

Teachers can purchase the *CM Syllabi* online via the MTAC website at [www.mtac.org](http://www.mtac.org), under “Shopping” or can order directly from the MTAC State Office. The *CM Syllabi* are not available in electronic format.

### **Branch CM Information Meeting**

The Certificate of Merit program administration can be complex, so the easiest way to work through all the details is to attend your Branch CM Information Meeting.

**The CM Information Meeting for our Branch will be held on Monday, September 24, 2012 at Piano Play from 9:00-9:45 am. Topic of discussion: CM Syllabus, CM calendar of events and Teacher’s Work Contracts.**

If you cannot attend the Branch CM Information Meeting, please contact your CM Branch Chairs at [pianopam@gmail.com](mailto:pianopam@gmail.com) or [shshaheed@aol.com](mailto:shshaheed@aol.com) as soon as possible for approved alternatives.

*Teachers who do not attend the meeting may be at risk for registering their students in CM via the online registration system, and may risk having student registrations dropped automatically.*

### **When do I register my students in CM?**

Teachers register students online during the registration period, which **starts on September 15 and ends on November 15**. Specific instructions are contained in the *2012 CM Policies and Procedures*, and will also be emailed to you soon. If you do not have internet access, you will need to find a colleague CM teacher who has access and can assist you in obtaining the documents and registering your students. No late registrations are allowed; no exceptions.

### **Working at CM Evaluations**

Each Branch organizes and administrates its own CM Evaluations, which may take place on one day or several days depending on each Branch’s participation numbers and facilities. As CM depends 100% on volunteers, participating teachers are required to fulfill Branch volunteer hours to help the Branch administrate CM during CM Evaluations. Beyond the minimum requirement, many teachers often volunteer their time throughout the entire year – before, during, and after CM Evaluations – to ensure a great experience for all teachers and students in our Branch. Volunteering at CM provides teachers significant benefits to their studio businesses as their students benefit from a high-level experience of service and programming, gain a deeper understanding of the CM program from different perspectives, and work towards a common musical goal within their local communities.

Teachers who do not fulfill their Branch requirement of volunteer hours must pay a non-work fee to help the Branch administrate CM with a reduced number of volunteers. Non-work fees vary from Branch to Branch. Teachers will be sent a Teacher Work Agreement to fill out and return with their registration and fees.



## CM Calendar 2012-2013

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Please find below a calendar of important CM deadlines – please print and keep this information on-hand to refer to throughout the year:

September 15	Database opens for registration
September 24	Branch CM Information Meeting, Piano Play Music Systems: 9:00-9:45am
November 15	CM registration closes at 11:59 p.m. for everyone. No late registrations.
November 16	(Postmarked <b>no later</b> than November 16) Registration fee, in addition to the branch materials and work contract are due.
January 2	Database opens for entering student repertoire information online
January 15	Panel deadline for Panel students to enter repertoire online
January 15	Deadline for Panel students to revert to non-Panel status
February 24	Data base is closed for entering repertoire online.
March 3	Students schedule emailed out to teachers
March 3	CM Testing for Panel Students only at Piano Play Music starting at 3:30-7:30 pm
March 4-9th	Any changes to schedule; drops or reschedule of day or times. <i>* Chairs cannot guarantee times or day changes</i>
March 15	Deadline for Panel Final Application. Due to this deadline, all Panel students must have taken their CM Theory Test by this date, if they did not receive a prior Theory Exemption. No late applications are accepted; no exceptions.
<b>March 10th</b>	<b>String and Woodwind Evaluations at Valley College</b>
<b>March 16-17</b>	<b>CM Piano Evaluations at Valley College</b>
April 8	Theory materials may be released statewide to teachers
April 15	Deadline for Convention Applications (\$20.00 Convention App. Fees due per student) Deadline to apply for Make-up Evaluations (for high school students only)
May 15	Deadline for completion of Make Up Evaluations. For High School students only
May 31	Deadline for teachers to report database entry errors. No changes made after this date.
June 28-July 2	MTAC 2013 Convention at the Hyatt Regency in Santa Clara

### **Get Your Essential Print-Outs & Updates!**

MTAC continually strives to improve the CM program based on Branch and teacher feedback, and consequently, important updates are posted throughout the year. To ensure you have the latest updates, login to your Teacher Home Page.

Click on “Teacher Information” and verify your Teacher profile information to ensure it is complete and accurate.

Please PRINT the following documents for your ongoing reference:

- *CM Policies & Procedures 2012-2013*
- Parent Letter (optional for teacher use)
- Registration Instructions & Evaluation Fees. (These are very detailed, please take time to read them.)
- Convention Recitals and Performance Guidelines