

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

16.0 Total score received in musical/technical skills

19.0 Total score received in management/communication skills

35.0 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: Leaders Retreat 5/08

Regional Competition 4/08 Winter Warmup 1/08

COMMENTS BY DCP COORDINATOR: _____

STATUS

12-5-06 Date applied to DCP

_____ Date advanced to Approved Director

_____ Date recommended to Certified Director

_____ Date recommended to Master Director

5-30-08 Date reaffirmed at current status

Date: 5-30-08

Signed: _____

Lita A. Jackson

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 _____



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

May 29, 2008

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KIM,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the modules completed at Leaders Retreat in May.

Testing is available at most regional meetings. I will let you know when the next available testing date is planned.

I look forward to 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,

Rita Tucker
DCP Coordinator
Region #4

Cc: Susanna Runyan, DCP
Bev Miller, Education Coordinator
Zoe Hagy, Director Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 2007 - 2008

CONFIDENTIAL

DCP Member's Name Kim Lawrence Region # 4
Chorus Name Columbus

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. **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:

 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:

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

Date of exam: 1-18-08

 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

10.0 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: 1-19-07

 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: 1-19-07

Score Part 1: Score Part 2: 5.0

(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

6.0 Total score received in musical/technical skills

15.0 Total score received in management/communication skills

21.0 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:** Winter Warm-up 1/08

COMMENTS BY DCP COORDINATOR: _____

STATUS

12-5-06 Date applied to DCP
____ Date advanced to Approved Director
____ Date recommended to Certified Director
____ Date recommended to Master Director
2-2-08 Date reaffirmed at current status

Date: 2-2-08 Signed: Lita Q. Jackson 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 _____



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

February 18, 2008

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KIM,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the module completed at Winter Warmup in January.

Testing is available at most regional meetings. The next session is Leader's Retreat and I am planning to attend. Maybe we can set something up for then.

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

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Susanna Runyan, DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file

[Reply](#) [Forward](#) [Action](#) [Delete](#) [Spam](#)**FW: DCP tests reminder**[Print](#)Linda Rightor to you and k2 - Jan 11 [More Details](#)

Rita,

Per Zoe's suggestion, I just want to let you know that Kim Lawrence, Kathy Larkins and myself were appointed assistant director of the Columbus Chapter last year. As we continue to work toward certification, we want to be sure we can get credit for all our test scores.

In Harmony,
Linda Rightor

Date: Fri, 11 Jan 2008 12:45:24 -0800
From: rzhagy@yahoo.com
Subject: Re: FW: DCP tests reminder
To: rightorl@hotmail.com

Great. I will forward your request to Rachel who is teaching.....Actually, you need to let Rachel know that the 3 of you want to take the class as she is working it out for beginners and advanced and will need to ask you questions etc. Rachel's e-mail is www.rachelcox71@fuse.net

You might let Rita Tucker know that you are "official" now. She has your applications and all that info. Her e-mail is www.ritatuck@aol.com Congratulations!!!

Thanks and we'll see you all at WW!!!!
Zoe

Never miss a thing. [Make Yahoo your homepage.](#)

Put your friends on the big screen with Windows Vista® + Windows Live™. [Start now!](#) =

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

CONFIDENTIAL

Report for fiscal year 2006 - 2007

CONFIDENTIAL

DCP Member's Name Kim Lawrence Region # 4
Chorus Name Columbus Chorus

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. **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:

 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:

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Date of exam:

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Date of exam:

 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: NA Score Part 2:

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

10.0 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: 1/19/07

 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: NA Score Part 2:
(Max. 10 pts.) (Max. 5 pts.)

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

5.0 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: 1/19/07

Score Part 1: NA Score Part 2: 5.0
(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: NA 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 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, and must have been the chorus' director for at least one year

0 Total score received in musical/technical skills

15.0 Total score received in management/communication skills

15.0 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:**

Winter Warmup Region 4 1/2007

COMMENTS BY DCP COORDINATOR: _____

STATUS

12-5-06 Date applied to DCP
____ Date advanced to Approved Director
____ Date recommended to Certified Director
____ Date recommended to Master Director
2-11-07 Date reaffirmed at current status

Date: 2-11-07

Signed: _____

Lita A. Juarez

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 _____



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

February 14, 2007

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KIM,

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. The original progress report is submitted to International in order to keep track of your DCP progress.

Module #1, Conducting, is an evaluation that needs to be completed by a member of the music staff or a person approved by Lynn Hartmuth, Education Coordinator. The evaluation can be done in person or by video. Contact Lynn or me when you are ready to complete this conducting evaluation.

Testing is available at most regional meetings. The next available testing date will be leaders retreat, June 15-16. The education committee, Zoe and I are planning a session on the judging category. Watch the regional publications for more details on the session and testing times. If you wish to complete other testing during the retreat week end, please let me know so I can have the appropriate testing materials.

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

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Susanna Runyan, DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file



RITA TUCKER, DCP COORDINATOR
62832 RANGE RD.
LORE CITY, OH 43755
740-489-5811
ritatuck@aol.com

January 1, 2007

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Hi KIM,

Happy New Year! I have received your letter of acceptance into the Director Certification Program (DCP) from the Music Services Department at Sweet Adelines International.

As you may know, the DCP is a self-directed program for anyone interested in expanding their general musical knowledge, as well as enhancing actual directing skills. Ten modules are completed through testing, regional music team evaluations and chorus evaluations. I have included with this letter an explanation of the 10 DCP skill areas and requirements for advancement. The complete set of DCP modules is available through International Sales.

Testing will be made available at all regional meetings. If you are interested in completing any test, contact me ahead of any regional event to set up a time to meet. If several participants from an area would like to schedule testing, contact me to see if other arrangements can be made. Lynn Hartmuth, Education Coordinator, and Zoe Hagy, Director Coordinator have also agreed to administer testing if it is more convenient to make arrangements with them.

I am unable to attend Winter Warmup later this month; however, Zoe has arranged for DCP classes on Friday evening with testing available. I have not received the details of the classes, so watch the winter warmup bulletins for more information on what is being offered.

I am looking forward to working with you on completing the DCP modules and attaining your goals. Please contact me if you have any questions or concerns.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Suzanna Runyan, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file