

**The Certificate of Merit® 2025 Enrollment Period is [Now Open!](#)**

Teachers can create CM applications for their students **September 1 through September 30**. The CM application period has been adjusted to help plan for the in-person and online testing formats.

Here are some important dates and deadlines to remember:

**September 1 - 30: Application Period via Teacher Portal**

During this time, teachers will create applications for their students and enter their school grade and CM level. Students must be added to the Teacher's Student Roster before an application can be created. **No late applications will be accepted.** We recommend checking with parents or adult students to ensure you have the correct information entered.

**NOTE: Adding a student to your roster does not create a Certificate of Merit® application.**

If you are adding a student to your roster who has already been participating in CM, please be sure to use their correct Student ID.

***Additionally, applications for Panel and Young Artist Guild need to be entered at this time.***

All applications must be created by **11:59 PM PT on September 30**.

[CM Teacher Enrollment Guide](#)

**September 1 - October 5: Selection of Format and Payment Period**

The CM payment period is from September 1 through October 5, 2024. Parents and Adult Students will log into their Online Portal to select the Evaluation form and pay for the application. If a student's application is not paid by **October 5 at 11:59 PM PT**, they will not be eligible for the Certificate of Merit® 2025 exams and the application will be deleted. If your student or their parent is experiencing technical difficulty completing the payment, direct them to the [State Office](#) for assistance.

The dates and locations for the In-Person Evaluations are listed on the **Information** Section of the [CM page](#) on your Teacher Portal.

**Changes to the CM level after payment may incur an additional fee. No changes to the CM Level can be made after October 5, 2024.**

Teachers can monitor payment statuses by checking their student roster. Unpaid applications will be labeled "not paid" until they are deleted by the system.

After a payment is made, the student's application is considered conditionally enrolled until the repertoire is entered. **The application will read as "Incomplete" until the repertoire is entered on the application.**

### **December 15: Repertoire Entry Deadline**

December 15 is the last day to:

- Submit Teacher Remarks to Evaluator
- Enter repertoire information on the application
- Submit a Change of Teacher request.

**Applications must be moved to "Enrolled" status by this deadline or the application will be deleted.**

Teachers will be able to edit the repertoire information for their students (including the Convention repertoire information) up until **5 days before their CM Evaluation begins.**

Check the progress section of the application to monitor the status and to see what needs to be completed. It is the teacher's responsibility to enter the repertoire for their students; we recommend taking time to do this prior to the December 15th deadline.

### **Teacher Information Videos & Quiz**

The **Teacher Information Videos** and [Quiz](#) are currently available on your Teacher Portal. The Videos and Quiz highlight the new updates for this year as well as some general reminders.

### **Practice Portal**

The Practice Portal will be available once an application is paid for. Students will be able to take practice versions of their tests so they can prepare for the evaluations in Spring 2025. The practice portal will be available to students until their testing period begins.

The Practice Portal is only available for students who have a paid CM application for the 2024-2025 year.

Keep in mind that taking a Practice Test does not fulfill the testing requirement.

[Enroll Your Students Today!](#)

Please contact your CM Regional Coordinator if you have repertoire questions. You can contact them through the red “Help” button located on the CM page of your [Teacher Portal](#).

For technical assistance, please contact the MTAC State Office at [cminfo@mtac.org](mailto:cminfo@mtac.org). Office hours are Monday through Friday, from 9 AM to 5 PM PT.



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