



SWEET ADELINES  
INTERNATIONAL

*is proud to present  
this*

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# CERTIFICATE OF ACHIEVEMENT

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*to*

*Loe B. Hagy*

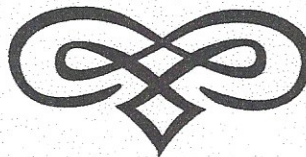
*for having successfully attained  
the status of*

**Certified Director**

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*in the*

**DIRECTOR CERTIFICATION PROGRAM**



*February 24, 2006*

Date

*Diane Anderson*

International President

April 10, 2006

Ms. Zoe B. Hagy  
2111 N. Wabash Ave  
Marion, IN 46952

Dear Zoe:

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,

Wanda Hartman  
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED # 4  
Rita Tucker, DCPC # 4



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

**CONFIDENTIAL**

Report for fiscal year 2005 - 2006

**CONFIDENTIAL**

DCP Member's Name Zoe Hagy Region # 4  
Chorus Name Christmas City

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**

9.6 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: 11/30/05

6.0 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: 11/11/05

6.7 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

6.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 11/11/05

9.0 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

9.7 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: 12/2/05  
Score Part 1: 4.7 Score Part 2: 5.0  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

9.0 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: 11/11/05

9.8 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: 12/2/05  
Score Part 1: 9.8 Score Part 2: N/A  
(Max. 10 pts.) (Max. 5 pts.)  
Enter Part 1 or Part 2 above. Do not total both scores.

9.7 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: 12/2/05  
Score Part 1: 4.7 Score Part 2: 5.0  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

8.2 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: 12/2/05  
Score Part 1: 4.7 Score Part 2: 3.5  
(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

47.5

Total score received in musical/technical skills

36.7

Total score received in management/communication skills

84.2

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: Region Director Seminar 11/05

COMMENTS BY DCP COORDINATOR:

Participant meets all requirements to advance to Certified Director.

STATUS

11-30-05

Date applied to DCP

1-8-06

Date advanced to Approved Director

1-8-06

Date recommended to Certified Director

1-8-06

Date recommended to Master Director

1-8-06

Date reaffirmed at current status

Date: 1-8-06

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](mailto:ritatuck@aol.com)

January 8, 2006

Zoe Hagy  
2111 Wabash Ave  
Marion, IN 46952

Dear Zoe,

Congratulations on completing the DCP modules and attaining a score sufficient for advancement. Once I receive confirmation that your application has been accepted by International, the enclosed progress report will be 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 2005 - 2006

**CONFIDENTIAL**

DCP Member's Name

ZOE HAGY

Region #

4

Chorus Name

Christmas City

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**

6.0 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: \_\_\_\_\_

6.0 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: 11-11-05

6.7 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

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

Date of exam: 11-11-05

9.0 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

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: 11-11-05

Score Part 1: \_\_\_\_\_ Score Part 2: 5.0

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

9.0 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: 11-11-05

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: 11-11-05

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: 11-11-05

Score Part 1: \_\_\_\_\_ Score Part 2: 3.5

(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

33.2 Total score received in musical/technical skills

17.5 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. Please give specific dates for each training session: Region director seminar 11/05

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

### STATUS

11-13-05 Date applied to DCP  
11-13-05 Date advanced to Approved Director  
\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_ Date recommended to Master Director  
\_\_\_\_ Date reaffirmed at current status

Date: 11-13-05

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)

November 27, 2005

Zoe Hagy  
2111 Wabash Ave  
Marion, IN 46952

Dear Zoe,

Enclosed is your progress report for DCP module testing completed at the Director's Retreat in November. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Module #1, Conducting and the chorus evaluations for modules 4, 5, 8 and 10 are the only elements needed to complete your DCP program.

Once I receive the chorus evaluations and the conducting evaluation, I will calculate the results and complete your final progress report. 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: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
Zoe Hagy, Director Coordinator  
file



**DIRECTOR CERTIFICATION PROGRAM  
SELF-EVALUATION FORM  
CONFIDENTIAL**

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

Chorus Name Christmas City Region # 4 Date 11/11/05  
Name Zoe Haay Home Phone (765) 464-8359  
Address 2111 WABASH AVE Work Phone \_\_\_\_\_  
MAISON IN 46952 Fax same as home

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:

- 5 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3.5 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
- 4 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 4 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 4 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 3 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
- 4 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning



# Director Certification Program Application

Postcard  
11-30-05

Chapter Name Christmas City Chapter # \_\_\_\_\_ Region 4  
Name Zoe Haqq Membership # 061295  
Address 2111 WABASH AVE Home Phone (765) 664-8359  
MARION IN Alternate Phone \_\_\_\_\_  
Zip 46952 Fax \_\_\_\_\_ Email zhaqq@indy.rr.com

## Current Sweet Adelines International Title/Position

☒ Director/Co-director Chapter Name Christmas City Chorus  
☐ Associate/Assistant Director Chapter Name \_\_\_\_\_  
☐ Candidate Chapter Name \_\_\_\_\_

## Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1971, 1990 Has your affiliation been continuous? no, a break from 1980-90  
Please list former chapter(s) and region(s): Capital City region 4

PAID

## Sweet Adelines International Experience

NOV 28 2005

☒ Chorus Director/Co-director ☐ International Faculty  
☒ Associate/Assistant Director ☐ Judge (\_\_\_\_\_ Category) CK# 1164 \$ 50  
☒ Section Leader  
☒ Quartet Member  
☒ Quartet Coach  
☒ Chorus Coach \_\_\_\_\_  
☒ Regional Leader  
☐ Arranger

## Musical Background

Formal education: Music major (organ, piano/voice minor) 2 years  
Central College, Fayette MO  
Other musical training: sang w/ Central College A Cappella choir 2 years

Barbershop experience outside Sweet Adelines International: grew up in barbershop family

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): NA



## Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

All <sup>But 1</sup> Competing chorus director       Competing chorus member       Spectator

Please list any international directors' seminars you have attended: Attended at the Tulsa director  
Seminars in the 70's, have attended IES twice

Please list any regional training programs you have attended: All

Please list regional educational event(s) you have attended in the last 12 months: Winter Workshop Jan 2005,  
Leaders Retreat, Regional comp, RMT Ling. from International,  
IES, Regional summer camp, directors workshop

### Personal Goals

What do you hope to gain from enrollment in this program? Affirmation of what I  
know, better understanding of what I don't know.

Signature  Date 11/12/05

Please complete and return this application to international headquarters, along with the **\$50 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       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](http://sweetadelineintl.org)



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 1 EVALUATION  
CONDUCTING SKILLS**

Participant's Name Zoe Nagy  
Chapter Christmas City Date 11/30/05  
Classification: Director/Co-director X Assoc/Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_

*Instructions to Evaluator:*

Evaluation based on (check one):

X actual observation \_\_\_\_\_ videotaped example

Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

- 5 Demonstrates understanding of ictus through appropriate breaths and downbeats
- 4 Demonstrates ability to keep a steady tempo in an uptune
- 4 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
- 5 Demonstrates ability to indicate attacks and releases clearly
- 5 Exhibits congruency between mouth posture and hand motions
- 5 Exhibits body posture appropriate for good singing
- 5 Avoids body posture distractions
- 5 Maintains eye contact with the performing unit
- 5 Exhibits facial posture appropriate for expressive singing
- 5 Demonstrates ability to communicate dynamics effectively

48 Total points

Divide total points by 5 = 9.6 TOTAL SCORE (maximum 10)

Evaluator per email from Lynn Hartman Date 11/30/05  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 2 EVALUATION  
ANALYTICAL LISTENING SKILLS**

Participant's Name Zoe Hagg  
Chapter Christmas City Date 11/11/05  
Classification: Director/Co-director        Assoc/Asst. dir.        Candidate       

*Listen to each taped example and circle the correct answer.*

- X 1. The lack of tuning on the "way" chords is primarily a result of:
- a. verticality of tonal line
  - ☒ b. unmatched vowels
  - c. lack of sufficient breath support
  - d. (a) and (b) only
  - e. (b) and (c) only
- C 2. The chord on "rain-BOWS" in this section doesn't lock because:
- a. the bari is too heavy
  - b. the vowel is unmatched
  - c. the song is in the wrong key
  - d. the song is beyond the skill of the chorus
  - ☒ e. the chord is not being sung in correct balance
- C 3. The major problem with the singing of this introduction is:
- a. expressive sound
  - b. forward motion
  - ☒ c. harmony accuracy
  - d. dynamic variation
  - e. balance
- C 4. In this selection, chord clarity and lock-and-ring are affected by:
- a. balance problems
  - b. insufficiently developed vocal skills
  - c. inaccurate intervals
  - ☒ d. all of the above
  - e. (b) and (c) only
- X 5. In this selection, dropped phrase endings are usually caused by:
- a. lack of sufficient breath support
  - ☒ b. poor ear training
  - c. tight-throated singing
  - d. peppy tempos
  - e. lack of attention to director