



# Newsletter

December 2016 Edition  
Certificate of Merit®

## In this edition...

News from the CM State Chair	1
Piano Panel Regionals	2
CM Council Directory	2-3
News from the State Board: Prepared Piano & Convention Recital Days	3
Certificate of Merit® Calendar	4-5
A Compilation of CM TOWs	6

## News from the CM State Chair

Dear Branch Chairs and Instrument Coordinators,

Many thanks to you for your leadership and encouragement during the CM 2017 application process. Your positive attitude along with support from the State Office and State Board and "grace" enabled us to have a positive experience with our new online system. Yes, there were a few challenges, but many of us stepped up to resolve them.

Our next enrollment job is to enter repertoire by January 15, 2017. Council will email you directly with new information and reminders.

While reading this newsletter, please watch for:

- Panel Announcements.
- Calendar - check for specific deadlines.
- "Tip of the Week" – be sure to review for updates and reminders.

FYI, Panel #'s are up for 2017, see below:

Panel	2016/ 2017
Keyboard/Harp	361/ 410 (1 for Harp)
Strings	36/ 49
Voice	24/ 21
Winds	15/ 23
<b>Total</b>	<b>436/ 503</b>

I hope you enjoy the upcoming holidays. Thank you again for giving your time and talent to this amazing program.

Online System Updates:

- Repertoire entry: when mentioning repertoire entry, and selecting Convention recitals:
  - Enter the entire repertoire first.
  - Then go back to select the "apply for Convention" in the application details section.
  - Then select the recital type in the Convention details section.
  - Then select the piece that will be used for the Convention, and enter the timing for the piece.
- Student check in ticket - this will contain specific information and directions for each student, including check in time, location, address, and Branch specific directions for both the theory and performance evaluation.



Certificate of Merit®  
Newsletter

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CM State Chair

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## Panel Regional Auditions

**October 1 - January 15, 2017** Panel Teachers may enter repertoire for the Evaluation Report Form online, and apply for Convention and Branch Honors. Detailed information was emailed to Panel Teachers in November.

**January 2 - January 15, 2017** Panel Teachers must also enter the day for the audition according to the days/dates assigned to each branch. Date information has already been emailed to all panel teachers in November. This is not an optional request for Panel Applicants as the heading suggested on the online form. If there are siblings or carpool requests, please be sure to fill in the carpool section, otherwise siblings will be separated and randomly assigned times.

❖ **Piano Panel North Regional** site will be California State University, East Bay, 25800 Carlos Bee Blvd., Hayward, CA 94542.

**Pamela Lam**

Piano Panel Regional  
South Coordinator  
Email: pamlam@usa.net

**Grace Yu**

Piano Panel Regional  
North Coordinator  
Email: gracemyu@yahoo.com

❖ **Winds Panel Regional North** date is February 26, 2017. The auditions will take place at Modesto Academy of Music and Design. The address is located at 5428 Pirrone Rd., Salida, CA 95368.

**Chris Steffanic**

Winds Panel Regional North Coordinator  
Email: chrissteffanicmtac@outlook.com

❖ **Strings Panel Regionals North** will take February 12, 2017. The auditions will take place at 33045 Korbel St. Union City, CA 94587. Telephone 510-471-8061.

**Gloria Ho**

Strings Panel Regional North Coordinator  
Email: gloho@att.net

**\*CCSR - CM Chair Computer Support Representative:**

Branch names from:

- ♦ **Alameda–Golden Gate:** Sue Scofield
- ♦ **Hacienda Heights–Los Angeles County:** Marie Kaneta
- ♦ **Marin County–Orange County West:** Peggy Taylor
- ♦ **Palo Alto–Riverside County:** Michelle Rumley
- ♦ **Sacramento County–San Mateo County:** Ryan Huo
- ♦ **Santa Barbara County–Sonoma County:** Cheri Hutchison-Dierl
- ♦ **South Bay–Yolo:** Susan Beaty

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❖ **Ardes Abad**

Piano New Materials, Theme, &  
Ensemble Convention Recital Coordinator  
RECITAL@ardesmusic.com

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## **News From Our State Board of Directors**

### **❖ Prepared Piano Policy for Convention Pianos**

To keep our convention pianos in good working condition for the duration of the convention, teachers and artists are asked to refrain from selecting pieces for “prepared piano” for performance at the convention.

Specifically, works using any foreign object in the pianos or to strum, pluck or vibrate on the strings are forbidden. Some limited use of the hands inside the piano is allowed with certain restrictions. Our pianos this year are being graciously provided by Steinway & Sons for our exclusive use. Please read the following paragraph to make sure our students are in compliance with the guidelines:

Hand-muting, string tapping, strumming or the plucking of the piano strings is allowed, as long as only the performer’s hands or fingers are used for these effects and the essential integrity and tuning of the piano is not affected. Not allowed is the insertion in the piano or on the strings of metallic objects, stones, paper or any other foreign object, intentional de-tuning of the strings or the excessive pounding of chord clusters, which has the danger of de-tuning the piano for following performers.

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### **❖ Convention Recital Days!**

New Materials	Friday, all day
Theme	Saturday, all day
Piano Festival	Friday, Saturday, Sunday, & Monday
Piano Ensemble	Friday
Strings	Friday, Saturday, and Sunday
Winds	Sunday and Monday
Voice	Sunday and Monday

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**2016-17 Certificate of Merit® Calendar**

**Enter Evaluation Information Online, Evaluator Input, and Panel Input**

<b>October 1</b>	Online System opens for entering evaluation information and Repertoire online.
<b>January 2</b>	Online System opens for Evaluators to confirm assignments on the Evaluator Portal.
<b>January 2</b>	Online System opens for entering scheduling preferences.
<b>January 15</b>	Deadline for All Teachers, Panel and non-Panel, to enter repertoire and scheduling requests in the Online System.
<b>January 15</b>	Deadline for Panel students to revert to Non-Panel status. Last chance to revert. Deadline to submit YAG Letter of Intent and repertoire.
<b>January 15</b>	Deadline for Evaluators to confirm assignments.
<b>January 20</b>	Online System opens for Branch Chairs to confirm Evaluator List.
<b>January 31</b>	Deadline for Branch Chairs to confirm Evaluator List.

**CM Evaluation Dates**

<b>February 18 - April 2</b> 2/18, 2/19, 2/25, 2/26, 3/4, 3/5, 3/11, 3/12, 3/18, 3/19, 3/25, 3/26 4/1, 4/2	Branch CM Evaluations, North and South. Note: Teachers check with Branch Chair for your branch's evaluation dates.
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**Panel Regionals Dates**

<b>February 18-19, 25-26</b>	Piano Panel Regional North.
<b>February 18-19, 25-26</b>	Piano Panel Regional South.
<b>February 12</b>	Strings Panel Regional North.
<b>February 19</b>	Strings Panel Regional South.
<b>February 20</b>	Voice Panel Regional North – Deadline to submit Panel Regional video recording to Voice Panel Coordinator.
<b>February 26</b>	Winds Panel Regional North.
<b>February 26</b>	Winds and Voice Panel Regional South.
<b>March 10</b>	Deadline for Panel applicants to complete theory tests at their own branch.

**Panel Finals Dates**

<b>March 10</b>	Deadline for Panel Final Application. No late applications.
<b>March 25</b>	Voice Final Panel North and South—Deadline to submit Panel Finals video recording to the Voice Panel Coordinator.
<b>April 1-2</b>	Final Panel Auditions North (Piano).
<b>April 8-9</b>	Final Panel Auditions South (Piano).
<b>April 2</b>	Strings and Winds Final Panel North and South.

**Convention and Other Year-End Deadlines**

<b>April 2</b>	Deadline for completion of Theory Make-up.
<b>April 3</b>	Theory test materials may be released statewide.
<b>April 15</b>	Deadline for Convention Applications. Deadline for Parents to pay \$30 Convention Application Fee per student, per recital.
<b>April 15</b>	Deadline to apply for Make-up Evaluations (MUP) for High School Students only, with valid excuse.
<b>April 25</b>	Deadline for Chair to send MUP applications and fees to State Office.
<b>April 30</b>	Deadline for Branch Chairs to submit the Branch Assessment of Evaluators.
<b>May 5, 6, 7</b>	CM Council Meeting.
<b>May 15</b>	Deadline for Completion of MUP evaluation, High School Students only, with valid excuse.
<b>May 15</b>	Convention Recital Final Schedule posted on the state website.
<b>May 15</b>	Branch Chairs may begin to request CM 2018 Evaluation dates in the Online System.
<b>May 31</b>	Deadline for teachers to report database entry errors. No changes made after this date.
<b>May 31</b>	Deadline to enter MUP results.
<b>June 30 - July 5</b>	Convention 2017 at the Santa Clara Hyatt Regency and Convention Center.



*Wishing you a  
Happy Holiday Season!*

*- CM Council*



## A Compilation of TOW

# CM TIP of the Week

CM TOW listed in this issue is a compilation of CM Tip of the Week which were previously sent to CM Branches starting October 2016.

### 🌟 October 19, 2016 📌 Tip of the Week

Dear Teachers,

Thank you for your work with migrating your students and setting up your Student Rosters. Thank you also for enrolling your students early! Remember, by the **October 31<sup>st</sup> Enrollment Deadline** the following parts of the application must be completed:

- Grade
- CM Level
- Instrument
- Apply to Panel/YAG (*if applicable*)
- Apply for Senior Award (*if applicable*)

We have some information on new features that have been recently uploaded into the MTAC Online System.

#### Parent Consent Waiver

There is a consent waiver that parents need to sign when their children participate in any MTAC program and is required for each student application. Parents will view this document the first time they open their child's application in their Parent Portal. Parents can electronically sign this document any time between now and **November 10<sup>th</sup>**.

#### Student Name Changes

When a parent or adult student wishes to correct or change the student's name in the Online System, please instruct the parent or adult student to email the following information to the MTAC State Office to [melissay@mtac.org](mailto:melissay@mtac.org):

- Incorrect Spelling of the name
- Correct Spelling of the name
- Student ID
- Teacher's Name

#### Updating Student's Birthdate

Parents can correct their child's birthdate by logging into their Parent Portal. They should click on the Student ID and then click on the "Update Student Profile" button.

### 🌟 October 22, 2016 📌 Tip of the Week

The parents must agree to two documents: one for using the system and one for each CM application.

1. **Terms of Service and Privacy Policy.** If the parents/adult students have been in the system any time after Oct 1, they have

already signed the first document. This document doesn't create an application error or remove an error. It is only about using the system.

2. **Participant Consent/Waiver.** This is the second document parents/adult students must sign and is tied to every student application. It can only be viewed when the parents/adult students open each application.

- a. It does not need to be signed before Oct 31. Parents can sign the consent/waiver when they log in to pay. As long as the application is created and the correct levels and grade are indicated as well as any applications for senior award, or Panel/YAG, then the teacher has done their part.

Note: **Repertoire entry doesn't need to be completed until Jan 15, 2017.** The applications will show "incomplete" until the repertoire is fully entered. As long as the payment is made on time, the student's application will stay valid up until January 15, 2017. When repertoire is entered and payment is made, the student will be fully enrolled.

### 🌟 November 21, 2016 📌 Tip of the Week

#### Prepared Piano Policy for Convention Pianos

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