



1. **Applicant** – Once a person has begun the process to becoming Certified, but has not reached the stage of “Certified” director, they will be called an “Applicant” director.
2. **Certified** – Once an Applicant director has completed all Certified-level course requirements, the applicant will earn the Certified Director status.
3. **Master** – Once a Certified director has completed all Master level course requirements and the Board of Review approves, the applicant will earn Master Director status.

NOTE: The current Director Certification program was revamped in January, 2008. If you began the process of obtaining Certified status PRIOR to 2008, please read below (applies to Certified AND Master):

- Any course taken prior to 1/2008 is considered passed and proficient in the new system...no additional tests / proficiencies needed
 - Any course taken / completed after 1/2008, applicant must fulfill all requirements, including proficiencies
 - All applicants, whether they enrolled in the program prior to or after January 2008, are required to satisfy requirement of competition
- * Please check your Certification Record (click link on Certification page) and report any missing data. ALWAYS report any new progress toward Certification.

Certified Director Requirements

Eligibility – Applicant must direct, assistant direct, or be a major part of the music team within a chapter in order to be considered eligible to apply for Director Certification.

- **Directing Techniques 2** – Applicant must send in a video no later than two months after Directing Techniques 2 was taken at Directors College showing proficiency on all related skills (Pre-requisite...Directing Techniques 1 or proficiency equivalent).
- **Making a Sound Difference** – Applicant must take this course at Directors College and must pass a proficiency exam (Pre-requisite...Sound Management).
- **Theory 3** – Applicant must show proficiency in Theory 3 and / or pass the Theory 3 Level test (Pre-requisite...Theory 1 and Theory 2).
- **History of Barbershop** – Applicant can take this class at Directors College (History of Barbershop 1) or may complete it using home study. Can take a test (must show proficiency) at home in lieu of attending course.
- **You Be the Judge** – Applicant can take this class at Directors College (as well as some District HEP Schools) or may complete it using home study. Can take a test (must show proficiency) at home in lieu of attending course. Certified judges are exempt from this requirement.
- **CDWI Workshop** – Applicant must have participated in one CDWI workshop prior to completion of Certified certification (within 3 years from completion) and provide the names of the CDWI Trainers of this workshop.
- **Vocal Techniques** – Applicant can take this course at any school that offers Vocal Techniques. Proficiency will be judged by an audio recording of the applicant singing by themselves a recognizable melody demonstrating correct vocal techniques. Criteria that will be judged will be based on Singing Category description.
- **Leadership** – Applicant must take this course at Directors College and show proficiency of the subject matter by passing a written exam.
- **How to Teach What You Know** – Applicant must take this course at Directors College and show proficiency by passing a written exam.
- **Competition** – Your chapter must have participated in one contest prior to completion of Certified-level courses (Division, District, Prelim...etc...can choose the option of “evaluation only”...within 2 years of completion).

Master Director Requirements

Description of a Master Director – The Master Director is a person who - through a combination of experience and education - has the ability to rehearse, inspire, and teach a chapter to sing and perform at an “A Level”.

Eligibility – Master Director prospective must have reached “Certified Director” status and must be a Front Line director of a Barbershop Chapter.

- **Directing Techniques 3** – Master Director prospective must submit a video one to two months after Directing Techniques 3 was taken at Directors College showing proficiency on all related skills (Pre-requisite...Directing Techniques 1 and 2).
- **Choral Methods** – Master Director prospective must take this course at Directors College and submit a video one to two months after course was taken (this SHOULD NOT be the same video as your directing techniques video). This should be a video of the entire chapter meeting covering full comprehensive concepts learned in Choral Methods. Also included in this demonstration of proficiency should be a lesson plan for the chapter meeting being video taped.
- **Directors Arranging** – Master Director prospective must take this course at Directors College and be able to demonstrate skills by creating a simple arrangement or correcting an existing arrangement (Pre-requisite...Theory 1, 2, 3, and 4).
- **Next Level** – Master Director prospective must have participated in one Next Level workshop prior to completing Master certification (within 3 years of completion) and provide the name of the Next Level Trainer of this workshop.
- **Teach** – Master Director prospective must teach a course (not including quartet / chorus coaching) at any BHS / district level school.
- **Competition** – Master Director prospective’s chapter must have participated in one contest (Division, District, Prelim...within 3 years of completion) prior to completing Master certification.
- **Performance** – Based on the description of a Master Director, the Master Director prospective must reach “A” Level scores (81.0 or higher) in contest prior to completing Master certification (within 3 years of competition). Or, Master Director prospective may submit a video (in any performance setting) to the Certification Board of Review for their consideration of “A Level” performance.
- **Board of Review** – A panel will review all materials (videos, tests, etc.) and appraise Master Director prospective qualifications of experience, education, and achievement. Once panel reviews and approves, Master Director prospective will be awarded Master Certification.