



ARRANGER CERTIFICATION PROGRAM (ACP) ADVANCED PROGRAM LEVEL SUMMARY

The Arranger Certification Program (ACP) consists of three sub-programs that accommodate developing arrangers at different learner levels. These learner levels are Beginner, Intermediate and Advanced.

The Advanced level of the ACP provides one-on-one training each fiscal year for a maximum of five (5) qualified individuals. The goal is to select individuals with known arranging skills and develop their potential for the creation of barbershop-style music for member use in contests and performances. Each candidate will be paired with a Master Music Arranger (MMA) or Certified Music Arranger (CMA) as mentor. The mentor and candidate will determine when and where the training will take place. The candidate will be expected to apply for advancement to Certified level at the end of two consecutive years of training. A candidate review will be conducted at the conclusion of each funded year by the ACP Coordinators, supported by the mentor.

To support the Advanced level of the ACP, Sweet Adelines International (SA) will provide a scholarship, equivalent to no more than \$1,500 USD per year, to each Candidate arranger. The scholarship may be used for mentor teaching fees, reimbursement for mail and telephone charges, approved educational materials (such as books, videos and classes), transportation to a training location, and housing and meals at the training location. The candidate will submit SA expense forms for authorized expenses. Any expenses exceeding the scholarship limit will be the responsibility of the candidate.

Benefits to participants include funded skill enhancement opportunities, enhanced credibility as a barbershop arranger, increased visibility and exposure within the SA community, and the opportunity to network with other skilled arrangers.

The Advanced level of the Arranger Certification Program (ACP) consists of three levels.

1. Candidate

This level consists of those arrangers who have been accepted as scholarship recipients.

Responsibilities:

- Commits to a period of two consecutive years for mentored training.
- Works with assigned mentor for a period of one-year, after which progress is reviewed by mentor and ACP Coordinators. The candidate review procedure is as follows: Prior to the conclusion of the first year of training, the candidate submits three (3) arrangements suitable in quality for publication by Sweet Adelines International to the ACP Coordinators. The arrangements submitted shall include one contest ballad and one contest uptune. These arrangements will form the basis of the progress review, along with a formal evaluation completed by the mentor. After review by the ACP Coordinators, the candidate may submit the arrangements to SA for potential publication.
- If the candidate demonstrates satisfactory progress in the initial year of training, accepts renewal of the scholarship for a second and final year.
- Works with assigned mentor, which may be the same or a different mentor, for an additional year.

Requirements for advancement to CMA:

- Candidate satisfactorily fulfills all above responsibilities.



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- At the conclusion of the second year, complete a second candidate review. The process is as follows: The candidate submits three (3) arrangements suitable in quality for publication by SA. The arrangements submitted shall include one contest ballad and one contest uptune. These must be different arrangements than those submitted in the first year candidate review. After review by the ACP Coordinators, the candidate may submit the arrangements to SA for potential publication.
- Mentor recommends candidate advancement to the ACP Coordinators.
- ACP Coordinators recommend to the SA Education Direction Committee (EDC) that the candidate be advanced to Certified Music Arranger.
- The EDC approves the ACP Coordinators recommendation for advancement.

2. Certified Music Arranger (CMA)

This level consists of current CMAs and candidates who successfully complete the requirements for advancement to CMA defined in the Applicant level.

Responsibilities:

- When requested, review music for publication and/or applicant acceptance into arranger education program.
- Serve as ACP coordinators when requested.
- Prepare scripts and serve as faculty for international events when requested.
- Attend internationally-funded training as scheduled.
- Identify and mentor promising arrangers with strong potential for certification.
- Continue to enhance own skills.
- Submits at least two (2) arrangements each year for potential publication by Sweet Adelines International.

Requirements for Advancement to MMA:

The level of Master Music Arranger (MMA) is established to recognize and honor lifetime achievement in arranging. The requirements for advancement to MMA are stringent by design in order to reserve this designation for outstanding achievement and service to the organization in the field of arranging.

- CMA consistently fulfills all above responsibilities over a minimum ten-year period.
- CMA submits request for advancement to MMA, together with:
 - A list of arrangements published by SA (may include all arrangements published, not just those currently stocked in Sales).
 - A list of currently available arrangements that have not been published by SA.
 - List of noteworthy performances, in competition or other venues, of any arrangements done by the CMA since advancement to that level.
 - Copies of five (5) arrangements, including at least one contest ballad and one contest uptune, completed by the CMA in the most recent five-year period prior to application for advancement. The submitted arrangements will demonstrate a high level of knowledge of the craft of barbershop arranging that provides the performer with opportunities for musical artistry.
- Application materials will be reviewed by the ACP Coordinators to determine if the CMA has met the criteria established for advancement. At the discretion of the ACP Coordinators, active MMAs may be consulted during this process.



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- Advancement to MMA status requires:
 - Affirmative recommendation by the ACP coordinators to the EDC
 - Approval of recommendation by the Education Direction Committee (EDC) and
 - Ratification of recommendation by the International Board of Directors.
- In the event advancement is not recommended, the rationale for retention is conveyed to the CMA, who may reapply in two years from the date of the most recent application for advancement.
- At their discretion, the ACP Coordinators may decide to recommend that a current CMA be advanced to the level of MMA if they feel the CMA is qualified. In this case, the CMA would not need to apply for advancement.

3. Master Music Arranger (MMA)

This level consists of Certified Music Arrangers who have satisfactorily fulfilled the requirements for advancement to MMA.

Responsibilities:

- When requested, review music for publication and/or applicant acceptance into ACP.
- Serve as ACP coordinators when requested.
- Prepare scripts and serve as faculty for international events when requested.
- Attend internationally-funded training as scheduled.
- Identify and mentor promising arrangers with strong potential for certification.
- Continue to enhance own skills.
- Remain actively involved in creating arrangements in the barbershop style for SA members;
- Submits at least one (1) arrangement each year for potential publication by SA.
- When requested, reviews materials submitted by CMAs in support of application for advancement to MMA.

4. Arranger Emeritus

Emeritus status is an honor bestowed upon an individual who is retired from the Arranger Certification Program. It is based upon the individual's quality of work, length of service, extent of participation, and personal considerations. It may be conferred upon a Certified or Master arranger directly by the EDC; or the ACP Coordinators may recommend Emeritus status to the EDC when a certified or master arranger resigns or voluntarily decreases her involvement in the program.

Emeritus arrangers may continue to wear their ACP pins, and are entitled to VIP seating for one at the annual SA International Convention.

Emeritus status also results in the following:

- SA funding to training is discontinued.
- SA teaching assignments are discontinued.