

Basic Cantor Certification – Coordinator’s duties

The following supposes that a coordinator is separate from those doing the actual adjudication. It is one way to approach the process.

After a date, site, and adjudicator(s) and accompanist have been chosen, a coordinator may be appointed to take care of the following details.

1. A plan is set for advertising the event via whatever channels are available in the area. The ad includes the e-mail address of the coordinator.

Sample ad:

Due to popular demand, another BCC on site adjudication is scheduled on _____ from _____ to _____ @ _____!!! Only the first ___ applicants will be accepted, so interested cantors should register by contacting _____ at _____ a.s.a.p.

Interested cantors should go to www.npm.org - "Certification" in left sidebar - then "Cantor Certification." The Basic Cantor Certification is the first item. Simply download PDF file "Requirements/Application" (2 pages) and follow the instructions. The application and the \$20 fee should be brought to the session at _____ on _____ (don't mail it).

You will not have to do the "Teaching Music" portion of the Exam for this adjudication. Please bring two copies of the music you will sing -- an accompanist will be provided.

****Candidates need either an individual or parish membership to NPM to obtain the BCC. It will be possible to join NPM at the session.** (Coordinators should have NPM Membership forms available if this is the case.)

2. After a candidate e-mails interest, the coordinator may answer with the following:

Dear _____

You are registrant # ___!

I trust you can download the registration form, and the details on p. 2. You will note that you only have to do step 1, since the session has already been arranged. Please remember to bring two copies of your Responsorial Psalms and Mass part music with you to the session.

When you bring the registration form on the _____, the \$20 fee will have to be paid with a check or your credit card information should be filed out on the form.

Look forward to seeing you.

[coordinator’s name]

Response to late registrants:

"Glad to hear of your interest in the Basic Cantor Certification - sorry to tell you that the _____ session is full. The response was wonderful. All _____ spaces were filled ___ days

after the session was announced!"

3. Prior to the day of the BCC, the coordinator should contact the host site to be sure there are tables and chairs for the test, a spot for check-in, and (maybe a table for water & juice, if it's appropriate).

- Make copies of written test and adjudication form for applicants and judges.
- Provide a local on site phone number (could be a cell phone number) with the BCC Administrators as well as participants in case of issues the day of the adjudication
- Provide a GPS suitable street address for the location – i.e. something that can be entered into a car GPS system.
- collect pencils/pens/extra writing utensils for written exam and any NPM membership applications.

4. On the day of the BCC - (s)he should arrive at least 45 minutes early to check the set-up

- welcome early-birds
- collect registration forms & fees
- be sure candidates have a copy of their music for the accompanist
- Provide copies of sight singing examples for accompanists.
- if appropriate, have a list of the order in which candidates registered to determine order in which they are adjudicated.
- collect & grade tests
- return tests and adjudication forms to the candidates.

5. When the day is done - send registrations, fees and list of successful candidates to the Silver Spring office.

- send list of successful candidates and their home towns to Katherine LeDuc, katherineleduc49829@gmail.com