

LMTA CERTIFICATION HANDBOOK 2022

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CERTIFICATION IN LOUISIANA

Louisiana Music Teacher Association members have the option of two types of certification: National (MTNA) and State (LMTA). Most certified members hold both certifications.

MTNA NATIONAL CERTIFICATION

All information concerning national certification must be obtained from the MTNA website www.mtna.org. MTNA offers the MTNA Professional Certificate to both independent teachers and college faculty. After the initial certification, teachers must renew each year, submitting a fee and renewal points. On the tenth renewal, teachers become permanently certified, paying only the yearly renewal fee.

Contact information may be found in Addresses p. 14.

LMTA STATE CERTIFICATION

Louisiana offers four levels of certification to its members: Provisional, Standard, Experience, and Professional Advancement. All are based on teachers' qualifications and qualifying Rally Scores. Information is given in detail in the following pages. After the initial certification, teachers must renew every five years, submitting a fee, qualifying scores, and renewal points. At the third renewal, teachers holding the Professional Advancement Certificate may pay an additional fee to become permanently certified. Permanent certification requires no additional fees or renewal points. Certified teachers age 65 or over may elect Emeritus Status which also requires no additional fees or renewal points.

State certification qualifies the teacher to adjudicate Rallies, to enter students in the LMTA Elementary Auditions, and to offer high school credit to students taking private lessons.

Questions and requests for information should be addressed to the State Certification Chair.
(See Addresses p. 14)

LMTA PROVISIONAL CERTIFICATE

(Valid for 5 years, non-renewable)

This certificate is designed for the young college graduate teacher. This certificate is valid for five years. To remain certified, the teacher must apply for a Standard (or higher) Certificate and submit all required materials as listed.

ELIGIBILITY

- * Must be a graduate of an accredited college or university with at least a Bachelor's degree in music with 8 semesters of applied lessons in the area of certification or must have completed a minimum of 8 semesters of applied lessons in the area of certification, 4 semesters of theory, 2 semesters of history, and 2 semesters of pedagogy or be the holder of a MTNA Professional Certificate
- * Must have taught for less than 5 years
- * Minimum age of 18 years
- * Current membership in LMTA/MTNA

MATERIALS TO SUBMIT

- * State Certification Application Form (Form #1)
- * College transcript validating degree and credits or proof of a MTNA Professional Certificate
- * Check for \$20 payable to LMTA

SUBMIT MATERIALS TO

State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

LMTA STANDARD CERTIFICATE

(Valid for 5 years, renewable)

ELIGIBILITY

- * Graduate of an accredited college or university with at least a Bachelor's degree in music with 8 semesters of applied lessons in area of certification or the holder of a MTNA Professional Certificate (See *note 1* below.)
- * Taught in area of certification for a minimum of 3 years
- * Evidence of successful pupil demonstration

MATERIALS TO SUBMIT

- * State Certification Application Form (Form #1)
- * College transcripts validating degrees and credits or proof of a MTNA Professional Certificate
- * Current (the most recent Rally) scores from three students (one may be Prep B and the rest must be Level I or above) with scores of 88 or above in all four parts, signed by the Rally Chairperson (Form #2)
- * Check for \$20 payable to LMTA

SUBMIT MATERIALS TO

State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

For additional information contact State Certification Chair (text 318-613-0184)

Note 1: *In lieu of degree, teachers with outstanding experience may become certified by LMTA Certification Board approval.*

LMTA CERTIFICATE OF EXPERIENCE

(Valid for 5 years, renewable)

The Certificate of Experience recognizes achievement in the areas of education, performance, and professional involvement beyond that required for the Standard Certificate. Renewal procedures are the same for all certificates.

ELIGIBILITY

- * Graduate of an accredited college or university with at least a Bachelor's degree in music with 8 semesters of applied lessons in area of concentration or the holder of a MTNA Professional Certificate
- * Taught in area of certification for a minimum of ten years
- * Evidence of successful pupil demonstration

MATERIALS TO SUBMIT

- * State Certification Application Form (Form #1)
- * College transcripts validating degrees and credits or proof of a MTNA Professional Certificate (See *note 1* below.)
- * Current (the most recent Rally) scores from one student in Level III or above, and two students Level I or above with scores of 90 or above in all four parts (Form #2) (See *note 2* below.)
- * 30 points must be accumulated by the teacher and documented on the Point Requirement Tally for Upgrading Form which must be **notarized** (Form #3)
- * A check for \$20 payable to LMTA

SUBMIT MATERIALS TO

State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

Note 1: Certificates may be upgraded at any time. See p. 8 for more information. Transcripts need not be sent if previously approved and on file.

Note 2: Level III and IV scores are good for a period of five years. Other qualifying scores must be from the current Rally.

LMTA CERTIFICATE OF PROFESSIONAL ADVANCEMENT

(Valid for 5 years, renewable)

The Certificate of Professional Advancement recognizes achievement in the areas of education, performance, and professional involvement beyond that of the Certificate of Experience. Renewal procedures are the same for all certificates.

ELIGIBILITY

- * Graduate of an accredited college or university with at least a Bachelor's Degree in music with 8 semesters of applied lessons in the area of certification or the holder of a MTNA Professional Certificate
- * Taught in area of certification for a minimum of ten years
- * Evidence of successful pupil demonstration

MATERIALS TO SUBMIT:

- * State Certification Application Form (Form #1)
- * College transcripts validating degrees and credits or proof of a MTNA Professional Certificate (See *note 1* below.)
- * Current (the most recent Rally) scores from one student Level IV or above and two students Level I or above with scores of 92 or above on all four parts (Form #2) (See *note 2* below.)
- * 50 points must be accumulated by the teacher and documented on the Point Requirement Tally for Upgrading form which must be **notarized** (Form #3)
- * Check for \$20 payable to LMTA

SUBMIT MATERIALS TO

State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

Note 1: Certificates may be upgraded at any time. See p. 8 for more information. Transcripts need not be sent if previously approved and on file.

Note 2: Level IV scores are good for a period of 5 years. Other qualifying scores must be from the current Rally.

LMTA COLLEGE FACULTY CERTIFICATE

(Valid for 5 years, renewable)

ELIGIBILITY

- * Full-time or part-time (50% load minimum) college faculty status for no less than five years. The institution in which the candidate is employed must be in good standing with The National Association of Schools of Music or other regional accrediting agency with national recognition
- * Taught in area of certification for a minimum of five years

STIPULATIONS

- * State certification must be renewed every five years. For renewal, faculty members must submit a resumé of personal and student activities for the past five years. No qualifying Rally scores are required.
- * Teacher's employment status will be verified every five years.
- * If full-time or half-time (minimum) college faculty employment terminates for any reason other than retirement, the certificate will become a Certificate of Professional Advancement, subject to regular renewals.

MATERIALS TO SUBMIT

- * College transcripts validating degrees and credits
- * LMTA Application for State Certification (Form #4)
- * College Faculty Verification of Teaching Status Form (Form #5)
- * Check for \$20 payable to LMTA

SUBMIT MATERIALS TO

State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

UPGRADING LMTA CERTIFICATES

Standard and Experience Certificates can and should be upgraded as soon as qualifying Rally scores and criteria are achieved. To upgrade a Provisional certificate, teachers must apply for a Standard (or higher) Certificate and submit all required materials as listed.

ELIGIBILITY

To Experience:

- Must have taught in the area of certification for a minimum of 10 years
- A current or within the past five years score from one student in Level III or above and 2 current students Level I or above, all with scores of 90 or above in all four parts
- 30 points accumulated by the teacher and documented on the Point Requirement Tally Form (Form #3)

To Professional Advancement:

- Must have taught in the area of certification for a minimum of 10 years
- A current or within the past five years score from one student in Level IV or above and 2 current students Level I or above, all with scores of 92 or above in all four parts
- 50 points accumulated by the teacher and documented on the Point Requirement Tally Form (Form #3)

FEES

Fees will be prorated to coincide with the current renewal date. If the certification is within one year of renewal, the certificate may be issued for 6 years if all requirements for upgrading and renewal are met. The State Certification Chairperson should be consulted for the appropriate upgrading fee.

MATERIALS TO SUBMIT

- Upgrading Application Form (Form #6)
- Qualifying Rally Scores (Form #2)
- The **notarized** Point Requirement Tally for Upgrading Form (Form #3)
- The prorated fee as confirmed by the State Certification Chairperson

SUBMIT MATERIALS TO

State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

LMTA CERTIFICATION RENEWAL

CERTIFICATION RENEWAL DEADLINE IS JULY 1. After that date a late fee of \$10 is assessed.

MATERIALS TO SUBMIT

1. A completed **State Certification Renewal Form** (Form #7)
2. A check for \$20 payable to LMTA, plus a late fee of \$10 if applicable

3. **FOR RENEWAL OF STANDARD EXPERIENCE OR PROFESSIONAL ADVANCEMENT**

Submit: **Renewal Score Form** (Form #8), listing eight entries, of which three maybe from Prep B, and the remaining five must be from Level I or above. Prep A entries are not accepted. Only scores of students competing at their own grade levels are allowed. This list must be signed by the local Rally Chairperson. An individual student may be used up to five times (one entry for each year) and all scores may be included on the Renewal Point System Form.

Submit: **Renewal Point System Form** (Form #9), showing 15 renewal points with accompanying documentation (signatures or other available proof). If desired, teachers may send photocopies of MTNA renewal points, highlighting all points applicable for state renewal.

FOR RENEWAL OF COLLEGE FACULTY

Submit: **College Faculty Certification Renewal Form** (Form #10)

Submit: A **resume** of professional activities for the past five years

Submit: **Renewal Verification of Teaching Status Form** (Form #11)

NOTE: Renewal of MTNA certificates can no longer be done through the State Certification Chair; application must be made directly to national headquarters.

NOTE: Photocopy all submission materials for your personal records.

SUBMIT MATERIALS TO
State Certification Chair
Melva Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
Melvavillard2022@gmail.com

GENERAL INFORMATION

CERTIFICATION BY BOARD APPROVAL

Requests for Certification by Board Approval should be sent to the State Certification Chair. Materials which should accompany the request include any transcripts listing college music courses, qualifying Rally scores, pertinent teaching experience and accomplishments, letters of recommendation from teachers and colleagues, and any other items lending further support.

All members (with specializations other than piano) holding a music degree with at least 8 semesters of applied study in their area of specialization should contact the State Chairperson concerning their eligibility and requirements for certification.

The LMTA Certification Board meets at the LMTA State Convention and when necessary. Materials received prior to the convention will be considered at that time. Materials received at other times will be voted on by mail at the convenience of the Board.

MULTIPLE CERTIFICATIONS

Members may apply for state certification in one or more areas if the requirements are fulfilled for each area requested. The initial fee for each certification is \$20. One renewal fee includes all areas of certification, and all certificates may be renewed with the same renewal points. Renewal points should document activities in all certified areas.

TRANSFER OF CERTIFICATES

If applicable, certifications automatically transfer from state to state and are valid until the expiration date. Members should request their files be sent to the Certification Chair in the new state of residence.

Upon the expiration of his/her certificate, a member must fulfill the requirements of his/her current state of residence for renewal.

If the member is unable to fulfill the requirements at the renewal period, the member has the five-year grace period to reinstate his/her certification.

DUPLICATES OF CERTIFICATES

Duplicates of state certificates may be purchased by certified teachers for a fee of \$3.50 per certificate (includes postage and handling).

SIMULTANEOUS UPGRADES AND RENEWALS

When upgrading and renewing at the same time, submit the following materials:

- **State Certification Renewal Form** (Form #7)
- **LMTA Upgrading Application Form** (Form #6)
- **LMTA Certification Renewal Rally Scores Form** (Form #8) On this form, highlight the three scores which qualify you to upgrade to your desired certification. On the Point Tally Form under PERFORMANCE: Students entered successfully, write “See 8 qualifying students on Rally Scores Form.”
- **Point Requirement Tally for Upgrading Form** (Form #3) On this form, highlight the 15 points you are using for your renewal. Remember that you must show a minimum of 2 points in Continuing Education and 2 points in Professional Involvement for renewal. You do not need to submit documentation because the document is notarized, for which you have sworn all information is true and correct.
- **Check for \$20.00**, payable to LMTA. Add a \$10.00 late fee if you are renewing after July 1.

REINSTATEMENT OF CERTIFICATES

A five-year grace period is given for the renewal of certificates. Certifications may be reinstated by following the procedures for renewals (using documentation from five years previous to the date of the application -- not the expiration of the previous certificate). A late fee of \$10 is required.

If certifications are not renewed within five years of the expiration date, members must reapply for certification, starting at the level appropriate to their qualifying Rally scores for state certification.

PERMANENT CERTIFICATION

Permanent Certification requires no additional renewals (no fees and no documentation of points).

To be eligible for Permanent Certification, the teacher must:

- Hold the LMTA Certificate of Professional Advancement.
- Have completed three renewals.

1. To apply for Permanent Certification and complete a third renewal simultaneously, submit the following materials:

- **Application for LMTA Permanent Certificate** (Form #12)
- **Certification Renewal Rally Scores Form** (Form #8)
- **State Certificate Renewal Point System Form** (Form #9)
- **Check for \$70.00**, payable to LMTA. Add a \$10.00 late fee if you are renewing after July 1.

2. To apply for Permanent Certification after a third renewal, submit the **Application for LMTA Permanent Certificate** (Form #12) and a **check for \$50.00**, payable to LMTA.

3. To apply for an Upgrade to Professional Advancement, Permanent Certification, and complete a third renewal simultaneously, submit the following materials:

- **Application for LMTA Permanent Certificate** (Form #12)
- **Upgrading Application Form** (Form #6)
- **Certification Renewal Rally Scores Form** (Form #8) On this form, highlight the three scores which qualify you to upgrade to your desired certification. On the Point Tally Form under PERFORMANCE: Students entered successfully, write "See 8 qualifying students on Rally Scores Form."
- **Point Requirement Tally for Upgrading Form** (Form #3) On this form, highlight the 15 points you are using for your renewal. Remember that you must show a minimum of 2 points in Continuing Education and 2 points in Professional Involvement for renewal. You do not need to submit documentation because the document is notarized, for which you have sworn all information is true and correct.
- **Check for \$70.00**, payable to LMTA. Add a \$10.00 late fee if you are renewing after July 1.

4. To apply for an Upgrade to Professional Advancement and Permanent Certification after a third renewal, submit the following materials:

- **Application for LMTA Permanent Certificate** (Form #12)
- **Upgrading Application Form** (Form #6)
- **Qualifying Rally Scores** (Form #2)
- **Point Requirement Tally for Upgrading Form** (Form #3)
- **Check for \$50.00**, payable to LMTA

EMERITUS STATUS

Emeritus status is offered to all certified members upon their 65th birthday. Emeritus status requires no additional renewals (no fees and no documentation of points). To obtain this status, either mark a check on the box concerning the LMTA Emeritus Certificate on the Renewal Form (Form #7) or send the Request for Emeritus Status Form (Form #13) to the State Certification Chair at any time after age 65.

RALLY SCORES CHART

All **INITIAL CERTIFICATES** require three students participating in all parts of the Rally at their appropriate age level.

All scores must be from the current Rally except for upgrading. For upgrading, required high level scores are good for a period of five years, used with other scores from the current Rally.

College Faculty are not required to submit Rally scores. Faculty should submit a resume of the past five years enumerating personal and student activities and a letter from the department chair verifying employment at the university.

	STANDARD	EXPERIENCE	PROF. AD.	RENEWAL
	All scores 88 or above	All scores 90 or above	All scores 92 or above	Requires eight students from the past five years. (The same student may be used in different years.) All scores must be 88 or above or average 92.
Piano	One may be Prep. B. Others must be Level I or above.	One must be Level III or above. Others must be Level I or above	One must be Level IV or above. Others must be Level I or above.	Three may be Prep. B. Others must be Level I or above.
Strings	One may be Prep. B. Others must be Level I or above.	One must be Level III or above. Others must be Level I or above.	One must be Level IV or above. Other must be Level I or above	Three may be Prep B. Others must be Level I or above.
Voice	Any from Levels A-G.	Any from Levels B-F	Any from Levels C-F	Four may be Levels A or G. Others must be Levels B-F
Harp	One may be Adult A. Others must be Level I or above.	One must be Level III or above. Others must be Level I or above.	One must be Level IV. Others must be Level I or above.	Three may be Adult A. Others must be Level I or above.

ADDRESSES

For applications, brochures, study guides, etc., contact:

Music Teachers' National Association
600 Vine St., Ste. 1710
Cincinnati, OH 45202
513-421-1420 or
1-888-512-5278
www.mtna.org

For information regarding your current certification status:

Melissa Curtice
1-888-512-5278 ex. 237
mcurtice@mtna.org

National Certification Chair:

Davis Dorrrough, NCTM
(405) 757-4554
dorrrough1@gmail.com

Division Certification Chair:

Sarah Rushing, NCTM
Amarillo, Texas
(405) 757-4554
sarahprushing@gmail.com

State Certification Chair:

Melva T. Villard, NCTM
4137 Waterford Dr.
Alexandria, LA 71303
(318) 613-0184
MelvaVillard2022@gmail.com

LMTA Affiliate Certification Chairs 2022-2023

Baton Rouge	Katherine Tobey	tobeykath@cox.net
CENLA	Christine Allen	cburczykallen@gmail.com
Greater Shreveport	Zelda Orr	zeldaorr@peoplepc.com
Lafayette	Sue Steck-Turner	steckturner@hotmail.com
Lake Charles	Mary Etherton	mocmtbi@yahoo.com
New Orleans	Karen Smith	scoopsmith@aol.com
Northshore	LaRene Lambert	lbjklambert@gmail.com
Ruston	Steele Moegle	mmoegle@latech.edu

LOUISIANA MUSIC TEACHERS ASSOCIATION APPLICATION FOR STATE CERTIFICATION

Form #1

Name _____

(Please print exactly as you wish your certificate to read)

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ e-mail _____

GENERAL INFORMATION

Area of music in which certification is desired _____

Additional area(s) of certification desired _____

Type of State Certificate desired (check one):

Provisional _____ Standard _____ Experience _____ Professional Advancement _____ Faculty _____

EDUCATION REQUIREMENTS

Method of certification requested (check one):

_____ by college degree (enclose all transcripts)

_____ by MTNA Professional Certificate (enclose proof of certificate)

_____ by LMTA Certification Board approval (enclose all supporting documents)

CERTIFICATION FEES

Primary Area (\$20) \$ _____

Additional Areas (\$20) \$ _____

TOTAL \$ _____ (Make check payable to LMTA)

Signature _____ Date _____

Do not write below this line

State Certificate granted in _____ Expiration Date _____

State Chair Signature _____ Date _____

LMTA QUALIFYING SCORES

Form #2

Name of Teacher _____

Address _____ City _____ Zip _____

LMTA Certificate desired (check one):

Standard _____ Experience _____ Professional Advancement _____

TO QUALIFY

Student scores and teacher qualifications must meet the requirements listed for the desired certificate.

All scores must be from the current Rally (with the exception of the required III or IV for Experience or Professional Advancement certificates).

All students must play in their proper grade level.

QUALIFYING SCORES OF STUDENTS

1. **Name of Student** _____ **Level** _____

Performance _____ Sightreading _____ Keyboard _____ Written _____

2. **Name of Student** _____ **Level** _____

Performance _____ Sightreading _____ Keyboard _____ Written _____

3. **Name of Student** _____ **Level** _____

Performance _____ Sightreading _____ Keyboard _____ Written _____

PLEASE NOTE: For Strings, record Technique scores in the Keyboard blank, and for Harp, omit the Keyboard area.

Signature _____ Date _____

(Local Rally Chair)

POINT REQUIREMENT TALLY FOR UPGRADING

Form #3

For Certificate of Experience document a minimum of 30 points in the following categories.
(Maximum of 15 points in any one category)

For Certificate of Professional Advancement document a minimum of 50 points in the following categories. (Maximum of 25 points in any one category)

PLEASE TYPE ALL INFORMATION

EDUCATION

Points

_____ Master's degree (or Doctorate) with major in area of certification (20 points per degree)

_____ Additional courses beyond Bachelor's Degree (1 pt. per sem. hr., 2/3 pt. per quarter hr.; max.12 pts.)

_____ Bachelor's degree/Non-degree Teacher music courses (1 pt. per sem. hr., 2/3 pt. per quarter hr.; max.12 pts.)

** Please list all degrees and/or music courses with credit hours and university where attained

CONTINUING EDUCATION (Maximum of 15 points per past five years)

_____ Attendance at LMTA and MTNA Conventions (1 pt. per convention)

_____ Attendance at education workshops or master classes (Promotional workshops not accepted; 1 pt. per 6 hrs.)

**Please list locations and dates of conventions and titles, locations and length of workshops:

_____ Private applied study (1/2 pt. per hour lesson)

**Please list instructor, location, dates of study, and number of hours:

PERFORMANCE

_____ Teacher solo recital 50 minutes minimum (5 pts.); solo recital less than 50 minutes (2 pts.);
ensemble recital 50 minutes (3 pts.); ensemble recital less than 50 minutes (1 pt.) (max. 18 pts.)

_____ Significant student performance such as senior recital or concerto performance (1 pt. per recital; max. 15
pts.)

**Please list type of recital, location, date and length (if applicable.)

_____ Students entered successfully in LMTA Rally (all scores 88 or above) or affiliate events (Superior
rating). (1 pt. per student; max 15 pts. per 5 years)

_____ Student winners in LMTA Rally, Baldwin or Yamaha competitions, etc. (1 pt. per student; max 15
pts. per 5 years)

**Please attach list(s) of events, dates, names of students, and awards (if applicable).

PROFESSIONAL INVOLVEMENT

_____ Service to music profession (chair or officer of MTNA affiliate events or organizations)
(1 pt. per position subject to approval; max. 15 pts. per 5 years)

**Please list organizations, positions, and dates:

_____ Adjudicator (MTNA affiliate events) – minimum of 6 hrs. (1 pt. per day; max. 15 pts. per 5 years)

**Please list events, locations and dates

_____ Instruction of teachers in workshops or master classes (1 pt. per hour, max 4 pts. per day; max 15 pts.
per 5 years)

_____ Publications: music method (10 pts.), article or composition (2-5 pts.), arrangement or edition (1-3 pts.)
(max. 20 pts. per 5 years)

_____ Attendance at a major music festival where professional artists perform (1 pt. per event; max. 5 pts. per 5
years)

**Please list all applicable information for the above points, i.e. title, location, date, subject, etc.

OTHER

Below or on a separate sheet list any musical activities not mentioned above such as community service projects or involvement in musical organizations which are not affiliated with MTNA. These items are subject to approval with points assigned by the state chairman.

_____ **TOTAL POINTS**

Signature _____

Date _____

THIS DOCUMENT MUST BE NOTARIZED

**APPLICATION FOR THE LMTA
COLLEGE FACULTY CERTIFICATE**

Form #4

Name _____ MTNA Membership Number _____

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ E-mail _____

EDUCATION

College _____ Degree _____ Date _____

College _____ Degree _____ Date _____

College _____ Degree _____ Date _____

CURRENT EMPLOYMENT

College _____

Accrediting Agency _____

Number of years as a full or half-time member of this faculty _____

PREVIOUS EMPLOYMENT

College _____ Dates _____

College _____ Dates _____

Area(s) of music in which certification is desired _____

Amount enclosed (\$20 for each area) _____ (Checks payable to LMTA)

Signature _____ Date _____

LMTA Certification granted _____ Expiration Date _____

State Chair Signature _____ Date _____



Louisiana Music Teachers Association

COLLEGE FACULTY CERTIFICATE VERIFICATION OF TEACHING STATUS

Date _____

This is to certify that _____ who is
applying for certification in the areas of _____
is currently employed as a _____ full-time _____ half-time faculty member at this
university/college. He/She currently teaches the following subjects _____

Name of person completing this form _____
(Please print)

Signature _____ Date _____

Name of
University/College _____

City/State/Zip _____

Phone _____ E-mail _____

LOUISIANA MUSIC TEACHERS ASSOCIATION APPLICATION FOR UPGRADING

Form #6

Name _____
(Please print exactly as you wish your certificate to read.)

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ E-mail _____

GENERAL INFORMATION

Area of music in which certification is desired _____

Type of Certificate desired: Experience _____ Professional Advancement _____

REQUIRED MATERIALS

- Application for Upgrading (Form #6)
- LMTA Qualifying Scores (Form #2)
- Point Requirement Tally for Upgrading Form (Form #3)
- Fee as confirmed by State Certification Chairperson _____ . Make check payable to LMTA. Enter Amount

Do not write below this line.

State Certificate granted in _____ Expiration Date _____

State Chair Signature _____ Date _____

**LOUISIANA MUSIC TEACHERS' ASSOCIATION
STATE CERTIFICATION RENEWAL FORM**

Form #7

A copy of the Renewal Points form and eight qualifying Rally scores must accompany this application. Fifteen points are required, including 2 pts. in continuing education and 2 in professional activity. The fee is \$20 before July 1, with added \$10 late fee after July 1.

Name _____
(Please print exactly as you wish your certificate to read)

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ E-mail _____

Area of Certificate _____

Please check type of State Certificate:

Standard _____ Experience _____ Professional Advancement _____

If you have reached the age of 65 and hold a valid LMTA Certificate, you are eligible for the LMTA Emeritus Certificate which is available without fee or renewal points. Please check here if you wish to receive the LMTA Emeritus Certificate. _____

Renewal fee (\$20)	_____	
Late Renewal Fee (\$10)	_____	(if applicable)
TOTAL	_____	(make check payable to LMTA)

Signature _____ Date _____

Do not write below this line

State Certification granted in _____ Expiration Date _____

State Chairperson Signature _____ Date _____

LMTA CERTIFICATION RENEWAL RALLY SCORES

Form #8

Name of Teacher _____

Address _____

TO QUALIFY:

1. All scores must be from within the previous five years.
2. A maximum of three Prep B students are accepted; the remaining students must be Level I or above.
3. All scores must be 88 or above or average 92 or above.
4. One student may be used five times, once for each year.
5. All students must play in their proper grade level.

SCORES OF STUDENTS

1. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

2. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

3. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

4. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

5. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

6. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

7. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

8. **Student's Name** _____ Level _____ Year _____

Performance _____ Keyboard _____ Sightreading _____ Theory _____

Signature _____ Date _____

(Local Rally Chair)

LMTA STATE CERTIFICATE RENEWAL POINT SYSTEM

Form #9

You are required to earn fifteen renewal points during the five year period preceding your renewal date with a minimum of two points in Continuing Education and two points in Professional Involvement.

Record your accumulated points on the appropriate line.

EDUCATION

_____ 1. College courses in music or related field, taken for credit (1 per semester hour, 2/3 per quarter hour); Bachelor's degree in area of major concentration (12 points); Master's or Doctorate degree in area of concentration (20 points)

CONTINUING EDUCATION

- _____ 1. Registered attendance at LMTA, MTNA or other professional music organization conventions (1 point per convention)
- _____ 2. Attendance at music/education workshops or master classes (promotional workshops not counted) (1 point per workshop 3 hours or more, 1/2 point per workshop less than 3 hours; maximum 1 point per event)
- _____ 3. Registered attendance at certificate courses of study (i.e. Kindermusik, Yamaha, Orff, Dalcroze, Suzuki, etc.) (1 point per course of study)
- _____ 4. Attendance at a major music festival (i.e. Berkshire, Ravinia) or competition (i.e. Cliburn, MASNO.) (1 point per event)
- _____ 5. Private applied study (1/2 point per hour of lessons)

PROFESSIONAL INVOLVEMENT

All performances must be in the area of certification. Points will not be allowed for professionally paid performances. Repeat performances do not count.

MEMBER'S ACTIVITIES

- _____ 1. Solo recital 45 minutes minimum, 5 points per program; less than 45 minutes 2 points; less than 15 minutes 1 point
- _____ 2. Ensemble recital 45 minutes minimum 3 points per program; less than 45 minutes 1 point
- _____ 3. Presentation of a music/education workshop, lecture, lecture-recital or master class 1 point per hour, maximum 4 points per day, no maximum cap per 5 years
- _____ 4. Adjudicating state, regional, national event (MTNA or other professional music organization), 1 point per event (maximum 5 pts. per 5 years)
- _____ 5. Elected or appointed officer/board or committee member for MTNA affiliate or other professional music organization (1 per year per position)
- _____ 6. Publication of music method (10 pts.), article (2 pts.), video or audio recording (2pts.), composition (2-5 pts.) or arrangement (1-3 pts. per project). Maximum 20 pts. per 5 years
- _____ 7. Mentoring new MTNA Professional Certification candidates (1 point. per successful candidate)
- _____ 8. Volunteering to teach in the MTNA MUSICLINK program (1 point per student taught per year)

STUDENT ACTIVITIES

- _____ 1. Five or more students in MTNA affiliated auditions or festivals with Rally scores of 88 or better, or Superior ratings in other MTNA-affiliated events. (1 point per student, maximum 15 points per 5 years, minimum of 5 points per 5 years)
- _____ 2. Student winner of a competition sponsored by an MTNA affiliate requiring a group of pieces or an original composition (includes Rally Winners and Honorable Mentions, and Outstanding Achievement Awards), 15 maximum points per 5 years
- _____ 3. Significant solo performance, such as a senior recital or concerto performance 15 points maximum per 5 years
- _____ 4. Five different students participating in non-adjudicated events such as festivals, jams, musical marathons, master classes, Quick Recall Theory, musical Olympics, monster concerts, composer festivals (1 point per 5 different students)

_____ **Total points**

LOUISIANA MUSIC TEACHERS' ASSOCIATION
College Faculty Certification Renewal Form

Form #10

Name _____
(Please print exactly as you wish your certificate to read.)

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ E-mail _____

Area of Certificate _____

MATERIALS TO SUBMIT:

- A resumé of professional activities for the past five years.
- College Faculty Renewal Verification of Teaching Status Form (Form #11)

If you have reached the age of 65 and hold a valid LMTA Certificate, you are eligible for the LMTA Emeritus Certificate, which is available without fee or renewal points. Please check here if you wish to receive the LMTA Emeritus Certificate. _____

Renewal Fee (\$20)	_____
Late Renewal Fee (\$10)	_____ (if applicable)
TOTAL	_____ (Make check payable to LMTA)

Signature _____ Date _____

Do not write below this line

State Certificate granted in _____ Expiration Date _____

State Chair Signature _____ Date _____



Louisiana Music Teachers Association

**COLLEGE FACULTY CERTIFICATE
VERIFICATION OF TEACHING STATUS**

Date _____

This is to certify that _____ who is applying for
certification renewal in the areas of _____

is currently employed as a _____ full-time _____ half-time faculty member at this
university/college.

He/She currently teaches the following subjects _____

Name of person completing this form _____
(Please print)

Signature _____ Date _____

Name of University/College _____

City/State/Zip _____

Phone _____ E-mail _____

**LOUISIANA MUSIC TEACHERS' ASSOCIATION
APPLICATION FOR LMTA PERMANENT CERTIFICATE**

Form #12

Name _____
(Please print exactly as you wish your certificate to read)

Address _____

City _____ Zip _____

Telephone (_____) _____ Date of 3rd Renewal if completed _____

To apply for the LMTA Permanent Certificate you must hold the **LMTA Certificate of Professional Advancement** and have completed **three renewals**.

Area of State Certification (Piano, Voice, etc.) _____

CERTIFICATION FEES	
Third renewal (\$20) if applicable	\$ _____
Late Fee (\$10) if applicable	\$ _____
LMTA Permanent Certification Fee (\$50)	\$ _____
Total (Make check payable to LMTA)	\$ _____

Signature _____ Date _____

Do not write below this line.

The applicant has met the requirements for the LMTA Permanent Certificate.

State Certification Chair _____
(Signature)

Date _____

Form #13



LOUISIANA MUSIC TEACHERS ASSOCIATION REQUEST FOR EMERITUS STATUS

To the LMTA Certification Chair:

I have celebrated my 65th birthday and request that you change the following certification to Emeritus status:

I hold the _____ Certificate.

Name _____
(Please print)

Signature _____

Date _____