



2011 – 2012 Certificate of Merit Policy and Whittier Branch 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 Section 3 #5, 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 Section 3 #5: Branches may require participating CM Teachers to work, in order to assist the Branch in the administration and operation of CM Evaluations. Participation requirements (e.g. number of work hours) are determined by the number of students a CM Teacher has registered as of November 16. The Branches may use and collect a Teacher Work Agreement from each participating CM Teacher, and impose a monetary fine (“Non-Work Fee”) for CM Teachers who do not fulfill any mandatory CM work requirement established by CM Council and/or the Branch. CM Teachers who do not pay the Non-Work Fee by the deadline set by the Branch shall be disqualified from participating in subsequent CM Evaluation programs, both Path A and Path B, until the Non-Work Fee has been fully paid.*

Important: Even if a CM Teacher’s students later drop from Path A and do not actually take the Path A Evaluation, such CM Teacher shall still be required to work the designated number of hours based on the November 16 registered number of students, and/or shall be required to pay the Non-Work Fee based on the November 16 registered number of students.

- I, _____ understand that by entering students in the Certificate of Merit Program:
 - I am required to attend the September Branch meeting. If I do not attend the September meeting, it is my responsibility to contact the CM Chair to make arrangements for obtaining the CM documentation and policies. **Note:** All CM documentation is on the Certificate of Merit pages on the www.mtac.org website with the exception of the Whittier Branch dates which are noted below..
 - I must have access to email and that most communications will be by email. I agree to check my email regularly (at least weekly). If I do not have email I will partner with another teacher in my branch who will notify/provide me with emails that are sent out by the branch or CM Chair.
 - I will enroll my students in CM via the internet at www.mtac.org between Sept. 15th and midnight Nov. 15th. The website will compute CM fees due which includes the branch fees.
 - That by Nov. 16th 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*
 - This “Teacher Work Agreement” policy signed
 - There is no late registration and there is absolutely no refund after registration closes on Nov. 15th.
 - I must make every effort to see that all Registration and Evaluation Information (e.g. Name, grade, CM Level) is correct, and that my students’ names are typed correctly with capital letters as the first letter of first and last name, **do not input as all capitals**. Errors cannot be changed after Nov. 15th.

- My Teacher Work Day requirements are based on all Path A Registrations as follows :

Keyboard (Path A) March 3rd & 4th at Cal Poly Pomona:

- 1-4 students = 1 shift (1/2 day)
- 5-9 students = 2 shifts (1 day)
- 10-14 students = 3 shifts (1-1/2 days)
- 15-19 students = 4 shifts (2 days)
- 20 or more = 2 days plus extra work per CM Chair

Winds/Strings (Path A) March 10th at Whittier College:

- 1-4 students = 1 shift (1/2 day)
- 5 or more students = 2 shifts (1 day)

- I must work and may not send a substitute in my place. A fine of \$100 per shift not worked, payable to the branch will be imposed if I refuse to work or do not show up for my assigned shift (pro-rated if I show up late or leave before my 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 fee is paid. Members may apply for exception, such as for physical disability, injury, medical issues, financial hardship, with appropriate evidence provided by the applicant, to be decided on a case by case basis at the sole discretion of the Whittier Branch 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 CM Policy "Section 11. Communication Procedures" and if I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to my Branch CM Chairperson.
- I will not give out the name, address, email 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 CM 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 until I am reinstated by MTAC as a member in Good Standing,

- My job preference:

- Check-In
- Theory Room Monitor
- Ear Training
- Door Monitor for Performance Evaluations(Indoors or Outdoors)
- Grading Theory Tests
- Food (Assist for piano, need someone to take responsibility for instrumental)

(We will attempt to place teachers in their job preference but that may not always be possible)

This policy must be signed and returned along with your student fees check, Student List, and Student Fees List by Nov. 16th. 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.

I will work: preferred date/preferred job _____

I will not be able to work, and am including payment of _____

Confirm email address _____

CM Teacher's Signature _____ Date _____