

DIRECTOR CERTIFICATION PROGRAM STEPS FOR ADVANCEMENT

Advancement from **Applicant** to **Approved Director** is based on the following requirements:

1. Self-evaluation form is on file with ED/DCP Coordinator
2. Completion of the evaluation for **all** 10 skill areas with a **combined** score of a least 50 points
3. Attendance at a regional or international education event within the last 12 months

Advancement to **Certified Director** is based on the following requirements:

1. Self-evaluation form is on file with ED/DCP Coordinator
2. Must be **currently** serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus
3. Attendance at a regional or international education event **within the last 12 months**
4. Completion of evaluations of all ten skill areas with a **combined** score of at least 66 points, with the following requirements:
 - a. a minimum of 7 points in the area of directing skills
 - b. a combined minimum score of at least 33 points in the remaining five musical/technical areas, with a minimum of 6 points in each area
 - c. a combined minimum score of at least 26 points in the four management/ communication areas, with a minimum of 4 points in each area

Advancement to **Master Director** is based on the following requirements:

1. Participant must have achieved the level of Certified Director
2. Participant must direct a chorus in competition that achieves a minimum of 600 points in a regional chorus competition, or 1200 points, excluding bonus points, in an international chorus competition, and **must have been that chorus' director for at least one year**

Advancement to **Master Director 700** is based on the following requirements:

1. Participant must have achieved the level of Master Director
2. Participant must direct a chorus in competition that achieves a minimum of 700 points in a regional chorus competition, or 1400 points, excluding bonus points, in an international chorus competition, and **must have been that chorus' director for at least one year**

DIRECTOR CERTIFICATION PROGRAM INFORMATION

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills for Sweet Adelines International directors, potential directors, and musical leaders. The program provides opportunities to validate the skills and knowledge required to direct a Sweet Adelines chorus. The DCP should not be viewed as the only source of training for directors, but rather should be seen as one component of each region's director development program.

GOALS

1. To provide an organized educational experience for directors and individuals who hope to become directors.
2. To provide a credential to validate the skills of those who meet the requirements.

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### **CLASSIFICATIONS**

DCP participants are classified as follows:

Director/Co-Director  
Associate/Assistant Director  
Candidate

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LEVELS

There are four levels in the DCP:

Applicant Director
Approved Director
Certified Director
Master Director
Master Director 700

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### **SKILL AREAS**

#### **Musical/Technical Skills**

Directing  
Analytical Listening  
Judging Categories & Competition  
Vocal Production  
Music Theory  
Rehearsal Planning and Implementation

#### **Management/Communication Skills**

Organizational Knowledge & Director Resources  
Teaching  
Management  
Communication

## Director Certification Program Procedures

1. When an applicant applies to the program, a letter and self-evaluation form is emailed to them. A copy of the letter and the completed application is emailed to the applicant's ED/DCPC Coordinator (DCPC). The applicant is instructed to send the self-evaluation form to the DCPC.
2. Soon after receiving copies of the letter and application, the ED/DCPC should start corresponding with the applicant.
3. It is the responsibility of the ED/DCPC to notify all DCP members of testing sessions in the region/area. Immediately following each testing session a progress report is completed for each member who was tested. The DCPC retains a copy of the progress report for the regional files, gives a copy to the participant and sends a copy to international headquarters.
4. When a progress report is received at international headquarters, all information is verified, such as, if the progress report indicates that the participant is an assistant director. Following are procedures that occur upon meeting the requirements for advancement:

**Approved** - As soon as the applicant meets all of the requirements the ED/DCPC may advance the member to the approved level. Notification of this advancement is listed on the progress report.

**Certified** - A letter of congratulations is sent to the DCP member from international headquarters. A copy of the letter, along with the certificate of achievement is sent to the DCPC to be presented at an appropriate time. If this cannot occur in a timely fashion, the DCPC should mail the certificate along with a letter of congratulations to the member. Many regions purchase a certified director pin (available from our international sales department) to present to the DCP member.

**Master** - Advancement to master director is approved by the Education Direction Committee Chair (EDC) after a certified director meets all qualifications necessary for advancement. The music services department verifies scores after regional and international competitions to see if any certified directors qualify for master director. A certified director must have been the front line director of the chorus for at least a full year. Then a letter of congratulations, along with a master director pin is sent from international headquarters after the EDC Chair approves the advancement. Those achieving the master director certification will be recognized at the next appropriate international event.

**Master 700** - Advancement to master director 700 is approved by the Education Direction Committee Chair (EDC) after a master director meets all qualifications necessary for advancement. The music services department verifies scores after regional and international competitions to see if any master directors qualify for master director 700. A master director must have been the front line director of the chorus for at least a full year. Also, a director must have been advanced to master before they can qualify for Master 700. Then a letter of congratulations, along with a master director pin is sent from international headquarters after the EDC Chair approves the advancement. Those achieving the master director certification will be recognized at the next appropriate international event.

5. When a DCP member transfers to another region/area, the member's DCP file should be forwarded to the DCPC in the new region/area.
6. The music services department at international headquarters should be notified if a DCP member moves to another region/area or leaves the organization.