review the following items:

- Originals of degrees, diplomas, or certificates, as they will not be returned to you
- Requests to waive the basic requirements for membership
- Unofficial transcripts
- Photocopies of pages from "Who's-Who" and similar publications