

GENERAL INFORMATION

OMTA CERTIFICATION

www.okmta.org

Effective with the 1942 Oklahoma Music Teachers Association (OMTA) convention, all Active Members have been required to become certified by OMTA, and since that time OMTA has continued to elevate the standards of the teaching of music. Teachers renew their certification every five years by showing participation in OMTA and /or MTNA related activities and by payment of annual state and national dues.

The Oklahoma Music Teachers Association is affiliated with the Music Teachers National Association (MTNA). In 1967, a program of National Certification was developed by MTNA. OMTA encourages teachers to participate in the National Certification program, and OMTA accepts MTNA certification in lieu of state certification. The designation of Nationally Certified Teacher of Music (NCTM) is given to successful candidates who meet the professional competencies and standards required for MTNA certification. All applied music teachers actively engaged in the profession are eligible to apply for MTNA Professional Certification. Detailed descriptions of the requirements and all forms and fee information are available from MTNA headquarters or online at www.mtna.org. Contact the MTNA office at 1-888-512-5278 or MTNA, 441 Vine Street, Suite 3100, Cincinnati, Ohio 45202-3004. Once MTNA certification is established, state certification by renewal points is no longer necessary as long as the MTNA granted certification is renewed.

The OMTA Membership and Certification Handbook is prepared by the OMTA Committee for Membership and Certification and approved by the OMTA Board. The committee may consist of the Provisional Membership Chair and two (2) members from each District. The OMTA Vice President for Membership and Certification serves as chair with the OMTA President and Treasurer as members ex officio.

OMTA MEMBERSHIP CLASSIFICATIONS

Active Membership

Is open to all individuals professionally engaged in any field of music teaching who satisfy the requirements for OMTA or MTNA Certification, or are working toward those requirements, and maintain current paid membership in the Oklahoma Music Teachers Association and the Music Teachers National Association.

Certified Member

An active member who has met certification requirements by college credit or by exam, an emeritus member, college faculty member, or nationally certified member

Emeritus Member

A previously certified member who has reached age 65- emeritus members are no longer required to submit renewal points

Senior Dues (age 70)-receive 25% off the cost of state dues

College Faculty Member

An applicant who is a full-time member of the music faculty or a part-time adjunct faculty whose teaching load is at least 2/3 FTE

MTNA Certified Member

An OMTA member who has been certified by MTNA (NCTM)

Provisional Member

An active member who has not yet met certification requirements-the member has six (6) years to meet requirements

Associate Membership

An individual not actively engaged in any field of music teaching, but who wishes to support the activities of OMTA and maintain current paid membership in OMTA and MTNA

A member who has not renewed certification by June 30 of the 5th year

Student Membership

A full-time college student currently involved in music study who maintains current paid membership in the Oklahoma Music Teachers Association and the Music Teachers National Association- (Oct. 1 –Sept. 30)

MEMBERSHIP PRIVILEGES

The payment of annual membership dues to OMTA and MTNA provides the following privileges for each of the classifications listed below:

Active Membership

- Participating in the activities of the Association
- Attending meetings upon payment of any registration fee
- Entering students in auditions
- Voting
- Receiving the American Music Teacher and the Oklahoma Music Teacher
- Holding office (certified members only)

Associate Membership

- Participating in the activities of the Association
- Attending meetings upon payment of any registration fee
- Receiving the American Music Teacher and the Oklahoma Music Teacher
- May not enter students in OMTA Auditions
- May not hold office

Student Membership

- Participating in the activities of the Association
- Attending meetings upon payment of any registration fee
- Receiving the American Music Teacher and the Oklahoma Music Teacher
- May enter students in OMTA non-competitive auditions

STATE CERTIFICATION REQUIREMENTS

Teachers may achieve state certification by college credit, examination, or a combination of both. State Certification must be complete within 6 years of becoming an OMTA member- deadline June 30. (One category in each of the three groups is required to be completed).

1. -6 semesters in applied area of performance- of these, up to four (4) semesters may be in methods, materials, or pedagogy for the specified branch of music
OR
- Pedagogy Notebook and Video of Student Performances and Teacher Demonstration
2. -4 semesters in Music Theory
OR
-OMTA Music Theory Exam
3. -3 semesters in Music History / Music Literature
OR
-OMTA Music History/Literature Exam

Provisional Membership

An Active Member unable to fulfill the requirements for State Certification by degree or diploma will be granted Provisional Membership for a total of six years. The provisional period will expire on June 30 of the sixth year following the year the member joined OMTA. In the six-month period immediately prior to the expiration of the provisional status, a member may apply for a one-year extension by providing documentary proof of continued music study in a college or university, or other study, to complete requirements.

Any individual whose Provisional Membership has expired may continue membership in OMTA as an Associate Member with the privileges granted with that membership classification.

Specific requirements and guidelines for preparing for the examinations are on the OMTA Website –www.okmta.org. Each applicant's transcript(s) is reviewed by the OMTA Vice President for Membership and Certification to determine which examination(s) must be completed to obtain State Certification. The applicant will only be required to take the examination(s) needed to fulfill the requirements.

For example, a teacher applying for State Certification in an applied area of performance who has earned the required number of college credits in music theory and music history would be required to complete only the pedagogy notebook and the video.

College Faculty Certification

The OMTA College Faculty Certificate is awarded to an applicant who is a full-time member of the music faculty of a college or university or a part-time adjunct faculty whose teaching load is at least 2/3 FTE.

Applicants seeking the OMTA College Faculty Certificate must submit a Verification of Teaching Status form in addition to the OMTA Application for Membership form. The Verification of Teaching Status form is in lieu of college transcripts and must be submitted every 5 years for renewal. The verification form must be signed by the Dean. The OMTA College Faculty Certificate is valid for five (5) years.

Applicants will be certified in the teaching field for which they have been hired by the college or university. Teachers who are teaching in an area outside of their major degree field, must submit a transcript for evaluation. Applicants seeking certification in additional fields, may be certified by providing transcripts showing the required number of hours or may submit a video of their students and pedagogy notebook.

Upon retirement or termination of a faculty or adjunct position, a member may remain certified by submitting the documentation of renewal points every five (5) years until age 65.

EXAMINATION GUIDELINES

A Pedagogy Notebook and a Video showing performances of the applicant's students and a teaching demonstration are required in lieu of the 6 semesters in the specified branch of music. These must be delivered or mailed to the Provisional Membership Chair or Vice-President for Membership and Certification.

Postmark deadlines: May 2 and January 2

Pedagogy Notebook

The intent of the Pedagogy Notebook is to:

- Assist the teacher in the selection and organization of teaching materials
- Provide a file for materials used in workshops and classes
- Encourage an approach to effective teaching that is ongoing
- Aid in the organization of business methods and materials
- Categorize all materials needed for professional teaching

The Committee on State Certification encourages teachers to include in the Pedagogy Notebook the following:

- Teaching materials already in use
- Business methods currently being used
- Workshop handouts
- Written notes from seminars and/or classes
- Articles from professional magazines
- Repertoire review lists
- Programs

Brief outline of the Pedagogy Notebook

- I. Method Books
- II. Teaching Musicianship
- III. Memorization
- IV. Sight-Reading
- V. Practicing
- VI. Group Teaching
- VII. Motivation
- VIII. Business Methods
- IX. Pedagogical projects
- X. Additional Materials

The detailed outline for the Pedagogy Notebook is available online at www.okmta.org or you may request the outline from the OMTA Provisional Membership Chair. It is recommended that the applicant immediately begin compiling this notebook and turn it in before the deadline closest to completion of any other required exams.

The Committee on Membership and Certification will review the Pedagogy Notebook and return the notebook to the applicant with approval or suggestions for improvement.

Video Demonstration

The intent of the video performance of the applicant's students and the teaching demonstration is to:

- Demonstrate the teacher's selection of repertoire
- Give evidence of the teacher's understanding of musicianship
- Display the effectiveness of the teacher's ability

Video Guidelines for Teachers

Student participants: Choose six students for the video who have studied with you a minimum of 9 months. They should represent all ages and levels in your studio and reflect the quality of your teaching.

Performances: Each of the six students will perform one piece appropriate to the level and ability of the student. Compositions should be short or moderate in length. Three of the six students must play from memory. The repertoire should display contrasts in mood, style, keys, and represent at least two periods in history, including one contrapuntal piece.

Teaching demonstrations: The video should show five minutes of a lesson with an elementary student and ten minutes with an intermediate student.

- Present to one student a piece that is new to the student.
- Present to the other student a piece that the student has recently begun to study.
- With both students, the focus for the lesson might include:
 - technical skills: (scales, arpeggios, cadences, hand position, posture, pedal technique etc.) appropriate to the instrument and level of ability of the student
 - stylistic elements: (phrasing, dynamics, articulation, form, harmonic analysis practice suggestions)

The Committee on Membership and Certification will evaluate the video, listening for appropriate repertoire, accuracy, style and as works in progress, not for competition level performance. Consideration will be given to the teaching ability of the applicant rather than the talent of the student. All approved /unapproved videos will be returned to the applicant.

Theory and History Examinations

The following materials for study are available online at www.okmta.org or can be obtained from the OMTA Provisional Chair

- OMTA History outline (brief outline here, detailed available online)
 - I. Music through the Middle Ages
 - II. Renaissance 16th Century
 - III. The Baroque Period 1600-1750
 - IV. The Classical Period 1750-1820
 - V. The Romantic period 1820-1900
 - VI. Development of Modernism
 - VII. Late 20th Century

- OMTA Theory outline (brief outline here, detailed available online)
 - I. Notation
 - II. Scales, Modes, and Key Signatures
 - III. Intervals
 - IV. Triads
 - V. Part Writing
 - VI. Nonharmonic Tones
 - VII. Cadence and Second Inversion Chords
 - VIII. Cadence and Second Inversion Chords
 - IX. Dominant Seventh Chords
 - X. Leading Tone Seventh and Nondominant Seventh Chord
 - XI. Leading Tone Seventh and Nondominant Seventh Chord
 - XII. Secondary Dominant Chords
 - XIII. Modulation
 - XIV. Borrowed Chords and Neapolitan Sixth Chords
 - XV. Borrowed Chords and Neapolitan Sixth Chords
 - XVI. Augmented 6th chords
 - XVII. Sequences
 - XVIII. Form in Music
 - XIX. 20th Century

The Theory and History examinations may be scheduled at any time with the OMTA Provisional Chair/Membership and Certification. Both examinations are open book and the applicant is permitted to bring materials, including all OMTA study materials. The fee for each written examination is \$20.00.

OMTA CERTIFICATION

OMTA Certification is valid for a period of five years. Certification will expire on June 30 of the fifth year following the year of certification.

To maintain State Certification a member shall:

- Maintain current paid membership in MTNA and OMTA
- Apply for renewal every five years by providing documentation of ten points earned during those five years

OMTA CERTIFICATION RENEWAL

Ten renewal points must be earned during the five-year period preceding the renewal application. Apply for renewal before June 30 by providing the Vice President for Membership and Certification documentation of ten points earned during those five years. Failure to complete the renewal process by June 30 will result in membership status being changed to Associate.

A member holding OMTA Certification in more than one area may renew all areas with the same ten renewal points but evidence of continued activity in each area must be presented.

Exceptions:

- Emeritus Members-members 65 or older no longer need to document points
- College Faculty Members-members must submit a verification of teaching status form every five (5) years, prior to the expiration date of the College Faculty Certification
- MTNA Certified Members-OMTA accepts MTNA certification in lieu of OMTA certification. *However, an OMTA member whose MTNA National Certification has expired is required to maintain State Certification through the documentation of points required for renewal of OMTA Certification.*

There is no state certification renewal fee. However, applications for renewal postmarked after June 30 of the year of expiration require two additional documented points for each lapsed year. After two years of lapsed state certification, a teacher must submit a new application and complete all necessary requirements for State Certification. (Exception: A member who returns to Oklahoma after having resided out of state for more than one year and who has maintained continuous membership in MTNA during the residency in another state.)

The folder for listing renewal points is located in the current OMTA Membership Handbook. This should be taken to all workshops, conventions, auditions, etc., and attendance or participation documented by the signature of the registrar or chair of the activity. If it is not possible to obtain a signature, other documentation such as a program or nametag will be accepted.

POINT SYSTEM FOR RENEWALS

Activity	Point Value
Professional Growth- Minimum of 2 points	
• Registered attendance at District Conference.....	1
• Registered attendance at OMTA Conference.....	1
• Registered attendance at MTNA Conference (Minimum of two (2) days).....	2
• College Course in Music.....	1 per credit hour (present documentation showing completion of course)
• Music Workshop attendance.....	1 (Minimum: 3 hours duration)
Professional Leadership	
• Serving as OMTA President, Provisional Chair, Vice President for Auditions, Vice President for Local Associations, Recording Secretary, Treasurer, Editor or District President.....	1 per year
• Serving a two-year term on OMTA Board.....	1
• Serving a two-year term on OMTA Committee.....	1
• Serving as Chairman of MTNA/OMTA audition (Local, State, Division, National).....	1 per year
• Serving as Local Association President, Vice President, Secretary, Treasurer.....	1 per year
• Serving on a local Association Board as Committee Chair.....	1 per year
Professional Activities- Minimum of 2 points	
• Serving as Monitor for MTNA/OMTA audition.....	1 (one point for every <i>eight accumulated hours</i>)
• Public performance by Teacher.....	2 (Minimum: 40 minutes performance time) (Identical programs count only once)
• OMTA Conference ensemble performance By Teacher.....	1
• Entering Students in MTNA/OMTA Auditions.....	1 Audition per year

When applying for renewal, send the renewal folder, properly signed, to the OMTA Vice President for Membership and Certification. This folder will be kept in your permanent membership file.

OMTA AUDITIONS

Teachers who have paid MTNA and OMTA dues for the current membership year may enter students in auditions sponsored by the Oklahoma Music Teachers Association. Teachers may enter students only in the performance area for which he/she is certified or provisional. Associate members may not enter students in any OMTA audition. Student members may enter students in OMTA non-competitive auditions.

OMTA Auditions held during the membership year include:

- **Junior Auditions- Competitive**
For students in school grades 3 through 8 – Piano and orchestral instrumentals
- **Senior Auditions- Competitive**
For students in school grades 9 through 12- Piano, voice and orchestral instruments
- **Marilyn Witcher Junior Honor Competition- Competitive**
For students in school grades 5 and 6 whose teacher is MTNA Certified- Piano and orchestral instrumentals
- **Collegiate Auditions- Competitive/ Non-Competitive**
For undergraduate and graduate students-Piano, voice, and orchestral instruments
Category A,B,C- Competitive
Category D,E- Non-competitive, critique only
- **District Achievement Auditions- Non-Competitive**
For students in school grades k through 12-Piano and orchestral instruments
Voice for students in school grades 7 through 12
- **State Achievement Audition- Non- Competitive**
For students qualifying in the District Achievement Auditions
 - **Clarence Burg Achievement Award** will be presented to students in grade 12 who have participation in the State Achievement Audition all four years in grades 9-12. The entrant should receive a rating of I+, I, I- II, or III each of the four years.
 - **OMTA Repertoire Award** will be presented to students who perform a piece from each of the four stylistic eras (Baroque, Classical, Romantic, Impressionistic/Contemporary). The pieces may be played in any order and do not have to be played in consecutive years.
 - **OMTA Merit Division Award** will be presented to students in grades 3-12 who met the requirements at the District level and participated in the State Achievement Audition with a rating of I+, I, or I-.
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Detailed information for each OMTA audition is printed in the *OMTA Membership Handbook*.

MTNA COMPETITIONS

Teachers who have paid MTNA and OMTA dues for the current membership year, as well as nonmember teacher (extra fee required), may enter students in auditions sponsored by the Music Teachers National Association. Student members may not enter students in MTNA auditions.

MTNA auditions held in the membership year include:

- **MTNA Student Composition Competition**
For ages 5-26 as of January 1
- **MTNA Junior Competition**
For students ages 11-14 as of January 1, in piano, brass, strings, and woodwinds
- **MTNA Senior Competition**
For students 15-18 as of January 1, in piano, piano duet, brass, strings, voice, and woodwinds
- **MTNA Young Artist Performance Competition**
For ages 19-26 as of January 1, in piano, brass, strings, voice, and woodwinds
- **MTNA Chamber Music Performance Competition**
For ages 18-26 as of January 1, must consist of a least three (3) performers and may have no more than six (6) performers in brass, piano, strings, and woodwinds. Ensembles with piano only are not permitted

Detailed information about each MTNA competition is printed in the April/May issue of *The American Music Teacher* and located on the MTNA website- www.mtna.org.

MTNA CODE OF ETHICS

Adopted by the OMTA Board

We, the members of Music Teachers National Association having dedicated ourselves to the advancement of musical knowledge and education, recommend the following principles of ethical practice as standards of professional conduct:

COMMITMENT TO STUDENTS- The teacher shall conduct the relationship with students and families in a professional manner.

- The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio.
- The teacher shall encourage, guide and develop the musical potential of each student.
- The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- The teacher shall respect the student's right to obtain instruction from the teacher of his/her choice.

COMMITMENT TO COLLEAGUES-The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall respect the integrity of other teachers' studios and shall not actively recruit students from another studio.
- The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

COMMITMENT TO SOCIETY-The teacher shall maintain the highest standard of professional conduct and personal integrity.

- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community.

