

KENTUCKY MUSIC TEACHERS ASSOCIATION

PROFESSIONAL CERTIFICATION GUIDELINES

A. PURPOSE

1. To serve as an evaluation by which the prestige of the Kentucky Music Teachers Association is added to the local reputation of independent and college teachers of applied music.
2. To motivate and inspire teachers to set for themselves a high professional standard as expressed by the Kentucky Music Teachers Association.
3. To recognize publicly those who are granted certificates.

B. AUTHORITY

At its 1963 convention in Lexington, the Kentucky Music Teachers Association voted acceptance of the basic framework of certification and authorized the president to appoint a Certification Board to administer and implement the plan.

At its 1973 convention in Richmond, the Kentucky Music Teachers Association voted approval of changes and additions to the certification plan, and subsequent revisions have been approved by the KMTA Executive Board in 1991, 1997, and 2003.

C. CERTIFICATION REQUIREMENTS

Membership in the Music Teachers National Association, the Kentucky Music Teachers Association, and the local KMTA chapter is required of candidates for all certificates. Membership must be maintained for continued validity of certification.

1. ACCREDITED CERTIFICATE

a. Teaching Experience

The applicant must have at least five years of teaching experience in the field for which certification is sought.

b. Education

The applicant may fulfill the education requirement in one of the following two ways:

- 1) A diploma or Bachelor's degree from an accredited school with a major in the field for which certification is sought. An official transcript must be submitted.
- 2) Completion of college level course work at an accredited school, verified by official transcripts, in Applied Music, Pedagogy/Teacher Education, Music Theory, and Music History/Literature as specified below, or completion of the examination options specified below.
 - a) Applied Music: two years (4 semesters/6 quarters) of study at a college or university, or the equivalent study and attainment certified with a signed and dated evaluation by a jury of college or university faculty.
 - b) Pedagogy/Teacher Education: one year (2 semesters/3 quarters) of course work, or successful completion of the MTNA Professional Certification Proficiency Examination in Pedagogy/Teacher Education.
 - c) Music Theory: one year (2 semesters/3 quarters) of course work, or successful completion of the MTNA Professional Certification Proficiency Examination in Music Theory.
 - d) Music History, Music Literature, or Music Appreciation: one year (2 semesters/3 quarters) of course work, or successful completion of the MTNA Professional Certification Proficiency Examination in Music History/Literature.

c. Professional Activities

The applicant must demonstrate active professional involvement through contributions to KMTA/MTNA activities or through performances as a soloist, accompanist, or ensemble participant.

d. Pupil Demonstration

After the requirements in teaching experience, education, and professional activities have been satisfied, the applicant must have a pupil demonstration with four students, all of whom must have studied a minimum of two years with the applicant. Each student must be examined for all of the following:

- 1) Performance: three compositions, two from memory.
- 2) Sight Reading: material commensurate with the student's level of advancement.
- 3) Musicianship: an adequate understanding of the musical materials found in the pieces performed by the student.
- 4) Technique: scales, arpeggios, chords, and ear training commensurate with the student's age and level of advancement.

2. MASTER CERTIFICATE

a. Teaching Experience

The applicant must have at least five years of teaching experience in the field for which certification is sought.

b. Education

The applicant must have a Master's degree from an accredited school with a major in the field for which certification is sought. An official transcript must be submitted.

c. Professional Activities

The applicant must demonstrate active professional involvement through contributions to KMTA/MTNA activities; or through professional performance as a soloist, accompanist, or ensemble member; or through published compositions or articles.

d. Evidence of Student Accomplishments

The applicant must show evidence of student accomplishments through student awards, participation in KMTA competitions and auditions, and/or tapes of student recitals.

D. RECIPROCITY

The Certification Committee shall recognize certificates issued by other state associations that maintain the same or similar standards as set forth in this plan. Upon application and evaluation, the Committee will issue a KMTA Certificate equivalent to the one issued by another state association.

E. APPLICATION FOR CERTIFICATION

1. KMTA members seeking certification must request an application form from the Certification Chair. On the form the teacher will list full information regarding experience, education, and musical activities. The application form, accompanied by a non-refundable application fee of \$5.00, should be returned to the Certification Chair along with official transcripts and other supporting documentation. These materials are evaluated by the Certification Chair and at least one other KMTA or MTNA certified member.
2. If a pupil demonstration is required, the Certification Chair will request that the applicant submit a pupil demonstration fee of \$45.00. Upon receipt of the pupil demonstration fee, the Certification Chair will make arrangements for a KMTA or MTNA certified teacher to adjudicate the pupil demonstration and will send four Pupil Demonstration Adjudication Forms to the applicant for preliminary information. The adjudicator, in consultation with the applicant, will arrange a time and place for the pupil demonstration and will return the completed adjudication forms along with a final report form to the Certification Chair.
3. When the applicant has successfully completed all of the requirements for certification, the Certification Chair will issue the appropriate certificate, for which a final fee of \$5.00 will be charged.

F. RENEWAL OF KMTA CERTIFICATES

Certification is subject to renewal every five years and will become permanent on the third renewal. The renewal application should be obtained from the Certification Chair, and must be returned with a \$10.00 renewal fee prior to the expiration date.

The renewal applicant must demonstrate evidence of ongoing professional development, continued involvement in professional activities, and student accomplishments.

If the renewal application is submitted after the expiration date, but within one year of the expiration date, a \$20.00 late fee will be assessed.

If certification is not renewed within one year of the expiration date, reinstatement procedures will be determined by the KMTA Executive Board and a \$50.00 late fee will be assessed.

G. RESPONSIBILITIES OF THE CERTIFICATION CHAIR

1. The Certification Chair shall oversee and coordinate all steps involved in the process of KMTA Certification and Certification Renewal.
2. The Certification Chair shall appoint an ad-hoc committee of two or more KMTA or MTNA certified members to evaluate the credentials submitted by applicants. All statements and documents must be approved by this committee PRIOR to the pupil demonstration.
3. The Certification Chair shall select a KMTA or MTNA certified teacher to adjudicate the students participating in the pupil demonstration.

SUMMARY OF FEES

All fees are non-refundable. Checks made payable to KMTA should be sent to the Certification Chair.

1. \$5.00 fee required with the initial application.
2. \$45.00 fee required for those applicants whose certificate requires a pupil demonstration.
3. \$5.00 final fee for issuance of the appropriate certificate.
4. \$10.00 fee for renewal.
5. \$20.00 fee for late renewal.
6. \$50.00 reinstatement fee.

APPLICATION CHECKLIST

- ❑ Applicant sends a request to the State Certification Chair for information and an official application form.
- ❑ Applicant returns the completed application form, \$5.00 application fee, official transcripts, and other supporting materials to the Certification Chair.
- ❑ Certification Chair processes the application and supporting documents to determine eligibility and the type of certificate. The application must be evaluated by at least one other KMTA or MTNA certified member.
- ❑ If the credentials are approved, the Certification Chair requests that the applicant submit the \$45.00 pupil demonstration fee if a pupil demonstration is warranted.
- ❑ Upon receipt of the pupil demonstration fee, the Certification Chair makes arrangements for a KMTA or MTNA certified teacher to adjudicate the pupil demonstration.
- ❑ Certification Chair sends four adjudication forms to the applicant, who completes the preliminary information and gives the forms to the adjudicator at the pupil demonstration. The adjudicator evaluates each pupil and returns the completed adjudication forms along with a final report form to the Certification Chair.
- ❑ Once all of the requirements have been met, the Certification Chair requests that the applicant send the \$5.00 final fee so that the appropriate certificate may be issued to the applicant.

For information and questions regarding KMTA or MTNA Certification, contact the State Certification Chair:

Brenda Kee, State Certification Chair
2904 Carlingford Drive
Louisville, KY 40222
(502) 426-2050/e-mail: BrendaEKee@aol.com

For complete information on national MTNA Certification and an application packet, visit the MTNA website: www.mtna.org