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RIVERSIDE
COUNTY BRANCH
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2019-2020 Branch Certificate of Merit Teacher Work Agreement

The CM Program can only work with the assistance of its teachers. If you intend to give your students the gift of Certificate of Merit, you must be willing to do your part. It cannot work without you. Thank you for your commitment to CM. This Agreement outlines your responsibilities as a teacher entering students in the program. Please read, sign and return this agreement with your student list. **Your enrollment of students will not be processed until this signed agreement is received.**

Teacher Agreement

1. Read and abide by the current CM Syllabus and the current state Certificate of Merit Policy.
2. Verify that your email address on the CM website teacher page is correct. Check email regularly; most communication will be by email.
3. Teachers enrolling students in CM must be the primary teacher of the enrollees. Violation of this rule may result in the CM teacher becoming a *Member NOT in Good Standing* and losing the privilege of entering students in CM in the future.
4. Teachers are required to participate on CM Evaluation Day, even if students are dropped before evaluation day. At the discretion of the branch chair, special arrangements may be considered in extenuating circumstances.
5. Enroll students in CM at new.mtac.org *during the month of October only*. CM fees are paid by the parents directly to the state.
6. Make every effort to see that all entered enrollment and evaluation Information is correct, including students' names and CM levels. Data will appear on all CM printouts exactly as typed by teacher. Errors cannot be changed after October 31st.
7. There is no late enrollment and there are absolutely no refunds after October 31st.
8. **WAIVER:** I hereby waive, release, discharge, and covenant not to sue MTAC State or MTAC Branches, their respective directors, officers, agents, members, volunteers, and employees from ANY AND ALL liability, claims, demands, losses, or damages arising out of or related to MY PARTICIPATION in MTAC State or Branch programs, TO THE FULLEST EXTENT PERMITTED BY LAW.

Send this signed agreement to Abraham Fabella, 26337 Bay Avenue • Moreno Valley, CA 92555, postmarked by Nov. 13, 2019

Please keep a copy for your records.

Teacher's Signature _____ Date _____

Email _____