



**ALBERTA REGISTERED MUSIC
TEACHERS' ASSOCIATION (1982)**

MEMBERSHIP GUIDELINES (PROVINCIAL)

A. TYPE OF MEMBERSHIP

1. Full Member

One of the following qualifications is required:

1. A music degree (e.g. Bachelor of Music or higher) from a recognized post-secondary institution with evidence of training in pedagogy and documentation of two years of successful teaching experience.
2. An Associate or Licentiate Teacher's Diploma from a recognized institution and documentation of two years of successful teaching experience.
3. An Associate or Licentiate Performer's Diploma from a recognized institution with evidence of training in pedagogy and documentation of two years of successful teaching experience.

At the discretion of the Examining Committee, an applicant who does not meet one of the above three requirements may be granted membership for exceptional musical accomplishments.

2. Affiliate Member

Level I: Completed Grade 10 Practical exam with co-requisite theory from a recognized musical institution or Level 8 Contemporary Idioms with co-requisite theory from Conservatory Canada.

Level II: Completed Grade 9 Practical exam with co-requisite theory from a recognized musical institution or Level 7 Contemporary Idioms with co-requisite theory from Conservatory Canada.

Definitions:

- "Music Degree" (e.g. Bachelor of Music or higher)
 - The degree must include specialized and advanced-level training in one of the areas in which ARMTA certification is granted (see Application Form: "Subject Areas of Registration")
- "Recognized institution"
 - a university or conservatory of music (e.g. University of Alberta, Manhattan School of Music) or an examining board (e.g. Royal Conservatory, Conservatory Canada, Trinity Guildhall).
- "Training in pedagogy"
 - a full credit course from a recognized institution, or attendance at workshops, summer courses, master classes, and/or certification in a recognized music teaching methodology.
- "Successful teaching experience"
 - see Section B(3) in the application form for examples.

Full Members and Affiliate Members have \$5,000,000 liability insurance coverage as a member of the Canadian Federation of Music Teachers' Associations (CFMTA).

REQUIRED SUPPORTING DOCUMENTATION

Documentation is required in **five** areas. As a professional organization, it is of mutual benefit to the individual and the group to establish a recognized level of training and competency. Professional certification also implies a standard of achievement that is recognized by our peers, our students, and parents. With respect to the Police Check, this is becoming a standard practice in organizations that work with children, particularly so for those who interact in one-on-one situations. We recommend that you keep up-to-date with regard to this matter.

As outlined below, regardless of whether you are a beginning teacher or an established professional, there are many ways to fulfill the documentation requirements for each area. Some documents might suffice for more than one category. For example, a "Letter of Reference" might also provide "Evidence of Successful Teaching". Student festival and exam results might also provide "Evidence of Teaching Experience".

- All required documents should accompany this application. Photocopied documents are acceptable.
- Each document submitted must be signed and dated by the applicant.
- If documents are in a language other than English or French, a notarized translation must be provided. For educational transcripts, it is also recommended that the services of organizations such as International Academic Credential Evaluators Inc. (www.iacei.net), Foreign Academic Credential Services Inc. (www.facsusa.com), or the International Qualifications Assessment Service (<http://employment.alberta.ca/Immigration/4512.html>) be utilized.

C. APPLICATION FOR REINSTATEMENT

Former members wishing to reinstate their membership have two options:

1. Reapply as a new member (submitting all documentation and information as indicated above).
2. Apply for reinstatement:
 - a) No documentation required
 - b) Submit two separate cheques:
 - i) \$100.00 reinstatement fee
 - ii) applicable annual membership fee (see below)

<p>Please return application materials to:</p> <p>ARMTA Administrator PO Box 247 Stn. Main Edmonton, AB T5J 2J1</p> <p>Phone: 780-554-7682 Email: armtaadmin@shaw.ca Web: www.armta.ca</p>	<p>Please submit two separate cheques payable to "ARMTA":</p> <ol style="list-style-type: none">1. \$15.00 non-refundable application fee OR \$100.00 reinstatement fee (no documentation required)2. \$135.00 (full year provincial fee, April 1 – March 31) OR \$67.50 (half-year provincial fee, October 1 – March 31) <p><i>(Membership fee will be returned if application is unsuccessful)</i></p>
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**ALBERTA REGISTERED MUSIC
TEACHERS' ASSOCIATION (1982)**

APPLICATION FOR MEMBERSHIP (PROVINCIAL)

PLEASE PRINT CLEARLY

A. PERSONAL INFORMATION

Name _____ Phone _____
 Address _____ Cell _____
 City _____ Fax _____
 Province _____ Postal Code _____ E-Mail _____
 Website _____

Is your studio location at a different address from the one listed above? Yes _____ No _____

If yes, please complete the following section:

Studio Name _____ Phone _____
 Address _____ Cell _____
 City _____ Fax _____
 Province _____ Postal Code _____ E-Mail _____
 Website _____

How long have you resided in Alberta? _____

According to ARMTA Bylaws you must be at least 18 years of age to be a member of the organization.

Successful applicants will be contacted by the branch closest to them regarding local branch membership.

B. REQUIRED SUPPORTING DOCUMENTATION

1. EDUCATION CREDENTIALS

Indicate level of education attained:

- High School Grade 9 (or equiv.) Music Certificate Grade 10 (or equiv.) Music Certificate
- Associate in Performance Associate in Teaching Licentiate Fellowship
- Bachelor of Music Other Undergraduate Degree _____
- Master of Music Doctorate of Music Other Graduate Degree _____
- Pedagogy courses (specify) _____
- Other _____

List institution, level achieved, date, subject major, and/or principal instrument

- **Submit all appropriate transcripts (including a listing of courses completed) or other documentation of relevant educational experiences.**

2. EVIDENCE OF TEACHING EXPERIENCE

How many years have you taught?

- Privately _____
- In a Commercial Music School _____
- In a Grade School (public or private) _____
- In a Conservatory _____ In a University _____

Evidence of teaching experience can be validated through such things as:

- studio advertisements
- studio policy statements
- lesson plans
- student recital programs
- student exam or festival participation
- class lists
- employment contracts

A snapshot of activities over a representative range of years is preferable.

List dates, locations, subjects, levels of instruction, and institution names where you taught (if applicable).

3. EVIDENCE OF SUCCESSFUL TEACHING

Evidence of successful teaching can be validated through such things as:

- parental and/or student and/or institutional support letters
- student exam or festival results (a cross-section of several years and/or levels is suggested)
- student scholarships and awards
- students' acceptance into advanced programs of study
- evidence of public recognition as a teacher

4. LETTER OF REFERENCE

- Ideally, the referee should be a current ARMTA member unless you have just recently moved to the province.
- The referee should be someone who is familiar with your teaching.
- The referee's comments should make reference to your educational credentials and evidence of successful teaching experience.

5. POLICE CHECK

- A copy of a current Child Abuse Registry or Criminal Record Check. This may be obtained at any division of the RCMP or from your local Police Force.

B. SUBJECT AREAS OF REGISTRATION

In directory listings and in studio advertising, teachers should consider the ethics of using the Registered Music Teacher (RMT) designation in conjunction with disciplines in which they have not been certified by ARMTA. Recognizing that many teachers do offer competent services in other disciplines, the following format is suggested:

John Doe, **Piano, Voice** (flute, harp, rudiments)

Please indicate the areas of specialization for which you are both qualified and wish to be recognized by the Alberta Registered Music Teachers' Association.

NOTE: Documentation MUST be provided for EACH area in which you wish to be recognized.

- | | | | |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Theory: Rudiments | <input type="checkbox"/> Vocal*** | <input type="checkbox"/> Recorder | <input type="checkbox"/> Violin |
| <input type="checkbox"/> Theory: Advanced* | <input type="checkbox"/> Vocal Pedagogy | <input type="checkbox"/> Flute | <input type="checkbox"/> Viola |
| <input type="checkbox"/> History | <input type="checkbox"/> Piano | <input type="checkbox"/> Oboe | <input type="checkbox"/> Cello |
| <input type="checkbox"/> Aural Musicianship | <input type="checkbox"/> Piano Pedagogy | <input type="checkbox"/> Clarinet | <input type="checkbox"/> Bass |
| <input type="checkbox"/> Kodály | <input type="checkbox"/> Organ (Electronic & Pipe) | <input type="checkbox"/> Bassoon | <input type="checkbox"/> Classical Guitar |
| <input type="checkbox"/> Choral Conducting | <input type="checkbox"/> Accordion | <input type="checkbox"/> Saxophone | <input type="checkbox"/> Electric Guitar |
| <input type="checkbox"/> Instrumental Conducting | <input type="checkbox"/> Harpsichord | <input type="checkbox"/> Trumpet | <input type="checkbox"/> Harp |
| <input type="checkbox"/> Composition | <input type="checkbox"/> Alexander Technique | <input type="checkbox"/> French Horn | <input type="checkbox"/> Percussion |
| <input type="checkbox"/> Orchestration | <input type="checkbox"/> Feldenkreis Technique | <input type="checkbox"/> Trombone | <input type="checkbox"/> Timpani |
| <input type="checkbox"/> Early Childhood** | | <input type="checkbox"/> Euphonium | <input type="checkbox"/> Tuba |
| <input type="checkbox"/> Other (please specify) _____ | | | |
| <input type="checkbox"/> I teach in a foreign language (specify) _____ | | | |

* Includes harmony, counterpoint, analysis – provide documentation of successful teaching

** Registration in Early Childhood requires registration in at least one other instrument

*** Includes Vocal Coaching

*I hereby certify that the information presented on this document is correct.
Should this application be successful, I agree to abide by ARMTA's legislation and Code of Ethics.*

Signature _____

Date _____

For registrar/committee use:

Membership Approved _____ Membership Lapsed _____

Reinstated _____ Upgrade Approved _____ Retired Status _____