

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

Application and payment submitted to the NPM office (P.O. Box 224121, Chantilly, VA 20153-4121 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 essay requirements. Applicant arranges for a proctor and accompanist. Applicant status: IN PROGRESS Applicant completes and submits essays prior to or within two months of adjudication. 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 scores the two essays (or appoints a scorer) and 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 recommends next steps (such as applying for CCC).
- Certificate Administrator submits recipient's name for website, Cantor Newsletter, and Facebook page.

Applicant status: PASSED

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