



Excellence in Music Education
Since 1897

Parent's Guide to the Certificate of Merit® 2020-2021 Enrollment Process

CM APPLICATION

1. If your child is new to Certificate of Merit® (CM), your teacher will initiate the account set up process for your child. If there has been a change of teacher, you will need to provide your child's student ID number to your new teacher. In both cases, you will be notified by email to verify the Teacher-Student studio relationship. **This must be verified before an application can be made.**

VALIDATION OF MTAC USER

To continue, enter in the full Student ID for your student. If you do not know the ID, please contact your teacher.

Student's MTAC ID*

2. If your child is new to any MTAC Programs, please click “No, I do not have an MTAC Account” to create a new parent and student account.

ADD STUDENT REQUEST

Jane Doe requests Johnny Smith be listed as his/her Piano student.

This section can be completed by an adult student who is 18 years or older or the parent of a youth student.

Have you previously logged into the MTAC system?

3. If you have children who have participated in MTAC programs in previous years, please click “Yes, with my Parent Account” to begin verifying the Teacher-Student studio relationship.

ADD STUDENT REQUEST

Jane Doe requests Johnny Smith be listed as his/her Piano student.

This section can be completed by an adult student who is 18 years or older or the parent of a youth student.

Have you previously logged into the MTAC system?



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CM APPLICATION (CONTINUED)

4. In order to finish verifying the Teacher-Student studio relationship, you must click the “Confirm” button on the “Add Student To Teacher Confirm” page.

ADD STUDENT TO TEACHER CONFIRM

Jane Doe requests Johnny Smith to be added as his/her Piano student.

Click 'Confirm' to continue the process. If you do not approve of the request, click 'Decline.' Jane Doe will be notified that you have declined the request.



5. If your student is continuing with the same teacher, you will not need to verify the Teacher-Student studio relationship before the application is created.
6. Your teacher creates the student application during the application period from **October 1 through October 31, 2020**. **Late applications are not accepted.**
7. Please verify your child’s grade, CM level, and personal information. Name changes can be requested via email at cminfo@mtac.org including the name currently in the online system, correct name, student ID number and teacher name. If there are any errors in the CM application, please contact your MTAC Teacher as soon as possible. **Once payment is made, changes to the application may incur an additional fee.**
8. Parents will receive an email to login to their account to pay the application fees (credit card, VISA gift card, and PayPal accepted). Parents are able to pay the application fees during the payment period of **October 1 through November 5, 11:59pm** (“Payment Period”). Please contact the State Office with technical difficulties completing the payment at: (800) 834-3340
9. If payment is not made during the Payment Period, your child’s application 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 2021.
10. Enrollment is conditional until your MTAC Teacher has submitted and approved the student’s final Repertoire list by **January 15** in the Online System.

CONVENTION (NON-PANEL STUDENTS ONLY) APPLICATION

1. Students who receive top ratings and have been selected by the Evaluator at CM Evaluations that year are invited to participate in the CM Convention Recitals, which take place at the MTAC Annual Convention. Teachers must apply students for Convention by the **January 15** deadline.
2. Once your child is eligible for Convention, your MTAC Teacher must complete the Convention Final Application for your child by **April 15**.
3. Then, parents must login to their Parent Portal and complete the following by **April 15**:



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- a. Agree to the Convention Consent Form
- b. Pay the CM Convention Registration Fee

PANEL FINALS & THE YOUNG ARTIST GUILD APPLICATION

1. Once your child is invited to Panel Finals, your MTAC Teacher must complete the Panel Finals application by **March 10**.
2. Parents must then login to the Parent Portal to check the Parent and Student Agreement checkboxes for the Panel Agreements under the "Panel Finals Details" title ribbon. Remember to click "Save Panel Finals Details" and make payment for the application by **March 10**.