



San Diego Branch Certificate of Merit Policy and Teacher Work Agreement

The CM Program can only work with the assistance of its teachers. If you intend to give your students the gift of Certificate of Merit, you must be willing to do your part. It cannot work without you. Thank you for your commitment to CM.

In support of CM Policy V #9*, 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 carefully and then sign on the bottom line. **This is required and your registration will not be considered complete until this agreement is received.**

**CM Policy V #9: Branches may require the involvement of teachers who enter students in Path A CM, and may establish a fee for non-involvement. Should the teacher violate his/her Branch’s procedures and/or policy and refuse to pay the fine 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. This is in accordance with the MTAC State Bylaw Article III, Section 12 and MTAC Standing Rule A, #7.*

- I understand that by entering students in the Certificate of Merit Program:
 - I am required to attend the September Branch meeting (exception: Only if you are excused by your CM Chair one week in advance) and to be fully informed of all policies and procedures.
 - I must have access to email and that most communications will be by email. I agree to check my email regularly (at least weekly).
 - I will enroll my students in CM via the Internet at www.mtac.org between Sept. 15 and midnight Nov. 15. The website will compute CM fees due, including the branch fees.
 - By Nov. 16 my CM Chairperson must have received from me:
 - One check made out to the branch including the fees for all Path A and Path B students
 - A printout of my *Student List*
 - A printout of the *Student Fees List*
 - A copy of this Work Agreement Policy signed
 - There is no late registration and there is absolutely no refund after registration closes.
 - I must make every effort to see that all Registration and Evaluation Information is correct, and that my students’ names are entered/spelled correctly. Errors cannot be changed after Nov. 15.
 - My Teacher Work Day requirements are based on initial Path A Registration, and the length of a shift is determined by the specific assignment (shifts are usually 5 – 6 hours):

Keyboard (Path A):

- 1-5 students = 1 shift
- 6-10 students = 2 shifts
- 11-15 students = 3 shifts
- 16-20 students = 4 shifts
- 21-25 students = 5 shifts
- 26 or more students = 6 shifts

Winds/Strings (Path A):

- 1-5 students = 1 shift
 - 6 or more students = 2 shifts
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- I must work and may not send a substitute in my place.
 - A fine of \$300 per shift, payable to the Branch, will be imposed if I refuse to work or do not show up for assigned shift(s). (The fee will be prorated if I show up late or leave before a shift is over.) If I refuse to pay the fine by the deadline set by the branch, I will be disqualified from participating in CM, both Path A and Path B, until the fees are paid. I understand that I may make written application for an exception, such as for physical disability, injury, medical issues or financial hardship, with appropriate evidence provide by the applicant, to be decided on a case-by-case basis at the sole discretion of the Board. Dropping students later does not change this agreement, which is based on initial registrations.
 - I must work where needed and will maintain a positive atmosphere for CM.
 - I must follow Policy IV #1 “line of communication;” if I cannot solve a problem with my student/parent, I will direct any concerns only to my Branch CM Chairperson.
 - I will not give out the name, address, e-mail or phone number of the Chairperson, CM Council or State Board Members to my students or their parents.
 - I must read and abide by the current CM Syllabus and the current state Certificate of Merit Policy.
 - 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 be the primary teacher for the students I enroll in CM and may not enter students under my name for any other teacher. In doing so, I will risk becoming a *Member NOT in Good Standing* and lose the privilege of entering my students in CM.

This policy must be signed and returned along with your student fees check, Student List, and Fees List, postmarked by Nov. 16. Please keep a copy of this agreement for your records.

I, _____ (print name) understand the above Certificate of Merit Teacher Agreement Policy and have also read the current Certificate of Merit Policy issued by the CM Council and the current CM Syllabus.

Confirm email address _____

CM Teacher’s Signature _____ Date _____

By November 16, return this signed form, along with your CM registration fees and a copy of your Student List and your Student Fees list to:

Connie Gale, C/M Chair, 509 Roselle Avenue, El Cajon, CA 92021