

April 3, 2009

Amanda Chow
5857 Andrew John Dr
New Albany, OK 43054

Dear Amanda:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

Musical/Technical

Conducting
Analytical Listening
Judging Categories & Competition
Vocal Production
Music Theory
Rehearsal Planning and Implementation

Management/Communication

Organizational Knowledge & Director
Teaching
Management
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it to the Directors Certification Program Coordinator in your region. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Suzanna Runyan
Music Services Assistant/DCP

cc: Bev Miller, ED #4
Zoe Hagy, DC #4
Rita Tucker, DCPC #4

Director Certification Program Application

Chapter Name Columbus Chorus Chapter # 0417 Region 4
Name Amanda Chow Membership # 102996
Address 5857 Andrew John Dr. Home Phone (614) 270-2171
New Albany, OH 43054 Alternate Phone n/a
Zip 43054 Fax n/a Email achow@laca.org

Current Sweet Adelines International Title/Position

- ☐ Director/Co-director Chapter Name _____
☐ Associate/Assistant Director Chapter Name _____
☒ Candidate Chapter Name Columbus Chorus

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1998 Has your affiliation been continuous? yes

Please list former chapter(s) and region(s): n/a

Sweet Adelines International Experience

- | | |
|--|--|
| <input type="checkbox"/> Chorus Director/Co-director | <input type="checkbox"/> International Faculty |
| <input type="checkbox"/> Associate/Assistant Director | <input type="checkbox"/> Judge (_____ Category) |
| <input type="checkbox"/> Section Leader | <input checked="" type="checkbox"/> Quartet Member |
| <input type="checkbox"/> Regional Leader | <input type="checkbox"/> Quartet Coach |
| <input type="checkbox"/> Arranger | <input type="checkbox"/> Chorus Coach |
| <input checked="" type="checkbox"/> Other <u>voice arranging & IES classes</u> | |

Musical Background

Formal education: Bachelors of Music in Education, Capital University, 2003; student for Masters of Music with Kodaly certification

Other musical training: _____

Barbershop experience outside Sweet Adelines International: _____

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): former member MENC + CAKE; Capriccio Vocal Ensemble

DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL

Instructions: Please complete this form and send it to your DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Columbus Chorus Region # 4 Date 4/6/09

Name Amanda Chow Home Phone 614-270-2171
Address 5857 Andrew John Dr. Work Phone 740-927-3861
New Albany, OH 43054 Fax _____ Email achow@laca.org

I am currently serving as a Sweet Adelines International chorus:

☐ G Director/Co-director

☐ G Associate/Assistant Director

☒ G Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 5 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 5 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 1 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 5 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 1 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 2 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 4 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 4 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 5 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 5 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

From: ritatuck@aol.com
To: achow@laca.org
Cc: bevmccc@comcast.net; AKaufmann@tweenbrands.com
Subject: DCP
Date: Sun, 10 May 2009 8:52 am

Hi Amanda,

Welcome to the DCP program. I am the coordinator for Region 4. Amanda Kaufmann sent me your self evaluation and I received your application and letter of acceptance from International. I have started a file to document your progress. Testing on the 10 modules of the DCP is conducted at most regional meetings. The next meeting is leaders retreat the end of May. I will be attending as assistant director, however, will not arrive until late Friday night. I do not want to miss any of Darlene Rogers classes, so I will not be doing any testing at that meeting. Another option is to have someone outside of your own chorus who has completed the DCP to proctor your testing and send me the results. Let me know when you are ready to begin testing and we can set something up. Testing at regional meetings is done by appointment only unless Bev Miller or Amanda Kaufmann set up a class. Once your testing has started, I will complete progress reports to submit to International to record your progress in the program. The progress report will indicate tests you have completed with your scores and tests yet to complete. I look forward to working with you to attain your goal of approved director. If you have any questions, please give me an email or call. Good Luck.

Rita Tucker, DCP Coordinator, Region 4
62832 Range Rd
Lore City, Ohio 43755
740-489-5811
ritatuck@aol.com

A Good Credit Score is 700 or Above. [See yours in just 2 easy steps!](#)