

9/8/11

Director Certification Program Application

Chapter Name Voice of America Chapter # 0407 Region 4
 Name Beverly McCabe Membership # 75951
 Address 664 Tannic Ln Home Phone 513-583-0933
Loveland Alternate Phone 513-313-3172
OH Zip 45140 Fax 513-677-4343 Email R.fthnote@yahoo.com

Current Sweet Adelines International Title/Position

- ☐ Director/Co-director Chapter Name _____
☐ Associate/Assistant Director Chapter Name _____
☒ Candidate Chapter Name Voice of America

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 3/1999 Has your affiliation been continuous? no (but mostly)
 Please list former chapter(s) and region(s): Gem City-Region #4, Queen City-Region #4

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 checked="" 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>Visual team</u> | |

Musical Background

Formal education: Miami University Middletown OH Voice (many yrs ago)
Voice Lessons - Vocal coach (many yrs ago)
 Other musical training: Dayton Philharmonic Chorus (OH), Miami U. Chorus, Volunteer participant Germantown OH Rescue Squad Musicals (fundraisers), Radio Reading Services, Cinti. OH
 Barbershop experience outside Sweet Adelines International: None

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): None

PAID

SEP 07 2011

CK # 5010 \$ 75-

Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

☐ Competing chorus director

☒ Competing chorus member

☒ or ☒ Spectator

Please list any international directors' seminars you have attended: None (yet!)

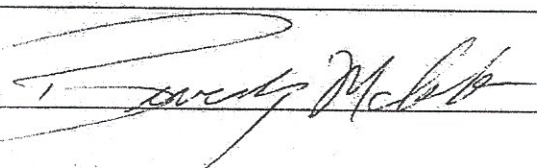
Please list any regional training programs you have attended: Several "Leaders' Retreats" & quartet Workshops in Region #4

Please list regional educational event(s) you have attended in the last 12 months: Region #4 "Winter Warmup" JAN '11
Region #4 Competition APR '11

Personal Goals

What do you hope to gain from enrollment in this program? I would like to learn as much as I can in order to help my chorus be better as a whole. I would also like to learn how to direct a chorus & become an assistant director for my chorus

Signature



Date

8-30-11

Please complete and return this application to international headquarters, along with the \$75 application fee by check, money order (U.S. funds) payable to Sweet Adelines International or credit card. (This fee is non-refundable and non-transferrable.)

PLEASE NOTE: The application fee to enroll in the Director Certification Program does not include the DCP modules.

Please complete the following if using a credit card:

☐ VISA

☐ MasterCard

Signature

Check # 5010 enclosed

□□□□□□□□□□□□□□□□

Expiration Date _____

Sweet Adelines International • P.O. Box 470168 • Tulsa, Oklahoma 74147-0168
918-622-1444 • 800-992-7464 • Fax 918-665-0894 • Internet: sweetadelineintl.org

For office use only

Date processed: _____

☐ Director/Co-Director

☐ Associate/Assistant Director

☐ Candidate



Jonelle Hamilton, DCP Coordinator
2951 Arrowsmith Drive
Reynoldsburg, OH 43068
614-863-0405
hamiltj2@nationwide.com

June 4, 2012

BEVERLY MC CABE
664 JANNIE LANE
LOVELAND, OH 45140

Dear BEVERLY,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the scores you received on the modules completed and the modules yet to complete.

Testing is available at most regional meetings. The next available testing will be at Winter Warm-up 2013. Watch the regional publications for more details on the testing times. If you wish to complete more testing during Winter Warm-up, please let me know so I can have the appropriate testing materials with me.

I look forward to continue working with you to attain your goal of Certified Director. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Jonelle Hamilton
DCP Coordinator
Region #4

cc: Emily Mock – Music Services
Marlene Brauchle – Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 200__ - 200__

CONFIDENTIAL

DCP Member's Name Beverly McCabe Region # 4
Chorus Name Voice of America

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

____ 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: _____

____ 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. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: _____

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

4.0 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: 6-1-12
Score Part 1: _____ Score Part 2: 4
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

____ 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.

3.0 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: 6-1-12
Score Part 1: _____ Score Part 2: 3
(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 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

4.0 Total score received in musical/technical skills
3.0 Total score received in management/communication skills
7.0 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: Leaders' Retreat 6-1-12

COMMENTS BY DCP COORDINATOR: _____

STATUS

9-7-11 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: 6-1-12 Signed: Jonelle Hamilton 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 _____

Sweet Adelines International
P.O. Box 470168 ! Tulsa, Oklahoma 74147-0168

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 Voice Of America Region # 4 Date 9/27/2011
Name Beverly McCabe Home Phone 513-583-0733
Address 664 Jannie Ln., Cell Phone 513-313-3172
Loveland OH 45140 Fax 513-677-4343 Email fifthnote@yahoo.com
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:

- 1 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 1 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
- 2 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 2 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*
- 2 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 3 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 2 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 2 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 8 EVALUATION — PART 2
COMMUNICATION SKILLS**

Participant's Name Beverly McCabe
Chapter Voice of America Date 6-1-12
Classification: Director/Co-director _____ Assoc. Asst. dir. X Candidate _____
Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

Instructions to participant:

Write a brief response to each question.

1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)

3
1) Eye contact 2) verbally 3) demonstration (techniques) 4) body language
5) Touch

2. An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible)

2
I would take her aside (away from other ears) and tell her that I'm hearing wrong notes. I would look her in the eye, get close to her and ask what she needs to help her fix those wrong notes. Then listen to her answer. (I would tell her section leader for help if that was fix it)

3. As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible)

1
Encourage her by telling her what she's doing correctly. Advise her to relax by showing her how tense she is. Use my body to demonstrate - body language. Again, show her how to appear more relaxed - even if she isn't. And wink at her while she's directing. Touch her shoulder, etc.

Participant: Leave the rest of this page blank.

6 total points

Divide total points by 2 = 3 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Jonelle Hamilton Date 6-1-12
ED Signature _____ Date _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 10 EVALUATION — PART 2
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Beverly McCabe
Chapter Voice of America Date 6-1-12
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.
Classification: Director/Co-director _____ Assoc./Asst. dir. X Candidate _____

Instructions to participant:

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

- 1) Physical warm-ups - fun & energizing.
- 2) Ask if anyone has any good news to share. Someone usually will.
- 3) Vocal warm-ups (explaining the purpose of each).
- 4) Work contest package.
- 5) Sectionals on contest songs. Work trouble spots in other rep songs if needed.
- 6) Work contest package again - one or two reps only.
- 7) Work show songs as needed building on work done in sectionals.
- 8) Introduce any guests (or could do it after "Good News".)
- 9) Business meeting - (short and sweet)
- 10) Sing "How We Sang Today" (my favorite).

(Possible points = 5) 4 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Joneelle Hamilton Date 6-1-12
ED Signature _____ Date _____



Welcome to DCP!

Emily Mock to: fifthnote

Cc: ritatuck, bevmccc, hamiltj2

09/08/2011 10:13 AM

September 8, 2011

Ms. Beverly McCabe
664 Jannie Ln
Loveland, OH 45140

Dear Beverly:

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

Listening

Judging Categories & Competition

Teaching

Management/Communication

Organizational Knowledge & Director Analytical

Management

Vocal Production

Communication

Music Theory

Rehearsal Planning and Implementation

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,

Emily Mock
Music Services Assistant

cc: Bev Miller, ED #4
Jonelle P. Hamilton, DC #4
Rita Tucker, DCPC #4



Welcome to DCP!
Emily Mock to: fifthnote
Cc: ritatuck, bevmccc, hamiltj2

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fifthnote@yahoo.com

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Management
Vocal Production
Communication
Music Theory
Rehearsal Planning and Implementation

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Sincerely,

Emily Mock
Music Services Assistant

cc: Bev Miller, ED #4
Jonelle P. Hamilton, DC #4
Rita Tucker, DCPC #4

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 _____ Region # _____

Name _____ Home Phone _____

Address _____ Work Phone _____

Fax _____ Email _____

I am currently serving as a Sweet Adelines International chorus:

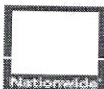
☐ Director/Co-director

☐ Associate/Assistant Director

☐ 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:

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- _____ 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning



Re: Welcome to DCP! 
Jonelle P Hamilton to: Beverly McCabe

10/07/2011 02:52 PM

No problem, quite understandable as we are all very busy people. I appreciate you getting this back to me. Also, please know that this program is designed for you to go through at your pace. While I may prod you along a little, ultimately it is your choice. I think that you will find that once you take a couple of tests, you will realize that you already know quite a bit and will want to go ahead and complete the program as quickly as possible. But again, totally up to you.

You will be hearing from me in November concerning the DCP testing at Winter Warm-up. In the meantime, please give some thought as to what testing you would like to start with. It is also helpful to have the DCP Resource Modules and the Judging Category Description Book to help you make those decisions. Your chorus or someone in your chorus may have a copy of these or they can be purchased at SAI.

Please feel free to contact me with any questions.

Thanks!

Jonelle

Directors' Coordinator #4

614-216-2363 cell

Beverly McCabe

Please accept my apologies for being so tardy g...

10/07/2011 12:05:45 PM

From: Beverly McCabe <fifthnote@yahoo.com>
To: "HAMILTJ2@nationwide.com" <HAMILTJ2@nationwide.com>
Date: 10/07/2011 12:05 PM
Subject: Re: Welcome to DCP!

Please accept my apologies for being so tardy getting this back to you. No excuses.

"Chordially",

Beverly McCabe

When you sing, you are a flute through whose heart the whispering of the hours turns to magic.

From: "HAMILTJ2@nationwide.com" <HAMILTJ2@nationwide.com>

To: fifthnote@yahoo.com

Sent: Wednesday, September 21, 2011 10:00 PM

Subject: Re: Welcome to DCP!

Beverly,

Congratulations and welcome to the DCP! I am the Directors' Coordinator and, as such, will help you along your DCP journey. As Emily Mock stated in the previous note, one of the requirements of the program is to complete the enclosed self-evaluation form and return it to me. This information is considered confidential. Please complete and return it to me either electronically or send to:

Jonelle Hamilton

2951 Arrowsmith Dr.

Reynoldsburg, OH 43068

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.

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

Sincerely,

Emily Mock
Music Services Assistant

cc: Bev Miller, ED #4
Jonelle P. Hamilton, DC #4
Rita Tucker, DCPC #4

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Sweet Adelines International

1-800-992-□□□□ (7464)

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□□□: 918-388-8083

[attachment "Self evaluation 2011.doc" deleted by Jonelle P Hamilton/Nationwide/NWIE]