

## National Association of Pastoral Musicians NPM Cantor Colleague Certificate Process

Application and payment submitted to the NPM office (962 Wayne Avenue, Suite 550, Silver Spring, MD 20910 or via email to <a href="mailto:npmsing@npm.org">npmsing@npm.org</a>). Applicant status: NEW NPM office verifies membership, processes payment, and forwards the application to the appropriate Certificate Administrator. Applicant status: CANDIDATE Certificate Administrator contacts the applicant to arrange adjudication and explains the process for the Liturgy Exam. Applicant arranges for a proctor and accompanist. **Applicant status: IN PROGRESS** Applicant takes the Liturgy Exam on one of the two scheduled dates. Results are sent to both the applicant and the Certificate Administrator. Certificate Administrator communicates with proctor. Proctor administers written tests and returns them to administrator. Proctor supervises the recorded adjudication and uploads/submits the recording as instructed. Certificate Administrator scores the written tests and appoints adjudicators to review and score the recording. Adjudicators meet with candidate and provide feedback (via Zoom). Certificate Administrator sends written feedback to the applicant. If the applicant meets all requirements. Then: - Certificate Administrator notifies candidate and his/her pastor, and issues digital certificate and cover letter. Certificate Administrator submits recipient's name for website, Cantor Newsletter, and Facebook page. Applicant status: PASSED

NPM website: www.npm.org/cantor-certificate-programs/

<sup>\*</sup>If not all requirements are met, Certificate Administrator can arrange adjudication and/or written tests again at the applicant's request.