



Syllabus Adjudicator Confirmation Guidelines: Renewal

Continuing education through confirmation is a path to maintaining professionalism and cohesion within the group of OMTA adjudicators. Its purpose is to:

- ensure that any concerns or problems are addressed in a timely manner
- allow adjudicators to stay current with updates and manual guidelines
- provide periodic review of examination protocols
- present opportunities for professional development
- facilitate communication and camaraderie among adjudicators

To qualify for and/or maintain confirmation, adjudicators must remain in good standing according to the protocols outlined in the current Syllabus Training Manual.

Points are earned toward confirmation by attendance at the annual Fall Retreat, the adjudicator meeting at the state conference, the state conference, and entering students into Syllabus exams. Adjudicators are in one of three Phases:

Phase 1 New Syllabus adjudicators in their first two years of service.
Requirement for confirmation: Total of 20 points in a **two-year** period, starting from the date of the panel review.

Phase 2 Active Syllabus adjudicators with between two and sixteen years of service.
Requirement to maintain confirmation: Total of 20 points in a **four-year** period.

Phase 3 Veteran Syllabus adjudicators with more than sixteen years of service.
Requirement to maintain confirmation: attend **either** the annual Fall Retreat **or** the adjudicator meeting held during the OMTA conference each year. Phase 3 adjudicators renew their confirmation **annually**.

To become a Confirmed Syllabus Adjudicator or renew your confirmation, complete the form on the second page based on your current Phase. Beginning adjudicators start at \$49 per hour. Once adjudicators move into Phase 2, they receive \$55 per hour. Phase 2 and 3 adjudicators who do not renew at the appropriate time are given a grace period of one season, Spring or Fall, to submit their renewal. If the renewal is not submitted after the grace period, the adjudicator will fall back to the \$49 per hour rate.



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Syllabus Adjudicator Confirmation Form: Renewal

Documentation is required for students you have entered into Syllabus. Download that information from the Archives section of Leggjero. Documentation for dates you attended retreats, conference meetings, and the conference is not required. The Syllabus Adjudicator Confirmation Chair keeps attendance lists.

Requirement	Phase 1	Phase 2	Phase 3
	Enter dates	Enter dates	Enter date
Attend the Annual Fall Retreat: 6 points per retreat			
Attend Adjudicator Meeting at the OMTA Conference: 4 points per meeting			
Attend the OMTA Conference: 2 points per day			Not required
Successful participation by your students in Syllabus exams: 1 point per each 5 students who complete any kind of exam	Total # of students	Total # of students	Not required
Point total			Not required
Required	20 pts in 2 years	20 pts in 4 years	

Send this signed and dated form along with documentation to: Karen Huntsberger, NCTM,
1130 NW Shadywood St, McMinnville OR 97128 or email as PDF to:

bookkeeper.syllabus@oregonmta.org

First and Last Name (Print)

Signature

Date

Page 2 of 2