



## British Columbia Registered Music Teachers' Association

Thank you for your interest in membership in the BC Registered Music Teachers' Association through the **Coquitlam/Maple Ridge Branch**, whose area includes Coquitlam, Maple Ridge, Port Coquitlam, Port Moody, Pitt Meadows and New Westminster.

In order to process your application for this branch we require a completed application form, supporting documentation and **three** cheques, all payable to BC Registered Music Teachers' Association:

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|--|--------|
| 1. Registration fee  | \$ 50  |
| 2. Provincial fee – membership year is March 01 to February 28 | \$ 124 |

Provincial fee breakdown:

BCRMTA dues	\$54
CFMTA dues	\$35
Liability insurance	\$35

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|---------------|-------|
| 3. Branch fee | \$ 39 |
|---------------|-------|

*Applications which are sent between October 01 and the year end of February 28 have a \$25 reduction in BCRMTA dues*

### Additional information

- The Registration fee is non-refundable. If your membership is not accepted (i.e. put 'on hold' by the BCRMTA Board of Examiners) the fee will be held as a credit for two years, during which time you can re-apply. The Board of Examiners will always give specific direction as to which credentials need to be upgraded.
- The Provincial fee and Branch fee cheques will not be deposited until after your application is accepted by the Registrar. If your application is put on hold, these two cheques will be returned to you by mail.

### Submission information

- A signed copy of the application form and the three payment cheques are to be mailed to the Registrar's mailing address shown below.
- Supporting documentation may either be mailed along with the application or scanned and sent to the Registrar's email address shown below. Photographs of framed certificates are acceptable. The Registrar reserves the right to request a hard copy of any electronic document that is not legible. Please be sure to identify all files with your application name.
- If you have any questions about registration, the Registrar is happy to answer those submitted by email or mail.

Registrar's mailing address: BCRMTA Registrar  
#128 PO Box 8000  
Abbotsford, BC, V2S 6H1

Registrar's email address: registrar@bcrmta.bc.ca

## Membership Information – Explanation of Requirements

1. Proof of age and/or citizenship does not need to be submitted, but the Board of Examiners reserves the right to request such documentation as part of the approval procedure.
2. The BCRMTA offers registration only in the disciplines (teaching subjects) listed below. For registration in more than one teaching subject, **performance documentation must be provided for each one.**

Brass instruments*	Harpsichord/Clavichord	Piano – Classical	Viola
Composition	Harp	Piano – Jazz	Violoncello
Conducting	Organ	Tabla (Indian drum)	Double Bass
Guitar/Lute – Classical	Percussion	Ukulele	Voice
Guitar – Contemporary	Professional Theory Instructor**	Violin	Woodwind instruments*

\* for brass and woodwind include the name of the instrument(s)

\*\* the designation of Professional Theory Instructor is open to applicants who are applying with advanced studies in theory and/or musicology as qualifications. The designation can also be received by meeting the criteria listed on the website under 'Programs', 'Programs for Teachers'.

3. The designation '**RMT**' may only be used in connection with the 'registered discipline(s)' of the member as recorded on the official Roster of the Association. If a member teaches other non-registered disciplines, the RMT designation may not appear in any advertising or printed materials which list these disciplines.
4. The BCRMTA Membership Certificate is the property of the association and must be returned on request. If a member decides to resign his/her membership, the certificate is returned to the Registrar for safe-keeping until such time as a **reinstatement of membership** takes place by request of the member. During a period of resignation, no membership fees are payable, but a reinstatement fee is charged when the membership is reactivated. Accepted members are not required to present their credentials again for a reinstatement of membership.
5. Documentation – Degrees and Diplomas
  - If the degree or diploma was earned at a Canadian, French, American or United Kingdom music school, conservatory, university or like institution, applicants are required to submit a scan, photocopy or photograph of the degree or diploma earned. If the credentials are based on a degree or diploma earned over twenty years ago, additional documentation may sometimes be required.
  - If a degree or diploma was earned at an institution in a country not listed above, additional documentation is required by the Board of Examiners.
    - A photocopy of the degree or diploma, with translation if applicable
    - a photocopy of the official transcript from the institution , with translation if applicable
    - a list of repertoire in the discipline being applied for which was the applicant's highest level of study and performance – i.e. a graduation recital program or if this is not available, a list written by the applicant
  - Please note that documentation written in a language other than English or French must be professionally translated. These documents may be a photocopy of a previously notarized translation.
  - Please **DO NOT** send originals of diplomas and degrees as the association cannot be responsible for returning them.
  - In the case of an applicant who has completed all requirements but has not yet received an actual diploma from the institution, a confirming letter or transcript from the institution will be acceptable.

6. Teaching Experience Documentation

This can consist of any of the following. Please submit as many items as possible from this list.

- A written statement by the applicant describing the number of years of private teaching, the number of students, programs taught etc.
- a written recommendation from a current member of BCRMTA familiar with the applicant's work
- evidence of pedagogical study leading to a teaching degree or diploma
- copies of students' results in examinations and festivals and/or copies of Student Recital programs
- a letter of recommendation from the applicant's teacher
- a letter of reference from a parent of a student
- employment contracts
- description of classroom teaching experience\*\*\*

\*\*\* as the BCRMTA is an association of private music teachers, the emphasis is placed on the teaching of individual students. However, applicants should include a record of classroom teaching experience as this will be considered in the application.

7. Once the application has been accepted, a new member is sent a Membership Certificate, an official receipt, a membership card and an insurance certificate.
8. ALL Registration, Provincial and Branch fees must be included with the signed application form. These are the only items that require postal mailing. All other documentation can be sent by email.
9. If an application is not approved, the association retains the non-refundable registration fee and returns the cheques for Provincial and Branch fees to the applicant. If the applicant upgrades and re-applies within two years, the registration fee will not be charged a second time.

10. Theoretical Courses and Specialty Courses

Qualified members of the BCRMTA may teach and advertise individual theoretical courses within their Branch. Specialty courses (Suzuki violin, Kelly Kirby Piano, Music for Young Children etc.) may also be advertised within the Branch. There is no Provincial Registration for these courses and they will not appear on the BCRMTA Provincial Website teacher listings. Each branch decides their own policy regarding listings.

11. The BCRMTA belongs to the Canadian Federation of Music Teacher Associations (CFMTA) together with nine other provinces and one territory in Canada. Membership in the BCRMTA automatically includes being a part of this Canada-wide association.
12. BCRMTA members receive two magazines with their membership – *Progressions* (provincial magazine) and *The Canadian Music Teacher* (national magazine). Each magazine publishes three editions a year.
13. For more information on BCRMTA programs and benefits please visit [bcrmta.bc.ca](http://bcrmta.bc.ca)

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Application for Membership

Please consult the 'Membership Information-Explanation of Requirements' pages for assistance with this form

Given name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Tel: \_\_\_\_\_

Email address \_\_\_\_\_

1. I confirm that I am 18 years of age or older AND that I am a Canadian citizen or Permanent Resident  yes

2. I am applying to be registered as a teacher of the following DISCIPLINE(S):

\_\_\_\_\_ (please see the list of available disciplines on the 'Membership Information' page)

3. I agree to abide by the BCRMTA regulations regarding advertising of disciplines  yes

4. I agree to return by BCRMTA Membership Certificate to the BCRMTA Registrar if membership is no longer required or desired  yes

5. My Degrees/Diplomas are listed below. Please include degree name, school, subject and year.

\_\_\_\_\_  
\_\_\_\_\_

6. I have completed \_\_\_\_\_ years of private teaching in my discipline(s) and include supporting documents.

7. On the line below, I have printed my name as I would like it to appear on my BCRMTA Membership Certificate

\_\_\_\_\_

8. I am applying to be a member of the **Coquitlam/Maple Ridge** Branch of the BCRMTA. Please visit the Branch page on the website [bcrmta.bc.ca](http://bcrmta.bc.ca) and choose the area you would like to be listed under. \_\_\_\_\_

9. I am including 3 cheques, representing the following fees:

**\$50 Registration Fee**                      **\$124 Provincial Fee**                      **\$39 Branch Fee**

10. Check the boxes to agree: I give consent to receive emails from the BCRMTA

Include my email address on the BCRMTA website       Include my phone number on the BCRMTA website

1. Signature \_\_\_\_\_ Date \_\_\_\_\_

For Provincial Registrar Use Only

Date \_\_\_\_\_ Membership # \_\_\_\_\_ Locator \_\_\_\_\_