



MUSIC TEACHERS NATIONAL ASSOCIATION

FTC EXTENSION OF TIME FORM INSTRUCTONS

Due to scheduling of annual membership meetings and various constitution and bylaw requirements, some state and local music teacher associations may not be able to take the necessary action to eliminate the prohibited provisions described in the Certification from their organizational documents or policies by the August 28, 2014 deadline for the return of the Certification. If the Association faces such obstacles, but is taking all necessary steps to eliminate the prohibited provisions as soon as practical under the Association's organizational documents, it may execute the Extension of Time set forth on the next page. The Extension of Time document must be returned to MTNA by **August 28, 2014**.

Directions for return to MTNA:

Via US Mail:

1. Print this document
2. Fill out the required questions Sections (a) (b) and (c).
PLEASE NOTE: The Extension of Time provides no more than 250 days from the official Notification date of April 30, 2014. Therefore, the date listed in Section (c) below may be no later than January 5, 2015.
3. Sign and date the form
4. Mail completed document to:
MTNA
Attn: Gary Ingle
441 Vine Street, Suite 3100
Cincinnati, OH 45202

Via Email:

1. Print this document
2. Fill out the required questions Sections (a) (b) and (c).
PLEASE NOTE: The Extension of Time provides no more than 250 days from the official Notification date of April 30, 2014. Therefore, the date listed in Section (c) below may be no later than January 5, 2015.
3. Sign and date the form
4. Scan the completed document and email to gingle@mtna.org



MUSIC TEACHERS NATIONAL ASSOCIATION

EXTENSION OF TIME

Name of Music Teacher Association

The Association certifies that (i) before it can make the required Certification, it has to eliminate certain prohibited provisions from its organizational documents, (ii) it is precluded from doing so by the deadline imposed for the return of the Certification because of time constraints set by the Association's organizational documents, (ii) it shall not enforce any prohibited provision, and (iv) it is taking all necessary steps to eliminate the prohibited provisions as set forth below:

(a) Description of the prohibited provision(s) (attach a copy):

(b) Description of the Association action required to eliminate prohibited provision (attach copy of the rules or bylaws that contain the procedure the Association must follow):

(c) Schedule for the required action and the date by which action to eliminate the prohibited provision(s) will be completed:

The Association understands that it must provide the Certification within fifteen (15) days of the date listed in Section (c) above that the prohibited provision(s) has been eliminated.

On behalf of the Association named above, the undersigned officer certifies that all of the foregoing representations are accurate as of the date listed below:

Officer's Signature: _____ Date: _____

Officer's Name: _____

Officer's Title: _____