

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

Plan for advertising the event via whatever media (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](http://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 \$25 fee should be brought to the session at \_\_\_\_\_ on \_\_\_\_\_ (don't mail it).

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, please.)

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

Dear \_\_\_\_\_,

Thank you for your interest in the NPM BCC Certification Program, you are registrant # \_\_\_!

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

Your registration form and the \$25 fee are due on \_\_\_\_\_ which can be paid by check or your credit card information. Please fill out the registration form with this information.

We look forward to meeting you,  
[Coordinator's name]

Response to late registrants:

Dear \_\_\_\_\_

Thank you for your interest in the Basic Cantor Certification, we are sorry to tell you that the \_\_\_\_\_ session is full. The response was wonderful; all \_\_\_\_\_

spaces were filled \_\_\_\_ days after the session was announced! Please consider beginning the process by mailing your application to the national office on the application. More information is available at [www.npm.org](http://www.npm.org)

Sincerely,

(Coordinator's name)

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 onsite 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 or cellphone GPS system.
- Provide pencils/pens/extra writing utensils for written exam and additional 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 national office.

- Send list of successful candidates and their information to Rosemarie Gondek at [rosemarie.gondek@gmail.com](mailto:rosemarie.gondek@gmail.com)