



Iowa High School Music Association

PO Box 10

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ALAN S. GREINER, EXECUTIVE DIRECTOR

IHSMA ADJUDICATION CERTIFICATION INFORMATION

JUDGING REQUIREMENTS

Persons interested in serving the Iowa High School Music Association as an adjudicator are directed to meet these criteria:

- You must have five years teaching experience - public/private school, collegiate or private studio.
- You must obtain two letters of recommendation from persons already on the "Approved" list of adjudicators. Have the writer submit their letter directly to the IHSMA office. (only for those certifying for the first time)
- Recertification is required every 5 years.

The Certification/Re-certification Process:

- **Step 1:** Take the NFHSLearn.com course entitled "**Music Adjudication**". Once completed, the course completion certificate and completed adjudication forms must be sent to the IHSMA office. Send them to: IHSMA, PO Box 10, Boone, IA 50036 or email them to alan@ihsma.org. (We accept, reciprocally, certification gained in other states if conducted under the auspices of the state activity office or organization responsible for state-wide festivals.)
- **Step 2:** attend one of the online IHSMA Adjudicator Orientation sessions listed below.
- **Step 3:** Fill out the Federal IRS Form W-9 and return it to the IHSMA office along with your course completion certificate and adjudication forms. That form can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

IHSMA ADJUDICATION ORIENTATION SESSIONS

The Iowa High School Music Association will conduct Adjudicator Orientation Sessions periodically throughout the year. These sessions are universal regardless of adjudication discipline (Vocal, Wind, Brass, Percussion, or String). These sessions will operate between the hours of 7:00 – 8:00 p.m.

Registration: REGISTRATION FOR ATTENDANCE MUST BE BY TELEPHONE ONLY! Call the Association office (515-432-2013 - ask for Cassie) to reserve a place at the session you have chosen to attend.

Online Sessions:

Tuesday, September 10, 2019	7:00 - 8:00 PM
Monday, September 23, 2019	7:00 - 8:00 PM
Thursday, October 3, 2019	7:00 - 8:00 PM
Tuesday, October 15, 2019	7:00 - 8:00 PM
Tuesday, December 3, 2019	7:00 - 8:00 PM

In- Person Sessions:

ISTA CONFERENCE	TBD
Des Moines, IBA Conference	Saturday, May 16, 2020, Time TBD
ICDA SUMMER SYMPOSIUM	July, 2020, Date and Time TBD

To join an online session:

Computer or Smart Phone go to the following website: <https://zoom.us/j/724567746>

If using a Smart Phone to login you will need to download the Zoom App the first time. Because materials will be presented online, audio only connections will not be allowed.