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**The CFMTA/FCAPM Certificate of Recognition for Professional Achievement**

CFMTA/FCAPM is a professional organization of music educators throughout Canada. In order to promote continued professional growth by our members, we are offering **“The CFMTA/FCAPM Certificate of Recognition for Professional Achievement”** to encourage members to grow as musicians, educators and mentors.

The Canadian Federation of Music Teachers’ Associations has set up a program in which those who show professional development/practice throughout the year be rewarded with a certificate. This would be renewable every two years with points being accrued over a two-year period and the certificate will remaining valid for two years. A fee of $10.00 to cover the administrative cost, certificate and postage would accompany the application form. These high-quality certificates could be displayed in studios and the recognition used in advertising. Please note that this is a voluntary program for individual members and is in no way part of the membership process, which is handled by our provincial organizations.

The applicants for the recognition certificates would complete a “Documentation of Professionalism” and send it to the Secretary-Treasurer of CFMTA/FCAPM. The certificates would be issued yearly, in January. The certificate would be renewable every two years. Please refer to Documentation of Professionalism, which can be downloaded from the “members only” section of the website.

In many professional organizations, professional development is mandatory for membership renewal: for example, dentistry, chartered accountancy, etc. In our own profession, the MTNA, our fellow teaching organization in the United States, requires all Certified Music Teachers to complete a “Documentation of Professional Renewal Activities Points Form” by July 1st of each renewal year, in order to keep their certification current. Though our program is voluntary, we hope that many of our members will apply for the certificate, as recognition of their excellent professional diligence.

**BENEFITS**

* Commitment to continued growth in your chosen profession of music instruction
* Commitment to providing our membership with goals of personal professional achievement as music instructors
* Commitment to validating and rewarding those who show personal professional achievement
* Enhancing the quality of musical instruction for Canadian students through continuing education
* Increasing participation and leadership in musical events at the national, provincial and branch level
* Promoting professionalism through contributing to the profession, building partnerships, student involvement and personal evaluation
* Promoting mentorship and partnering with pedagogy advocates

**CFMTA/FCAPM is committed to the promotion of professionalism and professional development for our membership**.

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**The CFMTA/FCAPM Documentation of Professional Achievement Application**

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| Name: |  |  |
|  |  |  |
| Address: |  |  |
|  |  |  |
| City |  | Province |  | Postal Code |  |
|  |  |  |
| Phone: |  |  |
|  |  |  |
| Email: |  |  |
|  |  |  |
| Member of: |  |  | (province and branch) |

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| **Section 1: Personal Renewal** |
| **ACTIVITY** | **POINTS AVAILABLE** | **DATE and LOCATION of EVENT** | **PTS** **EARNED** |
| 1. Attend a music education

workshop or seminar | ½ day = ½ point  |  |  |
| Full day - 1 point per day   |  |  |
| 1. Attend a provincial and/or

national conference | 1 point per day |  |  |
| 1. Attend a branch/ local

pedagogical program | 1 point for 3 programs per year |  |  |
| 1. Attend a university or college credit course in music
 | 1 point per credit hour |  |  |
| 1. Private (applied) music study
 | 1 point per 6 lesson term |  |  |
| 1. Attend a concert or concert series
 | 1 point per 3 concerts |  |  |
| 1. Other
 |  |  |  |

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| **Section 2: Professional contributions** |
| **ACTIVITY** | **POINTS AVAILABLE** | **DATE and LOCATION of EVENT** | **PTS** **EARNED** |
| 1. Hold office on the executive

at the branch level | 2 points per year |  |  |
| 1. Hold office at the provincial or

national level | 2 points per year |  |  |
| 1. Serve as committee chairman

at any level  | 1 point per year |  |  |
| 1. Serve on local arts council,

festival committee or contribute to other cultural events  | 1/2 point per event |  |  |
| 1. Publication of composition or

article/software involving music  | 1 point  |  |  |
| 1. Volunteer to host a branch

recital or event  | 1/2 point per event |  |  |
| 1. Present a seminar/concert in

your community  | 1 point per year |  |  |
| 1. Bring a new member into the

branch/mentoring  | 1 point/new member |  |  |
| 1. Other
 |  |  |  |

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| **Section 3: Studio Participation** Note: Members who are not actively teaching may omit Section 3 and apply for the certificate if the total numbers of points from Section 1 and 2 equal 8 points. |
|  **ACTIVITY** | **POINTS AVAILABLE** | **DATE and LOCATION of EVENT** | **PTS****EARNED** |
| 1. Enter students in examinations, festivals and musical events
 | 1 point per year |  |  |
| 1. Involve students in local events, such as branch recitals,

workshops and master classes  | 1 point per year |  |  |
| 1. Involve students in

music writing competitions  | 1 point per year |  |  |

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| --- | --- | --- | --- |
| 4. Involve students in ensembles (duets, trios, variety of instruments, etc.) at a public performance.  | 1 point per year |  |  |
| 5. Collaborate with other music programs, such as school, community orchestra or choir, Summer music camp, etc. Show student involvement as a result of your encouragement | 1 point per year |  |  |
| 6 Other | 1point per year |  |  |
| 7. Other | 1 point per year |  |  |

|  |  |  |
| --- | --- | --- |
| Section 1: |  | (minimum of three points needed) |
|  |  |  |
| Section 2: |  | ( minimum of three points needed) |
|  |  |  |
| Section 3: |  | ( minimum of 2 points needed) \* |
|  |  |  |
| TOTAL POINTS: |  | ( minimum of 8 points needed) |

**TOTAL POINTS EARNED**

I hereby verify that I have participated and earned the points claimed.

|  |  |
| --- | --- |
| Signature: |  |

Please send your completed form to:

CFMTA/FCAPM

Sue Jones, Awards and Competitions Chair

259 Crocus Avenue

Ottawa, ON K1H 6E7

Be sure to enclose your cheque for $10.00 made out to CFMTA/FCAPM.

You may also scan your form and email\* it to:

competitions@cfmta.org

\**Please remember to mail the $10.00 cheque*