

# Arranger Certification Program (ACP)

The ACP program provides in-depth training and certification for advanced arrangers and is a source of new music arrangements within the organization.

There are two arranger programs available to Region 15 members.

Members can participate in either or both.

## **SAI Arranger Certification Program (ACP)**

— ACP Coordinator: Jeanne Elmuccio

## **Region 15 Arrange-by-Email Program**

— Arrange-by-Email Coordinator: Sonny Steffan

## **SAI Arranger Certification Program (ACP)**

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  - Advanced

## **Region 15 Arrange-by-Email Program**

- Program overview

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# Arranger Certification Program (ACP)

# SAI Arranger Certification Program (ACP) Program Overview

## Program Overview

- The Arranger Certification Program (ACP) is an **educational program** designed to provide additional training and further develop skills for Sweet Adelines International potential arrangers, as well as directors, quartet members and musical leaders who would like a better understanding of how to **analyze and arrange music in the barbershop style**.
- The program is broken into **three skill levels**:
  - Beginner, Intermediate and Advanced
  - Provides opportunities to develop and validate the skills and knowledge required to evaluate and create arrangements for barbershop singers.

# SAI Arranger Certification Program (ACP) Overview of the 3 Levels

## Beginner Level

Self-study with testing based on the current **SA Arranger's Guide and supplemental materials** to be provided by the program.

The format of the ACP Beginner Level program closely mirrors the format of the Director Certification Program (DCP) with testing conducted in-Region.

Beginners will register with HQ, pay a registration fee, conduct self-study on nine study modules and begin taking exams at their own pace.

Participants who successfully complete the Beginner level will receive a Certificate of Completion.

# SAI Arranger Certification Program (ACP)

## Overview of the 3 Levels

### Beginner Level

The Beginning Level of the ACP consists of 9 Modules:

- Module 1 Music Theory for Arrangers
- Module 2 The Music Category – Defining the BBS Style
- Module 3 Voicings and Overtone Patterns
- Module 4 Harmonization
- Module 5 Starting to Arrange: Song Selection, Transposition, Manuscript
- Module 6 Voice Leading
- Module 7 Embellishments
- Module 8 Arrangement Analysis
- Module 9 The Business of Arranging (Copyright Law)

# SAI Arranger Certification Program (ACP) Overview of the 3 Levels

## Beginner Level

**Module 1** is reciprocal with the Music Theory Module in the DCP Program, so if you have passed that DCP Module with at least **80%**, you will receive credit for it in the ACP and will not need to retake the test.

**Modules 1, 3, 4, 5, 6, 7, and 8** must be taken in order and the test for each must be passed with at least **80%**, in order to take the next test.

**Modules 2 and 9**, which also must be passed with at least 80%, may be taken at any time.



# SAI Arranger Certification Program (ACP) Overview of the 3 Levels

## Beginner Level

If you have some background in arranging, you may choose to “**Challenge**” the Beginning Level Modules.

This involves taking the tests for **Modules 2, 8, and 9**, passing each with at least **80%**.

Notify your Regional ACP Coordinator or Regional Education Coordinator if you wish to do so.

# SAI Arranger Certification Program (ACP) Overview of the 3 Levels

## Intermediate Level

Consists of small group study with facilitation, using online meeting technology.

A practical module with arrangement analysis assignments and hands-on arranging.

Managed by the ACP using Certified Music Arrangers (CMA) and Master Music Arrangers (MMA) as faculty.

Completion of beginner fundamentals is a prerequisite, but a “challenge” has been designed for those wishing to bypass the beginner level.

Participants who successfully complete the Intermediate level will earn the title of Approved Arranger.

# SAI Arranger Certification Program (ACP) Overview of the 3 Levels

## Intermediate Level

If you have some background in arranging, you may choose to “**Challenge**” the Beginning Level Modules.

This involves taking the tests for **Modules 2, 8, and 9**, passing each with at least **80%**.

Notify your Regional ACP Coordinator or Regional Education Coordinator if you wish to do so.

# SAI Arranger Certification Program (ACP) Overview of the 3 Levels

## Advanced Level

The format of the ACP Advanced Level program closely mirrors the format of the former IMAP program.

ACP Scholarship funding will be provided by SA for a period of up to two years to qualified individuals.

Individual mentoring will be provided by a CMA or MMA.

Candidates will have the opportunity to apply for advancement to CMA status upon successful completion of their scholarship.



# Region 15

## Arrange-by-Email Program

## Arrange-by-Email Program

Region 15 is fortunate to have had this Arrange-by-Email program in place for many years.

Sonny Steffan has been the regional Arrange-by-Email Coordinator for this program and will continue to support this option.

This program is available for those individuals looking for a less structured arranger education option than the ACP.

This program allows you to work at your own pace.

Sonny Steffan provides mentoring and personal critiquing of arrangements.

## Arrange-by-Email Program

There is no registration fee.

There are no tests associated with this program.

This is NOT a certification program.

## SAI Arranger Certification Program

ACP information and application:

<https://sweetadelines.com/education/certification-programs/arranger-certification-program>

Region 15 ACP Coordinator:

Jeanne Elmuccio

Email: [musicpoodle945@verizon.net](mailto:musicpoodle945@verizon.net) (908) 477-7775

Certified Director

Region 15 – Faculty, Directors Coordinator, ACP Coordinator

International ACP Coordinator

Director - Heart of New Jersey Chorus

Assistant Director - Liberty Oak Chorus

Arranger: <https://aeolianje.wixsite.com/website>

## Region 15 Arrange-by-Email Program

Region 15 ACP Coordinator:

Sonny Steffan

Email: [soniasteffan9@gmail.com](mailto:soniasteffan9@gmail.com)

I joined in 1962 and spent most of my time quartetting in the early years. Then came directing, arranging and coaching. I reached the "Approved Arranger" status under the old system but made directing my first commitment rather than continue to "Certified" status. I continue to learn as I teach and I enjoy working with beginners and intermediates. It's my way of "paying it forward" for all that Sweet Adelines has given me.



# Arranger Certification Program Application

Name \_\_\_\_\_ Membership # \_\_\_\_\_

Chapter Name \_\_\_\_\_ Region # \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_

Zip \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

## Sweet Adelines International Experience

- |   |   |
|---|---|
| <input type="checkbox"/> Chorus Director/Co-director  | <input type="checkbox"/> International Faculty    |
| <input type="checkbox"/> Associate/Assistant Director | <input type="checkbox"/> Judge (Category - _____) |
| <input type="checkbox"/> Section Leader               | <input type="checkbox"/> Quartet Member           |
| <input type="checkbox"/> Regional Leader              | <input type="checkbox"/> Quartet Coach            |
| <input type="checkbox"/> Arranger                     | <input type="checkbox"/> Chorus Coach             |
| <input type="checkbox"/> Other                        |   |

## Musical Background

Formal education:

\_\_\_\_\_

Other musical training:

\_\_\_\_\_

Barbershop experience outside Sweet Adelines International:

\_\_\_\_\_

Please list membership in other musical organizations (e.g., NAFME, ACDA, NATS): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return this application to international headquarters, along with the **\$100 application fee** by check, money order (U.S. funds) payable to Sweet Adelines International. (This fee is non-refundable and non-transferrable.)

**PLEASE NOTE:** The application fee to enroll in the Arranger Certification Program **does not** include the Arranger Guide which can be purchased through SA sales.

For credit card sales please call rather than send card information through email.

Sweet Adelines International • 9110 S. Toledo Ave. • Tulsa, Oklahoma 74137  
918-622-1444 • 800-992-7464 • Fax 918-665-0894 • education@sweetadelines.com

**For office use only**

Date processed: \_\_\_\_\_