

RCM TEACHER CERTIFICATION

Terms and Conditions

Effective September 7, 2017



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.

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1.0 GENERAL APPLICATION and ENROLLMENT

- 1.1 Applications for Teacher Certification can be completed online at rcmusic.com/TeacherCertification. If you experience any difficulties applying online, please email Teacher Services (go to end of document for country-specific email addresses).
- 1.2 Applications for Teacher Certification 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.
- 1.4 Teachers must meet qualification standards when applying for Teacher Certification. Teachers must have reached the minimum age no later than the date of application. No exceptions will be made to the withdrawal and refund 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 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 Teacher Services (go to end of document for country-specific email addresses). 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 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 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.
- 3.5 In the case of an overdue or declined payment, failure to remit outstanding balances and applicable fees may result in a suspension of access or cancellation of Certified Teacher programming, resources, and benefits.
- 3.6 A \$49 Processing Fee will be applied to any Teacher-initiated withdrawals, refunds, or applications which do not meet qualification standard.

4.0 WITHDRAWAL AND REFUND

- 4.1 Only in exceptional circumstances may a Teacher request withdrawal or refund. Requests must be made in writing to Teacher Services (go to end of document for country-specific email addresses).
- 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 but not limited to RCM Piano Teacher 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 and/or who has not completed required eligible RCM professional development before renewal deadline may submit a request for extension or exemption as part of the online renewal process. Failure to submit such request may result in denial of renewal application. A teacher who is granted an exemption or extension 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.com/privacy-policy for more information.

COUNTRY-SPECIFIC EMAIL ADDRESSES:

Canada 

United States 

TeacherServices@rcmusic.ca

USTeacherServices@rcmusic.ca