



# 2011-12 Marin Branch Certificate of Merit Policy and Teacher Work Agreement

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*The CM Program can only work with the assistance of its teachers. If you intend to give your students the gift of Certificate of Merit, you must be willing to do your part. It cannot work without you. Thank you for your commitment to CM.*

In support of CM Policy IV #3\*, we have found that it is necessary to formalize this willingness to help in the form of a “Teacher Agreement” so that we can guarantee the success of the program. This Agreement outlines your minimum responsibilities as a teacher entering students in the program. Please read this agreement carefully, fill out the section regarding your job preferences and sign in the space provided. **This is required and your registration will not be considered complete until this agreement is received.**

*\*CM Policy IV #3: Branches may require the involvement of teachers who enter students in Path A CM, and may establish a reasonable fee for non-involvement. Should the teacher violate his/her Branches' procedures and/or policy, and refuse to pay the fine by the deadline set by the individual branch, the teacher will be temporarily disqualified from participating in CM, both Path A and Path B, until the fee is paid. This is in accordance with the MTAC State Bylaw Article III, Section 12 and MTAC Standing Rule A, #10.*

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I \_\_\_\_\_ understand that by entering students in the Certificate of Merit Program:

- I am required to attend the September CM information meeting, beginning in 2009. (Exception: Only if you are excused by your CM Branch Chair one week in advance.)
- I must have access to email and that most communications will be by email. I agree to check my email regularly (at least weekly).
- I will enroll my students in CM via the internet at [www.mtac.org](http://www.mtac.org) between Sept. 15<sup>th</sup> and midnight Nov. 15<sup>th</sup>. The website will compute CM fees due, which includes the branch fees.
- That by Nov. 16<sup>th</sup> my CM Branch Chairperson must have received from me:
  - One check made out to the branch including the fees for all Path A and Path B students
  - A printout of my *Student List*
  - A printout of the *Student Fees List*
  - This policy signed
- There is no late registration and there is absolutely no refund after registration closes.
- I must make every effort to see that all Registration and Evaluation Information is correct, and that my students' names are typed correctly. Errors cannot be changed after Nov. 15<sup>th</sup>.
- My Teacher Work Day requirements are based on my Path A Registrations, as follows.
  - 1-4 students = 2 hours
  - 5-9 students = 4 hours
  - 10-14 students = 6 hours
  - 15-19 students = 8 hours
  - 20 or more = 8 hours plus extra work per CM chair

- I must work on Evaluation Day. In rare circumstances a substitute may be accepted by the Branch Chair at the Chair’s discretion. The proposed substitution MUST be discussed with and approved by the Branch Chair no later than one week before Evaluation Day. In the event of a medical or other emergency on the day of CM, I am required to arrange for a substitute to take my place. That substitute may be another teacher (preferable), a family member, friend or parent of a student. In addition, I must immediately inform the CM Chair of my absence and give him/her the name and phone number of my substitute. A fine of \$75 per hour for each hour required and not worked, payable to the branch, will be imposed if I refuse to work or do not show up for my assigned shift (prorated if I show up late or leave before my shift is over). If I refuse to pay the fine by the deadline set by the branch, I will be disqualified from participating in CM, both Path A and Path B, until the fee is paid. Members may apply for exceptions, such as for physical disability, injury, medical issues, financial hardship, with appropriate evidence provided by the applicant, to be decided on a case-by-case basis at the sole discretion of the Branch Board.
- Dropping students later does not change this agreement which is based on initial registrations.
- I agree to work where needed and will maintain a positive atmosphere for CM.
- I must follow Policy III #1 “line of communication” and if I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to my Branch CM Chairperson.
- I will not give out the name, address, email or phone number of the Chairperson, CM Council or State Board Members to my students or their parents.
- I must read and abide by the current CM Syllabus and the current state Certificate of Merit Policy.
- I will not use cell phones while on the job working evaluations.
- I will not bring my children with me to work my shift.
- I must be the primary teacher for the students I enroll in CM and may not enter students under my name for any other teacher. In doing so, I will risk becoming a *Member NOT in Good Standing* and lose the privilege of entering my students in CM.
- **Job preference:** *Please number the following jobs from 1 to 9 with 1 being your most preferred job and 9 your least preferred job. Your most preferred job will be assigned if possible, but it is not guaranteed. Please note any physical disabilities that affect your ability to carry out certain jobs.*

- \_\_\_\_\_ Set-up
- \_\_\_\_\_ Check-In
- \_\_\_\_\_ Ear Training Monitor
- \_\_\_\_\_ Room Monitor for Performance Evaluations
- \_\_\_\_\_ Grading Theory Tests
- \_\_\_\_\_ Data Entry (Requires Computer Skills)
- \_\_\_\_\_ Runner
- \_\_\_\_\_ Clean-up
- \_\_\_\_\_ Hospitality (replenishing food and beverage tables periodically)

**Comments (continue on back of this page, if needed):** \_\_\_\_\_

**This policy must be signed and returned along with your student fees check, student list, and fees list by Nov. 16<sup>th</sup>. Please keep a copy of this agreement for your records.**

I, \_\_\_\_\_ (print name) understand the above Certificate of Merit Teacher Agreement Policy and have also read the current Certificate of Merit Policy issued by the CM Council and the current CM Syllabus.

I will not be able to work, and am including payment of \_\_\_\_\_

Confirm email address \_\_\_\_\_

CM Teacher’s Signature \_\_\_\_\_ Date \_\_\_\_\_