

**Sweet Adelines International  
Director Certification Program  
Progress Report**

CONFIDENTIAL

Report for fiscal year 2018 - 2019

CONFIDENTIAL

DCP Member's Name Carolyn Kemp Region # 4  
Chorus Name Scenic City

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

7.6 1. **Conducting** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation: 5/7/17

6 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 7/16/17

9.2 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: 8/5/19

7.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 8/14/14

9.4 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 6/14/14

5 10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: 6/19/17

Score Part 1: \_\_\_\_\_ Score Part 2: 5

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 6/14/14

4.9 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation: 6/12/17

Score Part 1: 4.9 Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. Do not total both scores.

5 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 7/16/17

Score Part 1: \_\_\_\_\_ Score Part 2: 5  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

5 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 6/19/17

Score Part 1: \_\_\_\_\_ Score Part 2: 5  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

### SCORE AND ADVANCEMENT REQUIREMENTS

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

44.7

Total score received in musical/technical skills

20.9

Total score received in management/communication skills

65.6

Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: \_\_\_\_\_

COMMENTS BY DCP COORDINATOR: If you took Part 1 of tests 5 and 8,  
you will have enough points for Certified Director!

### STATUS

4/25/14

Date applied to DCP

Date advanced to Approved Director

Date recommended to Certified Director

Date recommended to Master Director

Date reaffirmed at current status

Date: 8/10/19

Signed: \_\_\_\_\_

Dalbie Priest

DCP Coordinator

Region #

4

cc: DCP Participant  
Music Services Department  
DCP Coordinator

### FOR OFFICE USE ONLY

Date verified classification: \_\_\_\_\_

Chapter # \_\_\_\_\_

DCP Member \_\_\_\_\_

Chapter President \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_



updated & emailed  
7/19/17

**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 20 17 - 20 18

**CONFIDENTIAL**

DCP Member's Name Carolyn Kemp Region # 4  
Chorus Name Scenic City

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

7.6 **1. Directing** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.  
Date of evaluation: 5/7/17

6 **2. Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.  
Date of evaluation: 7/16/17

6 **6. Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.  
Date of exam: \_\_\_\_\_

7.5 **7. Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 6/14/14

9.4 **9. Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 6/14/14

5 **10. Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates - take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (6/19/17)  
(Max. 5 pts) (Max. 5 pts.)  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6 **3. Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.  
Date of exam: 6/14/14

4.9 **4. Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: 4.9 (6/12/17) Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. **Do not total both scores.**

5 **5. Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (7/16/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

5 **8. Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**SCORE AND ADVANCEMENT REQUIREMENTS**

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional or international educational event within the last 12 months

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 7 points in the area of directing skills, a combined minimum score in the five remaining musical/technical areas of at least 33 points and a minimum of 6 points in each area, and at least 26 points in management/communications skills with a minimum of 4 points in each area; must have attended a regional or international educational event during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

33.5 \_\_\_\_\_ Total score received in musical/technical skills

18.9 \_\_\_\_\_ Total score received in management/communication skills

47.5 \_\_\_\_\_ Total score received in all skills

List attendance at regional/international education events in the last 12 months.

Please give specific dates for each event: \_\_\_\_\_

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

**STATUS**

4/25/14 \_\_\_\_\_ Date applied to DCP  
\_\_\_\_\_ Date advanced to Approved Director  
\_\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_\_ Date recommended to Master Director  
\_\_\_\_\_ Date reaffirmed at current status

Date: 7/19/17

Signed: Debra A. Bringman \_\_\_\_\_ Region # 4  
DCP Coordinator

cc: DCP Participant  
Music Services  
DCP Coordinator

**FOR OFFICE USE ONLY**

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_



emailed 7/3/17

**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 20 17 - 20 18

**CONFIDENTIAL**

DCP Member's Name Carolyn Kemp  
Chorus Name Scenic City

Region # 4

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

7.6 **1. Directing** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.  
Date of evaluation: 5/7/17

4 **2. Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.  
Date of evaluation: 6/19/17

6 **6. Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.  
Date of exam: \_\_\_\_\_

7.5 **7. Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 6/14/14

9.4 **9. Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 6/14/14

5 **10. Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates- take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6 **3. Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.  
Date of exam: 6/14/14

4.9 **4. Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: 4.9 (6/12/17) Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. **Do not total both scores.**

3 **5. Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 3 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

5 **8. Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**SCORE AND ADVANCEMENT REQUIREMENTS**

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional or international educational event within the last 12 months
- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 7 points in the area of directing skills, a combined minimum score in the five remaining musical/technical areas of at least 33 points and a minimum of 6 points in each area, and at least 26 points in management/communications skills with a minimum of 4 points in each area; must have attended a regional or international educational event during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

33.5 \_\_\_\_\_ Total score received in musical/technical skills

18.9 \_\_\_\_\_ Total score received in management/communication skills

47.5 \_\_\_\_\_ Total score received in all skills

List attendance at regional/international education events in the last 12 months.

**Please give specific dates for each event:** \_\_\_\_\_

**COMMENTS BY DCP COORDINATOR:** Carolyn will need to re-take the analytical listening test again.

**STATUS**

4/25/14 \_\_\_\_\_ Date applied to DCP  
\_\_\_\_\_ Date advanced to Approved Director  
\_\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_\_ Date recommended to Master Director  
\_\_\_\_\_ Date reaffirmed at current status

Date: 7/3/17

Signed: Debra A. Bringman  
DCP Coordinator

Region # 4

cc: DCP Participant  
Music Services  
DCP Coordinator

**FOR OFFICE USE ONLY**

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 20 17 - 20 18

**CONFIDENTIAL**

DCP Member's Name Carolyn Kemp  
Chorus Name Scenic City

Region # 4

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

7.6 **1. Directing** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.  
Date of evaluation: 5/7/17

4 **2. Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.  
Date of evaluation: 6/19/17

6 **6. Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.  
Date of exam: \_\_\_\_\_

7.5 **7. Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 6/14/14

9.4 **9. Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 6/14/14

5 **10. Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates- take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6 **3. Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.  
Date of exam: 6/14/14

4 **4. Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. **Do not total both scores.**

3 **5. Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 3 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

5 **8. Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: 5 (6/19/17)  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**SCORE AND ADVANCEMENT REQUIREMENTS**

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional or international educational event within the last 12 months
- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 7 points in the area of directing skills, a combined minimum score in the five remaining musical/technical areas of at least 33 points and a minimum of 6 points in each area, and at least 26 points in management/communications skills with a minimum of 4 points in each area; must have attended a regional or international educational event during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

33.5 \_\_\_\_\_ Total score received in musical/technical skills

14.0 \_\_\_\_\_ Total score received in management/communication skills

47.5 \_\_\_\_\_ Total score received in all skills

List attendance at regional/international education events in the last 12 months.

Please give specific dates for each event: \_\_\_\_\_

COMMENTS BY DCP COORDINATOR: Carolyn will need to re-take the analytical listening test again.

**STATUS**

4/25/14 \_\_\_\_\_ Date applied to DCP

\_\_\_\_\_ Date advanced to Approved Director

\_\_\_\_\_ Date recommended to Certified Director

\_\_\_\_\_ Date recommended to Master Director

\_\_\_\_\_ Date reaffirmed at current status

Date: 6/10/17 \_\_\_\_\_

Signed: Debra A. Bringman \_\_\_\_\_  
DCP Coordinator

Region # 4 \_\_\_\_\_

cc: DCP Participant  
Music Services  
DCP Coordinator

**FOR OFFICE USE ONLY**

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_

DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_



emailed 6/10/17

**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 20 16 - 20 17

**CONFIDENTIAL**

DCP Member's Name Carolyn Kemp Region # 4  
Chorus Name Scenic City

Classification:      ☐ Director/Co-Director      ☒ Associate/Assistant Director      ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

**7.6** 1. **Directing** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.  
Date of evaluation: 5/7/17

2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.  
Date of evaluation: \_\_\_\_\_

6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.  
Date of exam: \_\_\_\_\_

**7.5** 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 6/14/14

**9.4** 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 6/14/14

10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates- take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.  
Date of exam: 6/14/14

4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. **Do not total both scores.**

5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

**SCORE AND ADVANCEMENT REQUIREMENTS**

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional or international educational event within the last 12 months

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 7 points in the area of directing skills, a combined minimum score in the five remaining musical/technical areas of at least 33 points and a minimum of 6 points in each area, and at least 26 points in management/communications skills with a minimum of 4 points in each area; must have attended a regional or international educational event during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

24.5 \_\_\_\_\_ Total score received in musical/technical skills

6.0 \_\_\_\_\_ Total score received in management/communication skills

30.5 \_\_\_\_\_ Total score received in all skills

List attendance at regional/international education events in the last 12 months.

Please give specific dates for each event: \_\_\_\_\_

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

**STATUS**

4/25/14 \_\_\_\_\_ Date applied to DCP  
\_\_\_\_\_ Date advanced to Approved Director  
\_\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_\_ Date recommended to Master Director  
\_\_\_\_\_ Date reaffirmed at current status

Date: 6/10/17 \_\_\_\_\_

Signed: Debra A. Bringman \_\_\_\_\_  
DCP Coordinator

Region # 4 \_\_\_\_\_

cc: DCP Participant  
Music Services  
DCP Coordinator

**FOR OFFICE USE ONLY**

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 200\_\_ - 200\_\_

**CONFIDENTIAL**

DCP Member's Name  
Chorus Name

Carolyn Kemp

Region #

4

Classification:

☐ Director/Co-Director



Associate/Assistant Director

☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

7.6 1. **Directing** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.  
Date of evaluation: 5/7/17

2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.  
Date of evaluation: \_\_\_\_\_

6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.  
Date of exam: \_\_\_\_\_

7.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 6/14/14

9.4 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 6/14/14

10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.  
Date of exam: \_\_\_\_\_

4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. **Do not total both scores.**

5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.  
Date of evaluation: \_\_\_\_\_  
Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

16.9 Total score received in musical/technical skills  
6 Total score received in management/communication skills  
22.9 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: \_\_\_\_\_

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

STATUS

3/2/14 4/25/14  
Date applied to DCP  
Date advanced to Approved Director  
Date recommended to Certified Director  
Date recommended to Master Director  
Date reaffirmed at current status

Date: 7/31/14 Signed: Danae K. Allen Region # 4  
DCP Coordinator

cc: DCP Participant  
Music Services Department  
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_