

# MTAC Membership Application Schedule

Note: The MTAC fiscal year runs from August 1 to July 31.

## PLEASE NOTE THESE IMPORTANT DEADLINES:

### JULY 31

#### CURRENT MEMBERS:

- Annual membership dues must be sent to the State Office and postmarked on or before this date (per the *MTAC Bylaws*, Section 16b). Members who renew by this date are eligible to participate in Certificate of Merit for the following year and will be listed in the State Directory. (Members must pay a Reinstatement Fee and submit a Reinstatement Application Form to restore their membership if their dues are postmarked after this date; they also will not be eligible for CM).
- All transfer requests must be fully approved by both the State Office and the appropriate Branch on or before this date to ensure that a member's updated Branch information will be included in the State Directory.

#### NEW OR FORMER MEMBERS:

- To be eligible for participation in Certificate of Merit for the following year, all new membership and reinstatement applications must be complete (including official transcripts and Foreign Credential Evaluation Report) and submitted to the State Office on or before this date.
- To be included in the new State Directory, all new membership and reinstatement applications must be fully approved by both the State Office and the appropriate Branch on or before this date.

### AUGUST 31

Transfer requests must be submitted to the State Office on or before this date (transfer requests are accepted between April 16 and August 31 only). To request a transfer, call or e-mail the MTAC State Office after April 16. No form necessary.

### OCTOBER 15

To be eligible for participation in State Programs (not including CM), new membership and reinstatement applications must be complete (including official transcripts and/or Foreign Credential Evaluation Reports) and submitted to the MTAC State Office on or before this date.

### FEBRUARY 28

New-member dues postmarked on or before February 28 apply to the current fiscal year only. Dues postmarked after that date cover the subsequent fiscal year and include membership for the remainder of the current fiscal year. Therefore, new members who pay dues prior to March 1 will also be required to pay the next year's dues by July 31 of the same year.