

Director Certification Program Application

Chapter Name Sisters in Song (Prospective) Chapter # _____ Region 4
 Name Denise D'Arca Membership # _____
 Address 307 S. Johnson St. Home Phone 419-634-1670
Ada, OH 45810 Alternate Phone 419-772-2415
 Fax 419-772-2488

Sweet Adelines International Title/Position

☒ Director/Co-director

Chapter Name Sisters in Song (Prospective - Lima, OH)

☐ Associate/Assistant Director

Chapter Name _____

☐ Candidate

Chapter Name _____

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 2001 Has your affiliation been continuous? _____

Please list former chapter(s) and region(s): N/A

PAID

APR 16 2001

Sweet Adelines International Experience

- ☒ Chorus Director/Co-director Current
☐ Associate/Assistant Director
☐ Section Leader
☐ Regional Leader
☐ Arranger
☐ Other _____

- ☐ International Faculty
☐ Judge (_____ Category)
☐ Quartet Member
☐ Quartet Coach
☐ Chorus Coach

CK# 1882 \$ 35

Musical Background

Formal education: B. Music, M.A. in Vocal Music Ed., Ph.D. in Music Teacher Ed. (Support area in Vocal Music)

Other musical training: Harmony College (SPEBSQSA-2000) introductory directors class. Piano lessons, Organ lessons, LOTS of Professional Development

Barbershop experience outside Sweet Adelines International: Director, Boone Barbershop Belles (Columbia, MO)-9 mos., Harmony College, Workshops. Husband is a Barbershopper.

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): OMEA, MENC, Kodaly Educators of Northwest Ohio, Ohio Society for Music Teacher Education, Ohio Society for General Music, Sigma Alpha Iota (women's professional music fraternity).

Sweet Adelines International Educational Background

How many regional competitions have you attended as a: *None yet.*

☐ Competing chorus director☐ Competing chorus member

X Spectator Spring 2001 - planning

Please list any international directors' seminars you have attended:

Please list any regional training programs you have attended: Region 4 winter Warm-up Jan. 19, 20, + 21,
2001 Region 11 winter Warm-up Jan.

2001
Please list regional educational event(s) you have attended in the last 12 months: Region 4 Winter Warm-up, Jan. 19,
20, + 21, 2001 (Have attended various S.A.T. and S.P.E.B.S.O.
S.A. shows for several years.)

Personal Goals

Personal Goals

What do you hope to gain from enrollment in this program? I want to be able to ① improve my knowledge of barbershop style ② improve my directing skills ③ gain a better understanding of the governance system of a chapter ④ Learn what it takes to do well at contests and ⑤ Learn what I need to work on so my ladies will have a satisfying musical experience every Tuesday night.

Page 2 of 20-01

Musical Experience every Monday
Signature Louise Deras Date 2-20-01

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

Please complete and return this application to international headquarters, along with the \$35 application fee in the form of a check or money order (U.S. funds) payable to Sweet Adelines International.

Please complete the following if using a credit card:

☐ VISA☐ MasterCard

☐ Discover Card

Signature _____

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

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

Date processed: _____

For office use only

☐ Director/Co-Director☐ Associate/Assistant Director☐ Candidate

Memo

Date: February 10, 2003

To: Rita Tucker, DCPC #04

From:  Pat C. Berry, Music Services Assistant/DCP

Re: Certificate of Achievement

This is to notify you that Denise D'arca has been advanced to the level of certified director.

Enclosed is the certificate that you, your Education Coordinator and Director Coordinator may want to present at a regional event or on an individual basis.

Feel free to contact me if you have any questions.

pb

Enclosures

cc: Lynn Hartmuth, ED #04
Beverly A. Miller, DC #04



SWEET ADELINES
INTERNATIONAL

... a worldwide organization
of women singers
committed to advancing
the musical art form of
barbershop harmony
through education
and performance.

INTERNATIONAL
HEADQUARTERS:

P.O. Box 470168
Tulsa, OK 74147-0168
918-622-1444
FAX 918-665-0894
800-992-7464

www.sweetadelineintl.org

February 10, 2003

Dr. Denise D'Arca, CD
Sisters in Song Chapter #0401
307 S Johnson St
Ada OH 45810

Dear Denise:

On behalf of the Education Direction Committee, I want to congratulate you on your advancement to ***Certified Director*** in the Director Certification Program. Recommendation for advancement was based on your achievement in each of the ten skill areas. The committee is pleased to approve that recommendation.

Enrollment in this program, and your efforts to successfully complete the requirements for advancement, attest to your desire to continue developing your skills as a Sweet Adelines chorus director. Best wishes in reaching your next goal in the program.

Sincerely,

Pat C. Berry
Music Services Assistant (DCP)

:pb

cc: Education Direction Committee
Lynn Hartmuth, ED #04
Rita Tucker, DCPC #04
Dolores Klingler, President
Lorraine Barrows, Director of Education
Kelly Kirchhoff, Director of Communications
Carol Schwartz, Director of Music Services
Joey Mechelle Stenner, Publications Coordinator
Laurie Pennington, Communications/Graphic Design Assistant



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

January 26, 2003

Denise D'Arca
307 S Johnson St
Ada, OH 45810


Dear Denise,

Congratulations on completing the DCP modules and attaining a score sufficient for advancement. The enclosed progress report has been submitted to International Music Services for recommendation to Certified Director.

International will review and verify the progress report and you will be notified of your advancement to Certified Director. Applicable notifications and certificate will be forwarded to Region 4 Education Coordinator, Lynn Hartmuth.

Again, congratulations on completing the Director Certification Program.

In Harmony,


Rita Tucker
DCP Coordinator
Region #4

Cc: Pat Berry, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 200 2 - 200 3

CONFIDENTIAL

DCP Member's Name

Denise D'Arca

Region # 4

Chorus Name

Sisters In Song

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

8.2 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: 4-2-02

7.0 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: 1-17-03

7.1 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: 1-18-03

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

Date of exam: 8-3-01

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

Date of exam: 1-20-02

8.4 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: 7-26-02 / 1-18-03

Score Part 1: 4.4 Score Part 2: 4.0

Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

8.0 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: 8-3-01

8.7 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: 7-26-02

Score Part 1: 8.7
(Max. 10 pts.)

Score Part 2: N/A
(Max. 5 pts.)

Enter appropriate score above.

9.1 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: 7-26-02 / 1-18-03

Score Part 1: 4.2
(Max. 5 pts.)

Score Part 2: 4.9
(Max. 5 pts.)

Enter appropriate score above.

8.7 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: 7-26-02 / 1-18-03

Score Part 1: 4.7
(Max. 5 pts.)

Score Part 2: 4.0
(Max. 5 pts.)

Enter appropriate score above.

Director Certification Program
Progress Report

Page 2

SCORE REQUIREMENTS

Approved Director: Combined scores of at least 50 points in all ten skill areas

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, and must have received director's educational training during the past 12 months

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

47.7

Total score received in musical/technical skills

34.5

Total score received in management/communication skills

82.2

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 - Jan. 2002 ; Regional Competition - Apr 2002 ; Summer Sizzler - Aug. 2002 ; Winter Warmup - Jan 2003

COMMENTS BY DCP COORDINATOR: Great Job! Congratulations!!!

STATUS

2-20-01

Date applied to DCP

—

Date advanced to Approved Director

1-20-03

Date recommended to Certified Director

1-20-03

Date recommended to Master Director

1-20-03

Date reaffirmed at current status

Date: 1-20-03

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

August 12, 2002

DENISE D'ARCA
307 S JOHNSON ST
ADA, OH 45810

Hi DENISE,

Education Coordinator, Lynn Hartmuth, has recently appointed me to coordinate the Director Certification Program for Region 4. Your name is included on the active DCP list for Region 4 as submitted by International.

If you have completed any module testing, I have included a current progress report for your review. As most of you 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 also included 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, has also agreed to administer testing if it is more convenient to make arrangements with her.

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: Lynn Hartmuth, Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 200 2 - 200 3

CONFIDENTIAL

DCP Member's Name Denise D'Arca Region # 4
Chorus Name Sisters In Song

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

8.2 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: 4-2-02

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 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 8-3-01

10 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 1-20-02

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: 7-26-02
Score Part 1: 4.44 Score Part 2: _____
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

8 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: 8-3-01

8.74 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: 7-26-02
Score Part 1: 8.7 Score Part 2: N/A
(Max. 10 pts.) (Max. 5 pts.)
Enter appropriate score above.

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: 7-26-02
Score Part 1: 4.24 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: 7-26-02
Score Part 1: 4.74 Score Part 2: _____
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

SCORE REQUIREMENTS

- Approved Director: Combined scores of at least 50 points in all ten skill areas
- 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, and must have received director's educational training during the past 12 months
- 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

29.64 Total score received in musical/technical skills

25.68 Total score received in management/communication skills

55.32 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: Summer Session, Winter
Warmup, Regional Competition

COMMENTS BY DCP COORDINATOR: _____

STATUS

8-20-01 Date applied to DCP

_____ Date advanced to Approved Director

_____ Date recommended to Certified Director

_____ Date recommended to Master Director

7-26-02 Date reaffirmed at current status

Date: 7-26-02 Signed: Lita A. Jucker Region # 4

DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: 4-24 Chapter # _____

DCP Member _____ Chapter President _____

Address _____ Address _____



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

July 26, 2002

Denise D'Arca
Sisters In Song Chapter #4
307 S Johnson St
Ada, OH 45810

Dear Denise,

Enclosed is a copy of your progress report for the Director Certification Program. Congratulations on completing 5 of the 10 modules for the DCP program.

I am the current DCP Coordinator and will make testing available at all regional meetings. Lynn Hartmuth, Education Coordinator has also agreed to administer testing if it is more convenient to make arrangements with her.

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: Lynn Hartmuth, Education Coordinator
✓ file

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

CONFIDENTIAL

Report for fiscal year 2001 - 2002

CONFIDENTIAL

DCP Member's Name DENISE D'ARCA Region # 4
Chorus Name SISTERS IN SONG

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

8.2 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: 4.2.02

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: _____

9 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: ~~1.20.01~~ / 8.3.01

10 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 1.20.01

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 total score above.

MANAGEMENT/COMMUNICATION SKILLS

8 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: 8/3/01

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 appropriate score above.

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: 8/3/01 : _____
Score Part 1: 4.9 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: 4.5
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.