



# OREGON MUSIC TEACHERS ASSOCIATION, INC.

## Instructions for OMTA Provisional Members and “Provisional Member’s Record” Form.

As listed on the Membership Application there are 3 routes by which Provisional Members may obtain Active Membership to OMTA. The following instructions will help facilitate the chosen route. If Provisional Members do not meet requirements within the 2-year limit, contact the State Provisional Membership Chair to request an extension. **Annual membership renewal notices will be sent by MTNA, although it is only at the State level (OMTA) that Provisional Membership is recorded.**

### Route I

- Official transcripts of Baccalaureate degree are submitted upon graduation.
- The “Provisional Member’s Record” form is not required.

### Route II

- When entering students in Syllabus Examinations, complete all the necessary information on the “Provisional Member’s Record” and submit with Syllabus applications. All District Syllabus deadlines are applicable.
- Pick up the signed “Provisional Member’s Record” form from the adjudicator at the Teachers Conference following students’ evaluations (no auditions or demonstrations are accepted).
- After Year 1 examinations, mail this form to State Provisional Membership Chair (Make a copy to include when applying for change of status to “Active” after Year 2).
- The above steps should be taken again for Year 2.

### Route III

- As a Provisional Member taking an upper division evaluation, complete the “Provisional Member’s Record” form and attach to Syllabus application form.
- At the bottom of the Syllabus application form add a note to the adjudicator indicating “This Applicant/Name is a Provisional Member of OMTA taking an Upper Division Evaluation to meet requirements for Active Status.” All District Syllabus deadlines are applicable.
- Pick up the signed “Provisional Member’s Record” form from the adjudicator after evaluation, or the teacher/sponsor can pick this up at the Teacher Conference.
- Mail this form to State Provisional Membership Chair (Make a copy to include when applying for change of status to “Active”).

### **Final Step to change from Provisional to Active Membership**

**Once all requirements have been met for the chosen Route, complete a new OMTA Membership Application form (available on the OMTA website).** District Membership Chair will be able to help with this process. Please include all supporting paperwork with this new application.

For any questions or concerns, please feel free to contact the State Provisional Membership Chair. Provisional Members are a vital part of the present and future of this organization, and should take advantage of all the opportunities being an Active member of OMTA provides!

### **State Provisional Membership Chair contact information:**

Cherise Ann da Cunha, NCTM  
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