



Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

November 27, 2005

Donna Davis  
4115 Troy Rd  
Delaware, OH 43015

Dear Donna,

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.

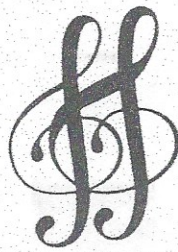
International will review and verify the progress report and you will be notified of your advancement to Certified Director. Applicable notifications and certificate will be forwarded to Region 4 Education Coordinator, Lynn Hartmuth.

Again, congratulations on completing the Director Certification Program.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
✓ Zoe Hagy, Director Coordinator  
file



SWEET ADELINES  
INTERNATIONAL

*is proud to present  
this*

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# CERTIFICATE OF ACHIEVEMENT

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*to*

*Donna Davis*

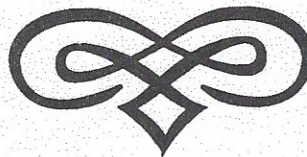
*for having successfully attained  
the status of*

**Certified Director**

---

*in the*

**DIRECTOR CERTIFICATION PROGRAM**



*February 24, 2006*

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Date

*Diane Huber*

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International President



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

**CONFIDENTIAL**

Report for fiscal year 200 5 - 200 6

**CONFIDENTIAL**

DCP Member's Name

DONNA DAVIS

Region #

4

Chorus Name

Ohio Heartland

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**

9.2 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: 2-23-04

8.0 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

7.0 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: 11-11-05

7.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 10-3-03

7.0 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 11-11-05

9.5 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: 12-16-03 10-3-03  
Score Part 1: 4.5 Score Part 2: 5.0  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6.5 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: 11-11-05

9.0 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: 12-16-03  
Score Part 1: 9.0 Score Part 2: n/a  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. Do not total both scores.

7.5 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: 12-16-03 10-3-03  
Score Part 1: 4.5 Score Part 2: 3.0  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

9.2 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: 12-16-03 10-3-03  
Score Part 1: 4.7 Score Part 2: 4.5  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.



# Director Certification Program Progress Report

## 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

48.2

Total score received in musical/technical skills

32.2

Total score received in management/communication skills

80.4

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: Region director seminar 11/05

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

\_\_\_\_\_

\_\_\_\_\_

## STATUS

1-17-03

Date applied to DCP

11-11-03

Date advanced to Approved Director

11-11-03

Date recommended to Certified Director

11-13-03

Date recommended to Master Director

Date reaffirmed at current status

Date: 11-13-05Signed: Lita Q. Tucker

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](mailto:ritatuck@aol.com)

November 27, 2005

Donna Davis  
4115 Troy Rd  
Delaware, OH 43015

Dear Donna,

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: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
Zoe Hagy, Director Coordinator  
✓ file



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

**CONFIDENTIAL**

Report for fiscal year 2003 - 2004

**CONFIDENTIAL**

DCP Member's Name

Donna Davis  
Ohio Heartland

Region # 4

Chorus Name

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**

9.2 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: 2-23-04

8.0 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

       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: 10-3-03

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

Date of exam: \_\_\_\_\_

9.5 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: 12-16-03 10-3-03

Score Part 1: 4.5 Score Part 2: 5.0

Enter total 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: \_\_\_\_\_

9.0 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: 12-16-03

Score Part 1: 9.0

(Max. 10 pts.)

Score Part 2: N/A

(Max. 5 pts.)

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

7.5 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: 12-16-03 10-3-03

Score Part 1: 4.5

(Max. 5 pts.)

Score Part 2: 3.0

(Max. 5 pts.)

Enter appropriate score above.

9.2 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: 12-16-03 10-3-03

Score Part 1: 4.7

(Max. 5 pts.)

Score Part 2: 4.5

(Max. 5 pts.)

Enter appropriate score above.



# Director Certification Program Progress Report

## 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

34.2

Total score received in musical/technical skills

25.7

Total score received in management/communication skills

59.9

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:** Region Director Seminar 10/2003;  
Area School 11/2003; Novice Director Seminar 1/2004

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

\_\_\_\_\_

\_\_\_\_\_

## STATUS

1-17-03

Date applied to DCP

2-25-03

Date advanced to Approved Director

Date recommended to Certified Director

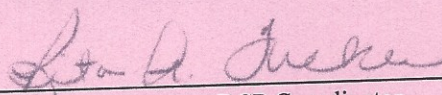
Date recommended to Master Director

4-27-04

Date reaffirmed at current status

Date: 4-27-04

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



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](mailto:ritatuck@aol.com)

April 27, 2004

Donna Davis  
4115 Troy Rd  
Delaware, OH 43015

Dear Donna,

Enclosed is an updated progress report showing the results of the conducting evaluation done by Beverly Miller. As indicated on the progress report, you have 3 module tests to complete.

I will be attending the Leaders Retreat in May. If you wish to do any testing that weekend, let me know. I cannot get there until late Friday, but maybe we can find some time on Saturday.

Looking forward to helping you complete your DCP and attain your goal.

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 2003 - 2004

**CONFIDENTIAL**

DCP Member's Name Donna Davis Region # 4  
Chorus Name Ohio Heartland

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:                                 

8.0 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

       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: 10-3-03

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

9.5 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: 12-16-03 10-3-03  
Score Part 1: 4.5 Score Part 2: 5.0  
Enter total 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:                                 

9.0 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: 12-16-03  
Score Part 1: 9.0 Score Part 2: N/A  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. Do not total both scores.

7.5 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: 12-16-03 10-3-03  
Score Part 1: 4.5 Score Part 2: 3.0  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

9.2 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: 12-16-03 10-3-03  
Score Part 1: 4.7 Score Part 2: 4.5  
(Max. 5 pts.) (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

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

25.0 Total score received in musical/technical skills  
25.7 Total score received in management/communication skills  
50.7 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: Winter Warmup, Jan 2003 ; Regional Competition, Apr 2003  
Director Seminar, Oct 2003 ; Area School, Nov 2003.

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

STATUS

1-17-03 Date applied to DCP  
2-25-03 Date advanced to Approved Director  
Date recommended to Certified Director  
Date recommended to Master Director  
12-16-03 Date reaffirmed at current status

Date: 12-16-03 Signed: Eita A. 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 \_\_\_\_\_