

# Certificate of Merit™ MTAC-WLA January 2010 Information Letter

Deborah H. How, MTAC-WLA CM Scheduling (Piano) Chair

---

January 2, 2010

Dear CM PIANO Teachers,

HAPPY NEW YEAR!

This information letter is for teachers with PIANO students in levels Preparatory through Advanced (Non-Panel) participating in the 2010 MTAC-WLA CM Branch Evaluations.

*All underlined text in this e-mail is clickable and will take you to the appropriate website link.*

(Teachers with PIANO students in level Advanced-PANEL **must** follow the directions sent separately from Vera Hoalim, CM Panel Regional South Piano Evaluations Chair. Please note that the deadlines and evaluation dates for PIANO Advanced-PANEL students are **different!** *Failure to follow the Advanced-PANEL instructions will result in your Advanced-PANEL student being dropped from Advanced-PANEL to Advanced (Non-Panel) status.* Please also note that PIANO Advanced-PANEL students who are not Theory Exempt **must** take their written CM Theory Examination in WLA by March 14, 2010. Please contact Charlene Welch, MTAC-WLA CM Chair, for further instructions.)

---

January 2, 2010

**ONLINE CM Evaluation Information Forms become available to be filled in at:**  
[www.mtac.org/registration](http://www.mtac.org/registration)

Please read the “CM 2010 Instructions for Entering Evaluation Information Online” carefully at:  
<http://www.mtac.org/programs/CMforms/CM2010EvalReportInstructions.pdf>  
*For your convenience, this document has also been attached to this e-mail.*

## **Scheduling**

In reference to Instruction #8, please note that for MTAC-WLA:

Day 1	Saturday	March 27, 2010
Day 2	Sunday	March 28, 2010
AM (Morning Block)		8:45 a.m. to 12:45 p.m. (rough estimate)
PM (Afternoon Block)		1:00 p.m. to 6:30 p.m. (rough estimate)

Do **not** use the “Request Venue” option.

*Block times are rough estimates only and may shift in either direction (starting earlier or ending later) by about 15 minutes depending on the total number of students to be scheduled this year. No further specific time requests are permitted.*

A time-stamp is provided for each CM Evaluation Information Form as it is submitted online; Hi all scheduling is automated and generated by the MTAC State CM Database. Time requests are considered in the order they are recorded by the State CM Website.

## **Carpools, Siblings, & Ensembles**

In reference to Instruction #9: Each year, we seem to experience scheduling nightmares because a few teachers do not follow instructions correctly. Please be reminded that:

- ❖ **SIBLINGS ARE NOT AUTOMATICALLY CARPOOLS.** If you have a set of siblings that want to be evaluated at the same time, they must be assigned as a carpool. The CM Scheduling Program does not have enough information to assume that John Doe and Jane Doe are related. Many students share the same last name without being siblings.
- ❖ **SIBLINGS CANNOT BE A CARPOOL IF THEY REQUEST DIFFERENT TIMES.** For example, suppose you have a brother and sister pair in your studio, Wolfgang and Nannerl. Wolfgang wants to be evaluated on Saturday and Nannerl wants to be evaluated on Sunday. Please do not group them together as a carpool just because they are siblings! (This may seem obvious, but it actually happens every year.) You can just imagine what happens to the CM Scheduling Program when a teacher enters Saturday for Wolfgang and Sunday for Nannerl, but also assigns them as a carpool. The program cannot reconcile the inconsistency

of the data entered, so it simply spits Wolfgang and Nannerl out of the CM Master Evaluation Schedule altogether. Unfortunately for both Wolfgang and Nannerl, the chances of their time requests being honored are pretty low since they will both be given times at the end of whichever day is shortest with no possibility of having their times changed because the schedule is full.

If you have questions or need help scheduling carpoolers correctly, please contact Charlene Welch, MTAC-WLA CM Chair at (310) 752-6062 or [charlenemwelch@gmail.com](mailto:charlenemwelch@gmail.com)

---

**February 1, 2010**      **ONLINE Deadline for MTAC-WLA CM Evaluation Information Forms to be completed. Students with incomplete Forms will be DROPPED from the Database.**

February 1, 2010      ONLINE Deadline for MTAC-WLA Path A students to drop to Path B status

<b>March 27-28, 2010</b>	<b>MTAC-WLA Piano Evaluations, New Roads High School (Santa Monica)</b>
--------------------------	---

April 3, 2010      ONLINE Deadline for MTAC-WLA Branch Honors Festival Applications to be submitted at [www.mtacwla.org](http://www.mtacwla.org)

April 11, 2010      MTAC-WLA Branch Honors Festival, Pierre's Fine Pianos (WLA)

April 15, 2010      ONLINE Deadline for MTAC State Convention Programs

May 15, 2010      POSTMARK Deadline for MUP (see MUP guidelines for criteria)

July 2-6, 2010      2010 MTAC State Convention in Los Angeles at the LAX Marriott

---

### Student Evaluation Schedules

CM Student Evaluation Schedules and a map for New Roads High School will be e-mailed to you on February 27, 2010. Please make sure that your e-mail address is correct in the CM database by going to your MTAC Teacher's Home Page . Click the link to "Edit Teacher Info" and update your contact information. The CM Student Evaluation Schedules are automatically e-mailed to you at the e-mail address listed on your "Edit Teacher Info" page by the CM Scheduling Program. If your e-mail address is incorrect on this page, or if you have typed a partial e-mail address, or if your e-mail address has changed, you will NOT receive any e-mail correspondence that is generated by the CM Scheduling Program, including your CM Student Evaluation Schedule.

---

### MTAC-WLA CM Branch Honors Festival

Please check your e-mail on Wednesday, March 31, 2010 if you entered students for the CM Branch Honors Festival. You will be notified by e-mail of those students chosen to participate.

The 2009-2010 MTAC-WLA Branch Honors Rules are as follows:

1. All pieces must be memorized for the CM Evaluation
  2. Students must be in Level 6 – Advanced or Advanced-PANEL
    - a. *Levels 6-9, 4 min. time limit on performance piece\**
    - b. *Advanced and Advanced Panel, 8 min. time limit on performance piece\**
  3. Students may be in any school grade
  4. Pieces must receive a 5 or 5+ rating from the evaluator
  5. *Technique and Sight Reading must receive a good or an excellent rating from the evaluator\**
  6. Evaluators will be very selective, only choosing those that are of high performance quality
- \* *New MTAC-WLA Branch Honors Festival Rule*

April 3, 2010      ONLINE Deadline for MTAC-WLA Branch Honors Festival Applications to be submitted ([www.mtacwla.org](http://www.mtacwla.org))

April 11, 2010      MTAC-WLA Branch Honors Festival, Pierre's Fine Pianos (WLA)

- ❖ *In addition, each teacher must give correct contact information (phone/e-mail) when applying online, otherwise student will be dropped from recital.\**

### Branch Honors Festival Questions?

Please contact Alpha H. Walker, MTAC-WLA Branch CM Honors Festival Chair at (310) 216-7618 or [alphamuse@ca.rr.com](mailto:alphamuse@ca.rr.com)

## Convention Recitals

Information for the 2010 CM Convention Recitals (optional MTAC State CM program) and instructions on how to fill out the Convention Recitals portion of the CM Evaluation Information Form can be found at:

<http://www.mtac.org/programs/CMforms>

After the MTAC-WLA CM Branch Evaluations have concluded, and you have received your Student Evaluation Forms, please be sure to submit a Final Convention Application ONLINE for each student that applied for a Convention Recital Program.

---

## For More Information about Certificate of Merit™

<http://www.mtac.org/programs/cm>

---

Please be reminded that, as per the  
**MTAC-WLA CERTIFICATE OF MERIT™ TEACHER AGREEMENT POLICY 2009-2010:**

All teachers are required to participate regardless of how many students they have registered.

- ❖ 1-5 students                      teacher will be required to help out for a maximum of 5½ hours
- ❖ 6 or more students              teacher will be required to help out for a maximum of 10 hours
- ❖ 20 or more students            teacher may be required to help out for 2 full (10-hour) days

If a teacher fails to help out at the set time, there will be a fine as follows:  
\$50.00 per hour or any part there of; \$500.00 maximum penalty

CM Student Evaluation Forms, Certificates, and Theory Tests will be returned to the absent teacher upon payment of fine.

## CM POLICY

Please carefully read the **entire** 2010 CM Policy found on your CM Teacher Home Page at [www.mtac.org](http://www.mtac.org) and found also in the MTAC-WLA CM October 2009 Information Packet at [www.mtacwla.org](http://www.mtacwla.org) (click on link to Certificate of Merit™). Please observe the 2010 CM Policy; we are strictly adhering to it.

## CHAIN of COMMUNICATION

Parents are **NOT** to contact the CM Chair or any of the teachers working to organize Certificate of Merit™. All communication must come from the TEACHER (CM Policy 2009-2010, Policy IV, #1).

## SCHEDULING

- ❖ There will be **NO** changes to the Certificate of Merit Student Evaluation Schedule once it is finalized and e-mailed to teachers on **February 27, 2010**.  
In the case of a medical or family emergency, written documents will need to be submitted by the **TEACHER** to the MTAC-WLA CM Committee via Charlene Welch, CM Chair, in addition to a \$50.00 processing fee made payable to MTAC-WLA for each student requesting an emergency-related change. The processing fee and required documents must be submitted for approval before an emergency-related change will be considered. ***A change is not guaranteed.***
- ❖ All requests must come from the **TEACHER**, not the parent(s). Please see CM Policy 2009-2010, Policy IV, #1.
- ❖ Teachers may **NOT** switch the student evaluation times within their own studio.
- ❖ Students who miss their scheduled evaluation time will not be rescheduled.

## NEW THIS YEAR

- ❖ Parents should be advised **NOT** to contact the CM Branch Chair or Branch Scheduling Chair. Any parent contact will result in the following: (1) a warning after the first contact; and (2) student expulsion from CM evaluations 2010 after the second contact.
- ❖ Please be advised that teachers that arrive late or leave early during their CM work assignment day will receive a \$50 fine per hour or any part thereof.

Please respect the CM Chain of Command. All questions (from teachers **only**) must first be addressed to Charlene Welch, MTAC-WLA CM Chair at (310) 752-6062 or [charlenemwelch@gmail.com](mailto:charlenemwelch@gmail.com)

**Best wishes for 2010!**  
**Deborah**