



**Music Teachers' Association of California**  
**CERTIFICATE OF MERIT**  
**MAKEUP (MUP) EVALUATION APPLICATION FORM**

**Introduction:**

A CM Makeup Evaluation (MUP) is only for high school students with emergencies such as illness, injury, or other extreme situations. Lack of preparation is not an acceptable reason. A “dropped” student is not eligible for a MUP evaluation. MUPs are for those students who want to maintain eligibility for Young Artist Guild, Panel Master Class, and/or Senior Award/Medallion. A student who completes a MUP will not be considered for Branch Honors or any CM Convention Programs including Convention Recitals, Panel, Master Class, or YAG during the year of the MUP.

**Important Deadlines:**

MUP Application deadline is April 15.

MUP Completion deadline is May 15.

**Procedure for MUP:**

1. CM Branch Chair collects the MUP Evaluation fee (\$55 per student) with the completed application(s) from the teacher(s). CM Branch Chair must receive the application form and fee by April 15<sup>th</sup>. A branch check of \$35 per student is then sent to the State Office by April 25<sup>th</sup>. After May 1<sup>st</sup> add a 10% late fee.
2. CM Branch Chair will prepare everything needed: Sight Reading/Technique booklets, theory tests and answer keys, a list of MUP evaluators (provided by the State Instrument or Evaluator Scheduling Chairs upon request), blank evaluation forms, evaluator schedule, payment Invoices.
3. CM Branch Chair is responsible for running the MUP:
  - CM Branch Chair sets a specific day and location for MUP.
  - CM Branch Chair must email the Evaluator Scheduling/Instrument Chair for the name of approved MUP Evaluator.
  - CM Branch Chair arranges to have student complete the theory exam in the studio of a proctor (not the student’s teacher). Please note that each branch determines its own exam makeup policy. A separate fee may be charged for the theory makeup if the branch has such a policy in place prior to the MUP.
  - Advanced students may not earn a theory exemption during a MUP.
  - CM Branch Chair provides the MUP Evaluator: 2 Sight Reading/Technique booklets, evaluation form, evaluator schedule and Evaluator Payment Invoice. For multiple MUPs that last more than 3 hours, (1) One 15 minute paid break must be included. After 5 hours work, One (1) 15-minute paid break plus 45-minute lunch period must be included. After 6 hours work, two (2) 15-minute breaks plus 45-minute lunch period must be included.
  - After the MUP, CM Branch Chair enters the results into the database on or before June 1<sup>st</sup>; sends evaluation form, theory test, and a certificate (if passed) to the teacher. Evaluator mails the invoice to the State Office. CM Branch Chair mails the MUP Evaluator Schedule to the Assistant CM Coordinator.



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**Instructions for Teacher:** Apply for a MUP anytime after your branch CM evaluation is finished but before April 15<sup>th</sup> by completing this application form and submitting it to your CM Branch Chair. Your CM Branch Chair must receive this completed form and a fee of \$55 per student by April 15<sup>th</sup>. If you have more than one MUP student, write the total amount on one check. Complete a separate application form for each student as needed. Complete the MUP by May 15<sup>th</sup>.

Student First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CM Level: \_\_\_\_\_ High School Grade: \_\_\_\_\_ Username: \_\_\_\_\_ Student # \_\_\_\_\_

Instrument: \_\_\_\_\_ Branch: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Local Teacher # \_\_\_\_\_

Teacher Email: \_\_\_\_\_ Teacher Phone: \_\_\_\_\_

Reason for MUP:

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

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

The following portion of this application form is to be completed by CM Branch Chair only.

**Instructions for CM Branch Chair:**

1. Complete the following portion of this application form.
2. Mail this completed application form along with a branch check of \$35 per MUP student to the State Office by April 25<sup>th</sup>. If postmarked after May 1<sup>st</sup>, add a 10% late fee or \$3.50 per student. (Branch retains \$20 for expenses.)
3. Keep a copy of this completed application form for your records.
4. Enter the MUP results online on or before June 1<sup>st</sup>. (Database closes on June 1<sup>st</sup>)
5. Mail the MUP Evaluator Schedule to the Assistant CM Coordinator.

CM Branch Chair Name: \_\_\_\_\_

CM Branch Chair Email: \_\_\_\_\_ CM Branch Chair Phone: \_\_\_\_\_

Name of MUP Evaluator: \_\_\_\_\_ Date of MUP: \_\_\_\_\_

\_\_\_\_\_  
CM Branch Chair Signature

\_\_\_\_\_  
Date