

CERTIFICATION CHAIR – Job Description
Gateway Arch East Music Teachers Association
Submitted 2/9/20 by Gill Cerbin

1. Assist the state association certification chair with state certification activities.
2. Attend, when possible, certification meetings/sessions at your state convention and the MTNA National Conference.
3. Serve as a liaison to local association members from state association certification chairs and the National Certification Commission (NCC)
4. Recruit and encourage members to apply for MTNA Professional Certification.
5. Encourage local associations to provide mentors for members seeking certification.
6. Encourage retention of NCTM through the MTNA Professional Certification Renewal Program.
7. Answer questions and dispense information regarding the MTNA Professional Certification Program or refer the questions to the state association chair, the National Certification Commissioner from your Division or the MTNA headquarters.
8. Promote the MTNA Professional Certification Program within the local and state associations.
9. Encourage members upon becoming a Nationally Certified Teacher of Music (NCTM) or upon renewing their professional certification to complete and submit these announcements to the local association's newsletter.
10. Send copies of any MTNA Professional Certification publicity to your state association certification chair and to the NCC.