



Certification Application



Music Teachers National Association Professional Certification Application

Candidate's Name _____ MTNA Member Number (if applicable) # _____

Address _____

City _____ State _____ Zip _____

Daytime Telephone _____ E-mail _____

Birth Date _____

Area of Music Performance in which certification is desired (circle one)

Flute	Oboe	Clarinet	Bassoon	Saxophone	Horn
Trumpet	Trombone	Bass Trombone	Euphonium	Tuba	Harp
Percussion	Violin	Viola	Violoncello	Double Bass	Guitar
Organ	Piano	Voice			

Second Area of Music Performance, if any, in which certification is desired (circle one)

Flute	Oboe	Clarinet	Bassoon	Saxophone	Horn
Trumpet	Trombone	Bass Trombone	Euphonium	Tuba	Harp
Percussion	Violin	Viola	Violoncello	Double Bass	Guitar
Organ	Piano	Voice			

Name of mentor, if applicable (must be an NCTM) _____

Mentor's MTNA Membership Number # _____

General Instructions:

Read and complete the application process for Step I: Sections A, B and C, and for Step II below.

Important: Send one original and one photocopy of all forms (not including letters of reference) to MTNA Professional Certification, 441 Vine St., Ste. 3100, Cincinnati, OH 45202-3004. Processing and evaluation of your application cannot begin until all credentials and fees are received (See Certification Fee Schedule). You will be notified when the processing and evaluation for Step I are successfully completed.

To become certified in a second area of music performance, candidates must submit additional documentation for that area of music performance in Step I, Sections A, B and C. Only one official transcript from each college or university attended is necessary.

Step I: Validation and Fulfillment of Standard I: Professional Preparation

A. Academic Competency: 1 Requirement, 2 Options (Check the option(s) you choose.)

_____ Option 1: Academic Course Work

- Submit an MTNA Transcript Evaluation Form for each area of music performance in which you are applying for certification. Only one transcript(s) bearing the official seal of each school attended is needed. See Certification Overview for clarification of these requirements.

List colleges/universities where you have taken course work:

_____ Degree received, if any _____ Date _____

_____ Degree received, if any _____ Date _____

_____ Degree received, if any _____ Date _____

_____ Option 2: Proficiency Examinations in Three Competency Areas

- Submit an MTNA Examination Request form for one or more proficiency examination.
- Information regarding the Proficiency Examinations (locations, times) will be sent once the application has been processed and fees have been received. Proficiency examinations cannot be taken unless the fee has been received at the MTNA headquarters. The Proficiency Examination fee will be assessed each time a proficiency examination is taken. (A **Study Guide** is available from MTNA.)

A candidate may use a combination of course work and proficiency exams to fulfill the Academic Competency requirement.

B. Performance Competency: 1 Requirement, 2 Options (Check the option(s) you choose.)

_____ Option 1: Academic Course Work

- Submit an MTNA Transcript Evaluation Form for each area of music performance in which you are applying for certification and transcripts as in Step I above. (You may use the same form.) See Certification Overview for clarification of these requirements.

Or

_____ Option 2: Check option a, b or c below and submit this with application:

- _____ a: A completed MTNA Repertoire Selection Form for approving the candidate's selected Performance Competency program repertoire as having successfully met the MTNA Performance Competency Requirements. Upon approval of the selected repertoire, the candidate will be sent three Performance Competency Verification Forms to be signed, dated and completed by three witnesses who hear the program. The candidate will return the witnesses' Verification forms to MTNA for processing. Refer to Certification Overview for who may be a witness for Performance Competency Programs.
- _____ b: A completed MTNA Jury Evaluation Form, signed and dated by a college/university faculty jury panel. Evaluation form must include a juried list of repertoire that meets the MTNA Performance Competency Requirements. List of repertoire must include keys, opus numbers and movements that apply.
- _____ c: A signed, dated letter from a college-level music performance teacher verifying the candidate has successfully met the MTNA Performance Competency Requirements. The letter must include a list of repertoire performed and/or studied and the name of the school must appear on the letter-head. List of repertoire must include keys, opus numbers and movements that apply.

When choosing the above options candidates must successfully perform repertoire that meets the MTNA Performance Competency Requirements. To view a copy of the MTNA Performance Competency Requirements click [here](#) or download now for a PDF version.

(cont.)

C. Teaching Competency: 2 Requirements

Requirement 1. Letters of Reference:

- Submit three (3) MTNA Letter of Reference Forms for each area of music performance in which you are applying for certification. Please list the names of three music professionals with e-mail addresses and phone numbers from whom you have requested letters of reference for validating teaching competency and experience. Refer to Certification Overview for who may write Letters of Reference.

1. Name _____	Title _____
E-mail _____	Daytime Phone _____
2. Name _____	Title _____
E-mail _____	Daytime Phone _____
3. Name _____	Title _____
E-mail _____	Daytime Phone _____

Letters of reference should be submitted in a sealed envelope and included with your application packet.

Requirement 2. Teaching Experience: Two years of teaching experience required.

- Submit an MTNA Teaching Experience Verification Form signed and dated verifying two years of teaching experience for each area of music performance in which you are applying for certification.

Step II: Validation and Fulfillment of Standard II: Professional Teaching Practices, Standard III: Professional Business Management, and Standard IV: Professionalism and Partnerships.

- After successfully completing Step I, candidates must successfully 1) complete a written, practical teaching examination **OR** 2) submit a certification portfolio of documents and materials **OR** 3) candidates who are part-time or full-time college or university faculty may obtain written verification from a college or university administrator to meet the requirements for fulfilling Standards II, III and IV.
- Check preferred Option 1, 2 or 3 below:
 - _____ Option 1: Certification Examination
 - _____ Option 2: Certification Portfolio
 - _____ Option 3: Administrative Verification
- Candidates choosing **Option 1: Certification Examination** will be sent instructions, an official MTNA Examination Site and Date List and a form for scheduling a Certification Examination. The scheduling form is to be returned to MTNA.

- Candidates choosing **Option 2: Certification Portfolio** will be sent instructions and a form for scheduling a due date for submitting a portfolio to MTNA. The scheduling form is to be returned to MTNA.
- Candidates choosing **Option 3: Administrative Verification** will be sent instructions and an Administrative Verification Form that is to be given to a college or university administrator who has evaluated your work and credentials for completion. Upon completion, the candidate will return the form to MTNA.

Application Fees

- \$ _____ Application Fee
- \$ _____ Application Fee for each additional area of performance (if applicable)
- \$ _____ Proficiency Examination Fee(s) (if applicable)
- \$ _____ Total Amount Enclosed

Payment Information:

Amount Enclosed \$ _____ Check made payable to MTNA, Inc.

Credit Card: _____ Visa _____ MasterCard _____ American Express

Account Number _____ Expiration Date _____

Security code _____ (3–4 digit number on front or back of card)

Signature _____

Billing Information:

Billing address Same as Candidate's

Credit Card Billing Information (if different than candidate's)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____