

# RCM TEACHER CERTIFICATION

## Terms and Conditions

Effective September 8, 2016



At The Royal Conservatory of Music (**RCM**), we believe in the importance of music and the arts and their ability to develop human potential. We are committed to the success of all music teachers by providing a variety of resources, programming, and benefits through the RCM Teacher Certification Program. The terms and conditions set out below are designed to help us achieve those ends as part of The RCM's overarching mission.

All Teacher Certification programming, resources, benefits, and fees are subject to amendment without notice.

The terms and conditions below are subject to amendment without notice.

### 1.0 GENERAL APPLICATION and ENROLLMENT

- 1.1 Applications for Teacher Certification Equivalent Standing can be completed online at [rcmusic.ca/Certification](http://rcmusic.ca/Certification). If you experience any difficulties applying online, please email Teacher Services at [TeacherServices@rcmusic.ca](mailto:TeacherServices@rcmusic.ca).
- 1.2 Applications for Teacher Certification Equivalent Standing will be adjudicated within ten (10) business days after receipt of all required information. Teachers will be notified of their results by email. In these Policies and Procedures "**business day**" means a day other than Saturday, Sunday, or a statutory holiday in Ontario.
- 1.3 Teachers will receive access to Certified Teacher programming, benefits, and resources, subject to their terms and conditions, once the application form has been processed and payment in full, if applicable, has been received or enrollment in a payment plan has been completed.
- 1.4 Teachers must meet all prerequisites when applying for Teacher Certification Equivalent Standing. Teachers must have reached the minimum age no later than the date of application. No exceptions will be made to the transfer and/or withdrawal policies due to failure to comply with posted prerequisites.
- 1.5 Teachers who believe there has been a substantial error or inconsistency in the evaluation of their application for Teacher Certification Equivalent Standing may appeal the admission decision. All enquiries concerning re-evaluation of these applications must be addressed in writing, with detailed justification for re-evaluation, and sent via email to [TeacherServices@rcmusic.ca](mailto:TeacherServices@rcmusic.ca). Please allow up to twenty (20) business days for a reply. All appeal decisions are final and not subject to further appeal.

### 2.0 COMMUNICATION

- 2.1 Email is the first line of communication with Teachers. It is the responsibility of Teachers to check their email for program updates and to ensure that their email account remains active.
- 2.2 Teachers are responsible for making timely updates to their Teacher Account and online profile to ensure contact information, including email address, is correct.

### 3.0 FEES

- 3.1 Fees are payable to the RCM. All monetary transactions are processed by the RCM and must be made online.
- 3.2 Application fees for Teacher Certification Equivalent Standing may be paid, in full, at time of application.
- 3.3 Renewal fees for Teacher Certification may be paid, in full, prior to renewal deadline.
- 3.4 A payment plan is available and can be set up at time of application or renewal. A credit card is required to take part in the payment plan. Selecting a payment plan represents a commitment to the full amount. Payments may only be stopped if a withdrawal is granted by the RCM.
- 3.5 Remaining balances may be paid off in full at any time by contacting [TeacherServices@rcmusic.ca](mailto:TeacherServices@rcmusic.ca).
- 3.6 If a payment is declined, Teacher will receive a notification by email and is expected to remit payment within ten (10) business days of notification.

- 3.7 In the case of an overdue or declined payment, failure to remit outstanding balances and applicable fees may result in cancellation of Certified Teacher programming, resources, and benefits.
- 3.8 A \$49 Processing Fee will be applied to any Teacher-initiated withdrawals or refunds.

## 4.0 WITHDRAWAL AND REFUND

- 4.1 Only in exceptional circumstances may Teacher request withdrawal or refund. Requests must be made in writing to [TeacherServices@rcmusic.ca](mailto:TeacherServices@rcmusic.ca).
- 4.2 Teachers who withdraw prior to, and up to 7 days after certification is granted, will receive a refund of application fees paid, less a \$49 processing fee.
- 4.3 Teachers who withdraw beginning 7 days after certification has been granted, and before 31 days of certification have elapsed, will receive a refund of application fees paid, less an \$83 fee for processing and *pro rata* program access.
- 4.4 After 31 days of certification have elapsed, no refunds will be issued.

## 5.0 RENEWAL

- 5.1 Teacher Certification is valid for a two-year period. Within 24 months of receiving certification, Teacher must meet the following renewal requirements to remain certified:
  - 5.1.1 Submit at least 4 successful examination candidates, in any combination of practical and theory examinations
  - 5.1.2 Complete 10 hours of eligible RCM professional development, including RCM Piano Teacher Specialist Courses (including audit version), Certified Teacher online videos, Summer Summit, and in-person RCM Workshops and Clinics.
  - 5.1.3 Update online Teacher profile
  - 5.1.4 Submit Teacher Certification renewal fee
- 5.2 RCM will notify Teacher of the date by which they need to complete renewal requirements. Notification will be sent by email to the primary email address in Teacher's record.
  - 5.2.1 A teacher who is unable to submit at least 4 successful examination candidates before renewal deadline may submit an exemption request, in writing and with detailed justification, via email to [TeacherServices@rcmusic.ca](mailto:TeacherServices@rcmusic.ca) with "Renewal Exemption Request" in the subject line. A teacher who is granted an examination candidate exemption may be required to complete additional professional development in order to remain certified. Please allow up to ten (10) business days for a reply. All exemption decisions are final and not subject to further appeal.

## 6.0 INDEMNIFICATION

You agree to release, save harmless, and indemnify The RCM Indemnitees from and for all losses incurred, or suffered from, or related to taking part in any RCM programs, even if the same arises from the negligence of one or more of The Royal Conservatory Indemnitees. You acknowledge that the foregoing is reasonable in view of The Royal Conservatory being a not-for-profit charity.

For the purposes of this provision: (i) **"you"** includes you; your dependents; and the estates and personal representatives of the foregoing and **"your"** has a similar meaning; (ii) **"The RCM Indemnitees"** include The Royal Conservatory; any organization that it owns or controls; and the respective officers, employees, directors and agents of the foregoing and their heirs, personal representatives, successors and assigns; and (iii) **"losses"** include injury, death, liability, damages including to property, cost, expense, charge, judgment, award or settlement arising from or in connection with any claim, suit, arbitration, investigation, directive, prosecution, or proceeding.

## 7.0 PRIVACY POLICY

The RCM is committed to respecting and protecting your privacy. Please consult the full Privacy Policy, online at [rcmusic.ca/privacy-policy](http://rcmusic.ca/privacy-policy) for more information.