



MUSIC TEACHERS' ASSOCIATION *of* CALIFORNIA®

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Excellence in Music Education • Incorporated 1897

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As you know, MTAC launched a new Online System that includes a new Parent Portal through which parents can access and manage their children's participation in MTAC programs, including our widely-popular Certificate of Merit® Evaluations program.

In order to apply for and enroll in the Certificate of Merit® Evaluations program, you will need a Parent Account and Student Account. If you do not already have these accounts set up, please contact your MTAC Teacher to initiate that process.

APPLICATION

Your child's MTAC Teacher must initiate the application process for the Certificate of Merit® Evaluations program. The application period is from **October 1 through October 31, 2016**. Late applications are not accepted.

Your child's MTAC Teacher first creates the application in the Online System. After the application is created, Parents will receive an email to login to their account to pay the application fees (credit, VISA gift card, and PayPal accepted). Parents can pay **only** during the payment period of **November 1 through November 10, 11:59pm** ("Payment Period"). Parents will not be able to pay before or after the Payment Period.

Before making payment, check your child's application details, such as child's grade, Certificate of Merit Level, and personal information. If there are any errors, please contact your MTAC Teacher as soon as possible. If payment is not made during the Payment Period, your child's application will be marked "Incomplete" and will be deleted from the Online System. If this occurs, your child will not be able to participate in the Certificate of Merit Evaluations program in the Spring of 2017.

ENROLLMENT

After payment, your child's enrollment is considered **conditional** until your MTAC Teacher has submitted and approved the student's final Repertoire List by **January 15** into the Online System. Once your MTAC Teacher has submitted the student's Repertoire List by this date, enrollment is complete.

APPLICATION STATUS

You can confirm the status of your/your child's application at any time by logging into your Account. You can check on the status of any of your children's applications by clicking on the MTAC Student ID Number, which will bring you to the Student Profile. Click on the Application ID Number to see your child's application details including enrollment status.

Thank you for your continued support of MTAC's mission to pursue excellence in music education through innovative programs that foster artistic growth and achievement. We wish you all a musical year!