

PROGRAM FOR BOARD CERTIFICATION IN MUSIC THERAPY

CANDIDATE HANDBOOK



THE CERTIFICATION BOARD
FOR MUSIC THERAPISTS

APRIL 2017

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CI = Center Insert

SPONSORSHIP

The Certification Board for Music Therapists, Inc. (CBMT) was incorporated in 1983 to advance the profession of music therapy and assist the public in identifying qualified professionals by developing board certification and recertification programs for music therapists. The CBMT is an independent body that establishes policies, procedures and standards for board certification in music therapy. The CBMT board certification program is accredited by the National Commission for Certifying Agencies (NCCA). The CBMT is also a charter member of the Institute for Credentialing Excellence (ICE). Granting of the Board Certification credential to music therapists (MT-BC) recognizes professional competence in the knowledge and skills required for current practice.

All correspondence and requests for information concerning the CBMT Board Certification Examination should be directed to:

Certification Board for Music Therapists (CBMT)
506 E. Lancaster Ave., Suite 102
Downingtown, PA 19335
800-765-CBMT (2268)
610-269-8900
Fax: 610-269-9232
Email: info@cbmt.org
Web: www.cbmt.org

For questions regarding examination administration, contact:

PSI
18000 W. 105th St.
Olathe, KS 66061-7543
913-895-4600
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INTRODUCTION

The CBMT adheres to the guidelines established by the NCCA in the development and implementation of its board certification program. The purpose of board certification in music therapy is to assist the public by identifying standards for the professional practice of music therapy. The CBMT provides uniform and valid examinations to individuals to assist the public in its efforts to evaluate qualified music therapists.

The CBMT Board Certification program consists of a computerized multiple-choice examination developed by its examination committee, a committee of music therapists from diverse backgrounds, using the guidelines issued by the Equal Employment Opportunity Commission (EEOC), as well as the American Psychological Association's (APA) standards for Educational and Psychological testing. Based on a national practice analysis of music therapy tasks, the examination was developed by the CBMT on behalf of members of the profession. Also in accordance with the EEOC guidelines and APA standards, the practice analysis is regularly reviewed and updated to reflect current, clinical practice.

The CBMT also sponsors and administers a recertification program. After successful completion of the examination, each certificant must recertify every five years. The purpose of the recertification program is to provide certificants with guidelines to assist them in remaining competent with current music therapy practice and further enhancing their knowledge in the profession of music therapy. The recertification program contributes to the professional development of the MT-BC through a program of continuing education, professional development and professional service opportunities. Documentation guidelines require relating content and learning outcomes to the document created through the most recent Practice Analysis entitled the CBMT Board Certification Domains. Integrating and applying new knowledge with current practice, developing enhanced skills in the delivery of services to clients, and enhancing an MT-BC's overall abilities are direct outcomes of the recertification program. To support CBMT's commitment of ensuring the competence of the certificant and protecting the public, certification must be renewed every five years with the accrual of 100 recertification credits to demonstrate competence in current music therapy practice.

STATEMENT OF NONDISCRIMINATION

The CBMT and PSI do not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

REQUIREMENTS FOR EXAMINATION ADMISSION

Candidates for Board Certification must have successfully completed the academic and clinical training requirements for music therapy, or their equivalent, as established by the American Music Therapy Association. To be eligible to sit for the examination, these requirements must be completed by the scheduled examination administration date. Refer to the application instructions for specific documentation requirements for verification of eligibility.

If you are taking the examination for **state licensure**, please contact the CBMT office for further direction or refer to the CBMT website for State Licensure information.

ALTERNATE ADMISSION PROCEDURE

If you completed your music therapy education and training outside the USA, you may obtain an application for alternate admission by contacting the CBMT office. Applicants will be notified of the CBMT's decision of their eligibility within 90 days after the completion of their application. Domestic candidates with a music therapy bachelor's degree or equivalency who have completed a non-traditional internship should phone the CBMT office to discuss their eligibility.

APPLYING FOR AN EXAMINATION

The CBMT Examination is administered by computer at approximately 300 PSI Test Centers geographically distributed throughout the United States and abroad. There are no application deadlines, and candidates who meet the eligibility requirements for an examination may submit their application, documentation and fee at any time. The following steps outline the application process:

1. To apply, eligible candidates must submit the following to the CBMT Office:
 - Completed and signed exam application (found in this book; electronic form is available on the Get Certified tab of the CBMT website).
 - Exam fee (credit card payments can be made through the Products and Services tab of the CBMT website).
 - Required documentation (see page 4).

The CBMT reserves the right to verify information supplied by or on behalf of a candidate.

An application is considered approved when all required items are received and verified at the CBMT office. An applicant may contact the CBMT office to check the status of their application at any time.

2. Approved applications are processed, and a confirmation notice of eligibility is sent to the candidate within approximately two weeks with instructions to schedule the exam appointment. This confirmation of a candidate's eligibility and acceptance of the application is valid for 90 days. A candidate who fails to schedule an appointment for examination within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.
3. For candidates testing in the USA, the confirmation notice contains a website address and toll-free telephone number for the candidate to contact PSI to schedule an appointment for examination. Be prepared to confirm a date and location for testing and to provide the Exam Scheduling number located on your confirmation notice.

The examinations are administered by appointment only Monday through Saturday. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

If you contact PSI by 3:00 p.m. Central Time	Your examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

When you call to schedule your appointment for examination, you will be notified of the time to report to the center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Test Center.

Candidates testing at an international test site will be sent an email with instructions to schedule an exam appointment. It may take two weeks to arrange an appointment through PSI.

HOLIDAYS

Examinations will not be offered on the following holidays.

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day

REQUIRED DOCUMENTATION FOR VERIFICATION OF ELIGIBILITY

NEW APPLICANTS – Send an **official transcript** of your Music Therapy degree to the CBMT office; copies of transcripts are not considered official. Have paper transcripts mailed directly to the CBMT office. If ordering an electronic transcript, have it emailed to Karen Howat at KH@CBMT.org.

Note: The transcript does not need to show the degree awarded or the final internship grade, but the internship must appear on the transcript. Degree and internship completion will be verified through both the Clinical Training Director and the Music Therapy Program Director.

AMTA-approved degree program:

- an **official transcript** of music therapy coursework
- If an internship grade and awarded degree are not shown on the official transcript, also submit:
 - If the internship grade is incomplete, proof of internship completion is required.
 - If the date of degree conferral is not included on the transcript, confirmation is needed from the Music Therapy Program Director that all degree requirements have been completed.

EQUIVALENCY DEGREE/CERTIFICATE – If you earned an equivalency in music therapy from an AMTA-approved program, submit all of the above, and if your undergraduate degree is not printed on your music therapy coursework transcript, an official transcript of your undergraduate degree is also required.

ALTERNATE TRACK – If you completed a music therapy association’s alternate route/track, send a copy of the original letter from the Association verifying completion of qualifications for the alternate route/track to the CBMT office.

RE-ENTRY APPLICANTS – If you were previously Board Certified and your certification expired, enclose:

- a photocopy of candidate’s CBMT certificate showing date originally certified, date of expiration and Board Certification number.
- if copy of CBMT certificate is unobtainable, contact the CBMT Office for verification of initial certification.

Under no circumstances will evidence of another credential be accepted as documentation of eligibility.

ELIGIBILITY REVIEW AND APPEAL POLICY

The CBMT provides the ability for an individual to appeal issues related to certification and recertification eligibility. A copy of the Eligibility Review and Appeal Policy can be found on Pages 21-22.

STATE LICENSURE

If you are taking the examination for **state licensure**, please contact the CBMT office for further direction or refer to the CBMT website for State Licensure information.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

CBMT and PSI comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. CBMT and PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations by contacting the CBMT office.

REQUIRED DOCUMENTATION FOR SPECIAL ACCOMMODATIONS

1. Complete the Request for Special Examination Accommodations form (page 19) and submit to the CBMT office.
2. Contact the appropriate professional to complete the Documentation of Disability-Related Needs (page 20). This document must be sent from the office of the professional completing the form directly to the CBMT office.

Both completed forms must be received and verified at the CBMT office before scheduling an exam appointment. Candidates with approved accommodations will be provided with the instructions to schedule an exam with the accommodations.

TEST CENTER LOCATIONS

Detailed maps and directions are available for the PSI Test Centers on the Examination tab of the CBMT website. Specific address information will be provided when you schedule an examination appointment.

EXAMINATION FEES

New or Re-Entry Candidate \$325 (\$275 examination fee; \$50 processing fee)

Re-test or Alternate Admission Candidate \$275

MISSED APPOINTMENTS AND FORFEITURES

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances. A new, complete application and examination fee are required to reapply for examination.

- You cancel your examination after confirmation of eligibility is received.
- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit www.goAMP.com prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

EXAMINATION APPOINTMENT CHANGES

1. You may reschedule ONE appointment for examination at no charge by calling PSI at 888-519-9901 at least two business days prior to your scheduled appointment. The following schedule applies.

If your examination is scheduled on...	You must call PSI by 3:00 p.m. Central Time to change your appointment by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

2. If you wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled appointment, you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.
3. If you cancel your examination after confirmation of eligibility is received you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

REQUEST FOR SPECIAL TEST CENTER

Requests may be made for additional international testing sites and/or military test centers by contacting the CBMT Office.

EXAMINATION CONTENT

The CBMT Examination was developed to objectively measure the knowledge and skills required of music therapists and to foster uniform standards for measuring such knowledge and skills. The examination is based on a content outline developed from a national practice analysis of music therapy clinical practice which identified tasks that are significant to music therapy practice. Examination questions were written by committee members and other practitioners to assess the knowledge and skills required to perform the identified tasks. The objective examination consists of 150 multiple-choice questions (130 scored and 20 nonscored pretest questions). The nonscored pretest questions will be scattered throughout the examination and you will not be able to discern pretest from scored questions while taking the examination. You will be expected to respond to all 150 questions in the three hour time limit. You are presented with a question and are asked to choose the correct answer from four options. The summary content outline that follows was developed from the most recent CBMT practice analysis. The number of questions on the examination from each content area is provided with each major content heading.

BOARD CERTIFICATION DOMAINS AND EXAMINATION OUTLINE

I. Referral, Assessment, and Treatment Planning: 40 items

A. Referral

1. Utilize or develop appropriate referral protocol for population.
2. Evaluate the appropriateness of a referral for music therapy services.
3. Prioritize referrals according to immediate client needs when appropriate.
4. Educate staff, treatment team, or other professionals regarding appropriate referral criteria for music therapy based on population needs.

B. Assessment

1. Observe client in music and/or non-music settings.
2. Obtain client information from available resources (e.g., client, caregiver, documentation, family members, other professionals, treatment team members).
3. Identify client functioning level, strengths, and areas of need within the following domains:
 - a. cognitive.
 - b. communicative.
 - c. emotional.
 - d. musical.
 - e. physiological.
 - f. psychosocial.
 - g. sensorimotor.
 - h. spiritual.
4. Identify client's:
 - a. active symptoms.
 - b. behaviors.
 - c. clinical history.
 - d. cultural and spiritual background, when indicated.
 - e. family dynamics and support systems.
 - f. learning styles.
 - g. manifestations of affective state.
 - h. music background and skills.
 - i. preferences.

- j. social and interpersonal relationships.
 - k. stressors related to present status.
 - l. resources.
5. Document intake and assessment information.
 6. Understand the possible effects of medical and psychotropic drugs.
 7. Select musical assessment tools and procedures.
 8. Select non-musical assessment tools and procedures.
 9. Adapt existing assessment tools and procedures.
 10. Develop assessment tools and procedures.
 11. Create an assessment environment or space conducive to the assessment protocol and/or client's needs.
 12. Engage client in musical and non-musical experiences to obtain assessment data.
 13. Identify client response to different:
 - a. types of musical experiences (e.g., improvising, recreating, composing, and listening) and their variations.
 - b. types of non-musical experiences.
 - c. styles of music.
 - d. elements of music (e.g., tempo, pitch, timbre, melody, harmony, rhythm, meter, dynamics, form, lyrics).

C. Interpret Assessment Information and Communicate Results

1. Evaluate reliability and presence of bias in information from available resources.
2. Identify factors which may impact accuracy of information gathered during assessment (e.g., precipitating events, medications, health considerations).
3. Draw conclusions and make recommendations based on analysis and synthesis of assessment findings.
4. Acknowledge therapist's bias and limitations in interpreting assessment information (e.g., cultural differences, clinical orientation).
5. Communicate assessment findings and recommendations in oral, written, or other forms (e.g., video, audio).

D. Treatment Planning

1. Involve client in the treatment planning process, when appropriate.
2. Consult the following in the treatment planning process:
 - a. clinical and research literature and other resources.
 - b. client's family, caregivers, or personal network, when appropriate.
 - c. other professionals, when appropriate.
3. Coordinate treatment with other professionals and/or family, caregivers, and personal network when appropriate.
4. Evaluate the role of music therapy within the overall therapeutic program.
5. Consider length of treatment when establishing client goals and objectives.
6. Establish client goals and objectives that are:
 - a. achievable.
 - b. measurable.
 - c. realistic.
 - d. specific.
 - e. time-bound.

7. Use a data collection system for measuring clinical outcomes to reflect criteria in objective.
8. Create environment or space conducive to client engagement.
9. Consider client's age, culture, language, music background, and preferences when designing music therapy experiences.
10. Design music therapy experiences that address client goals and objectives based on available research; clinical expertise; and the needs, values, and preferences of the client.
11. Use appropriate musical instruments and equipment consistent with treatment needs.
12. Use non-music materials consistent with music therapy goals and clients' learning styles (e.g., adaptive devices, visual aids).
13. Plan sessions of appropriate duration and frequency.
14. Determine group and/or individual placement based on assessment findings.
15. Structure and organize music therapy experiences within each session to create therapeutic contour (e.g., transitions, pacing, sequencing, energy level, intensity).
16. Design programs to reinforce goals and objectives for implementation outside the music therapy setting.
17. Document treatment plan.

II. Treatment Implementation and Termination: 70 items

A. Implementation

1. Develop a therapeutic relationship by:
 - a. building trust and rapport.
 - b. being fully present and authentic.
 - c. establishing boundaries and communicating expectations.
 - d. providing ongoing acknowledgement and reflection.
 - e. providing a safe and contained environment.
 - f. recognizing and managing aspects of one's own feelings and behaviors that affect the therapeutic process.
 - g. recognizing and working with transference and countertransference dynamics.
 - h. understanding group dynamics and processes.
2. Provide music therapy experiences to address client's:
 - a. ability to empathize.
 - b. ability to use music independently for self-care.
 - c. abuse and trauma.
 - d. activities of daily living.
 - e. adjustment to life changes or temporary or permanent changes in ability.
 - f. aesthetic sensitivity.
 - g. affect, emotions and moods.
 - h. agitation.
 - i. aggression.
 - j. anticipatory grief.
 - k. attention (i.e., focused, sustained, selective, alternating, divided).
 - l. auditory perception.
 - m. autonomy.
 - n. bereavement.
 - o. coping skills.
 - p. development of speech.
 - q. executive functions (e.g., decision making, problem solving).
 - r. functional independence.
 - s. generalization of skills to other settings.
 - t. grief and loss.
 - u. group cohesion and/or a feeling of group membership.
 - v. impulse control.
 - w. interactive response.
 - x. initiation and self-motivation.
 - y. memory.
 - z. motor skills.
 - aa. musical and other creative responses.
 - bb. neurological and cognitive function.
 - cc. nonverbal expression.
 - dd. on-task behavior.
 - ee. oral motor control.
 - ff. pain (i.e., physical, psychological).
 - gg. participation/engagement.
 - hh. physiological symptoms.
 - ii. pragmatics of speech.
 - jj. preparedness for stressful situations.
 - kk. quality of life.
 - ll. range of motion.
 - mm. reality orientation.
 - nn. responsibility for self.
 - oo. self-awareness and insight.
 - pp. self-esteem.
 - qq. sense of self with others.
 - rr. sensorimotor skills.
 - ss. sensory integration.
 - tt. sensory orientation (i.e., maintenance attention, vigilance).
 - uu. sensory perception.
 - vv. social skills and interactions.
 - ww. spirituality.
 - xx. spontaneous communication/interactions.
 - yy. strength and endurance.
 - zz. support systems.
 - aaa. verbal and nonverbal communication.
 - bbb. verbal and/or vocal responses.
 - ccc. vocal production.
 - ddd. wellness.
3. Recognize how the following theoretical orientations inform music therapy practice:
 - a. behavioral.
 - b. cognitive.
 - c. holistic.
 - d. humanistic/existential.
 - e. neuroscience.
 - f. psychodynamic.
4. Recognize how the following music therapy treatment approaches and models inform clinical practice:
 - a. behavioral.
 - b. culture centered.
 - c. community music therapy.
 - d. developmental.
 - e. humanistic.
 - f. improvisational.
 - g. medical.
 - h. neurological.
 - i. psychodynamic.

5. To achieve therapeutic goals:
 - a. apply the elements of music (e.g., tempo, pitch, timbre, melody, harmony, rhythm, meter, dynamics).
 - b. apply receptive music methods.
 - c. apply standard and alternate guitar tunings.
 - d. apply a variety of scales, modes, and harmonic progressions.
 - e. arrange, transpose, or adapt music.
 - f. compose vocal and instrumental music.
 - g. empathize with client's music experience.
 - h. employ active listening.
 - i. employ functional skills with:
 - 1.) voice.
 - 2.) keyboard.
 - 3.) guitar.
 - 4.) percussion instruments.
 - j. employ music relaxation and/or stress reduction techniques.
 - k. exercise leadership and/or group management skills.
 - l. facilitate community building activities.
 - m. facilitate transfer of therapeutic progress into everyday life.
 - n. identify and respond to significant events.
 - o. improvise instrumentally and vocally.
 - p. integrate current technology into music therapy practice according to client need.
 - q. integrate movement with music.
 - r. observe client responses.
 - s. provide visual, auditory, or tactile cues.
 - t. provide verbal and nonverbal guidance.
 - u. provide guidance to caregivers and staff to sustain and support the client's therapeutic progress.
 - v. mediate problems among clients within the session.
 - w. select adaptive materials and equipment.
 - x. share musical experience and expression with clients.
 - y. sight-read.
 - z. use creativity and flexibility in meeting client's changing needs.
 - aa. use music to communicate with client.
 - bb. use song and lyric analysis.
 - cc. utilize a varied music repertoire (e.g., blues, classical, folk, jazz, pop) from a variety of cultures and sub-cultures.

B. Safety

1. Recognize and respond to situations in which there are clear and present dangers to a client and/or others.
2. Recognize the potential harm of music experiences and use them with care.
3. Recognize the potential harm of verbal and physical interventions during music experiences and use them with care.
4. Observe infection control protocols (e.g., universal precautions, disinfecting instruments).
5. Recognize the client populations and health conditions for which music experiences are contraindicated and adapt treatment as indicated.

6. Comply with safety protocols with regard to transport and physical support of clients.
7. Inspect materials and instruments on a regular basis.

C. Termination and Closure

1. Assess potential benefits and detriments of termination.
2. Determine exit criteria.
3. Inform and prepare client.
4. Coordinate termination with a client's overall treatment.
5. Provide a client with transitional support and recommendations.
6. Help client work through feelings about termination.
7. Address client needs during staffing changes (e.g., therapist leaves job, job transfer, leave of absence).

III. Ongoing Documentation and Evaluation of Treatment: 10 items

A. Documentation

1. Develop and use data-gathering techniques and forms.
2. Record client responses, progress, and outcomes.
3. Employ language appropriate to population and facility.
4. Document music therapy termination and follow-up plans.
5. Provide periodic treatment summaries.
6. Adhere to internal and external legal, regulatory, and reimbursement requirements.
7. Provide written documentation that demonstrates evidence-based outcomes related to addressed goals/interventions.

B. Evaluation

1. Identify information that is relevant to client's treatment process.
2. Differentiate between empirical information and therapist's interpretation.
3. Acknowledge therapist's bias and limitations in interpreting information (e.g., cultural differences, clinical orientation).
4. Review treatment plan regularly.
5. Modify treatment plan as needed.
6. Respond to signs of distress (e.g., psychological, physical) and limits of client tolerance to treatment.
7. Analyze all available data to determine effectiveness of therapy.
8. Consult with music therapy and non-music therapy professionals.
9. Communicate with client and/or client's family, caregivers, treatment team, and personal network as appropriate.
10. Make recommendations and referrals as indicated.
11. Compare the client and therapist subjective experience/response to the elements, forms, and structures of music.

IV. Professional Development and Responsibilities: 10 items

A. Professional Development

1. Assess areas for professional growth and set goals.
2. Review current research and literature in music therapy and related disciplines.
3. Participate in continuing education.
4. Engage in collaborative work with colleagues.
5. Seek out and utilize supervision and/or consultation.

6. Expand music skills.
7. Develop and enhance technology skills.

B. Professional Responsibilities

1. Document all treatment related communications.
2. Document all non-treatment related communications.
3. Maintain and expand music repertoire.
4. Interact with the client in an authentic, ethical, and culturally competent manner that respects privacy, dignity, and human rights.
5. Respond to public inquiries about music therapy.
6. Conduct information sharing sessions, such as in-service workshops, for professionals and/or the community.
7. Communicate with colleagues regarding professional issues.
8. Maintain professional and effective working relationships with colleagues and community members.
9. Work within a facility's organizational structure, policies, standards, and procedures.
10. Maintain client confidentiality as required by law (e.g., HIPAA, IDEA).
11. Supervise staff, volunteers, practicum students, or interns.
12. Adhere to the CBMT Code of Professional Practice.
13. Fulfill legal responsibilities associated with professional role (e.g., mandated reporting, release of information).
14. Practice within scope of education, training, and abilities.
15. Maintain equipment and supplies.
16. Engage in business management tasks (e.g., marketing, payroll, contracts, taxes, insurance).
17. Prepare and maintain a music therapy program budget.
18. Prepare accountability documentation for facility administration and/or local, state, and federal agencies.
19. Maintain assigned caseload files (e.g., electronic, digital, audio, video, hard copies) in an orderly manner.
20. Serve as a representative, spokesperson, ambassador, or advocate for the profession of music therapy.

PREPARING FOR THE EXAMINATION

The CBMT Examination has been based on a study of tasks required for current music therapy practice. The exam tests all areas of Music Therapy practice and knowledge since Music Therapy is not best delivered by any one sub-specialty, or single approach. By closely reviewing the Board Certification Domains (examination outline) you can identify strengths and weaknesses in your Music Therapy knowledge.

Suggested preparation for the examination might include, but should not be limited to, review of study guides and notes from your academic and clinical training, the study of journal articles, textbooks or other publications reflecting current practice related to the Board Certification Domains. Please visit the Preparing for the Exam tab on the CBMT website for additional suggestions. The CBMT neither sponsors nor endorses review courses or study guides for the CBMT Certification Examination.

Examination scores are based on the number of questions correctly answered. You should carefully consider the possible answers to each question and select the best response. It is better to answer every item than to leave any blank.

SAMPLE QUESTIONS

The following are samples of questions that appear in the CBMT Examination.

1. Which of the following sets of notes comprises a pentatonic scale?
 - A. G, A, B, D, E
 - B. E, F[#], G[#], A[#], B
 - C. C, D, E, F[#], G[#]
 - D. D, D[#], E, F, F[#]
2. After six months of treatment to promote a child's language development, the music therapist wishes to determine the effectiveness of music therapy treatment. The therapist should
 - A. repeat the initial assessment to compare results.
 - B. arrange to have a speech/language therapist evaluate the child.
 - C. administer a new evaluation tool specifically designed for this child.
 - D. apply a standardized test to assess current level of language development.
3. If catharsis is a primary need for a client, the music therapist should use music
 - A. that will provide support.
 - B. that will help to sedate the client.
 - C. to enhance altered states of consciousness.
 - D. to evoke the expression of repressed feelings.
4. What is the BEST documentation for the assessment of a client who does not imitate the music therapist in beating rhythmic patterns on a drum?
 - A. The client was unable to imitate the therapist in beating rhythmic patterns.
 - B. The client refused to imitate the therapist in beating rhythmic patterns.
 - C. The client did not imitate the therapist in beating rhythmic patterns.
 - D. The client attempted to imitate the therapist in beating rhythmic patterns, but did not succeed.
5. The actions of a therapist's co-worker have repeatedly interfered with the therapeutic process of a client. The therapist's FIRST responsibility is to
 - A. ask the client to ignore the co-worker.
 - B. contact the co-worker's supervisor.
 - C. discuss the problem with other co-workers.
 - D. confront the co-worker privately.

Answers		
Content Area		Key
1.	I.A.	A
2.	IV.B.	A
3.	III.A.	D
4.	IV.A.	C
5.	V.B.	D

ON THE DAY OF YOUR EXAMINATION

On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Once you enter the office, look for the sign indicating PSI Test Center Check-In. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

You are prohibited from misrepresenting your identity or falsifying information to obtain admission to the Test Center.

YOU MUST HAVE PROPER IDENTIFICATION
TO GAIN ADMISSION TO THE TEST CENTER.

At the testing carrel, you will be instructed on-screen to enter your Exam Scheduling number. Your photograph, taken before beginning the examination, will remain on-screen throughout your testing session. This photograph will also print on your score report.

SECURITY

CBMT and PSI maintain examination administration and security standards that are designed to ensure that all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the examination room.
- No guests, visitors or family members are allowed in the examination room or reception areas.
- No personal items, valuables, or weapons should be brought to the Test Center. PSI is not responsible for items left in the reception area.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- You will be provided with one piece of scratch paper at a time to use during the examination. You must return the scratch paper to the supervisor at the completion of the examination, or you will not receive your score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

MISCONDUCT

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular/smart phones;
- talks or participates in conversation with other examination candidates;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Violation of any of the above provisions results in dismissal from the examination session. The candidate's score on the examination is voided and examination fees are not refunded. Evidence of misconduct is reviewed as outlined in the CBMT Code of Professional Practice to determine whether the candidate will be allowed to reapply for examination. If re-examination is granted, a complete examination and processing fee are required to reapply.

COPYRIGHTED EXAMINATION QUESTIONS

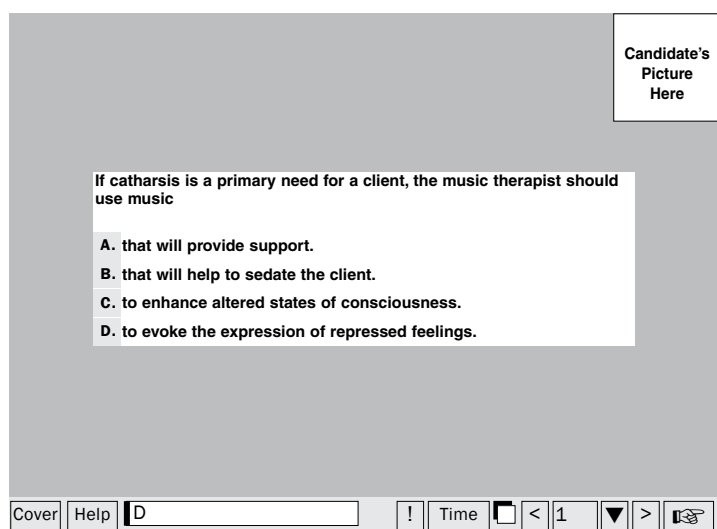
All examination questions are the copyrighted property of CBMT. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

PRACTICE TEST

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on computer. The time you use for this practice examination is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

TIMED EXAMINATION

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen. The examination contains 150 test questions (130 scored and 20 nonscored pretest questions distributed throughout the examination). Three hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when you are attempting the examination.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed three hours. You may click on the "Time" box in the lower right portion of the screen. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one question is presented at a time. The question number appears in the lower right portion of the screen. The entire question appears on-screen (i.e., stem and four options labeled – A, B, C and D). **Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse.** The letter of the selected option appears in the window in the lower left portion of the screen. To change your answer, enter a different option by pressing the A, B, C or D key or by clicking on the option using the mouse. An answer may be changed multiple times.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action allows the candidate to move forward through the examination question by question. To review a question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A question may be left unanswered for return later in the testing session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered or bookmarked questions, repeatedly click on the hand icon. When you have completed the examination, the number of examination questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions.

You may make comments for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. Be sure to answer each examination question before ending the examination. **There is no penalty for guessing.**

FOLLOWING THE EXAMINATION

After you finish the examination, you are asked to complete a short evaluation of your testing experience. Then, you are instructed to report to the Test Center administrator to receive your score report. Scores are reported in printed form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions you answered correctly. Your pass/fail status is determined by your raw score. Even though the examination consists of 150 questions, your score is based on 130 questions. Twenty questions are "pretest" questions.

The content area scores on your score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding your performance in each content area. The examination is designed to provide a consistent and precise determination of your overall performance and is not designed to provide complete information regarding your performance in each content area. You should remember that content areas with a larger number of items (questions) will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, therefore, the sub-scores should be interpreted with caution, especially those that correspond to content areas with very few items.

The methodology used to set the minimum passing score is the Angoff Method, in which expert judges estimate the passing probability of each question on the examination. These ratings are averaged to determine the minimum passing score (i.e., the number of correctly answered questions required to pass the examination.)

EXAMINATION APPEALS POLICY

It is the policy of the CBMT to provide every candidate with an opportunity to question the fairness of the test, its questions and its administration within 30 days of the examination date. A copy of the Examination Appeals Policy can be found on Page 23.

IF YOU PASS THE EXAMINATION

If you pass the CBMT Examination, you are allowed to use the credential "Music Therapist – Board Certified" (MT – BC).

The CBMT, reserves the right to recognize publicly any candidate who has successfully completed a CBMT Certification Examination, thereby earning the certification credential. Recognition will be awarded so as not to embarrass any candidate who is unsuccessful in an attempt to achieve certification.

IF YOU DO NOT PASS THE EXAMINATION

If you do not pass the examination, a reapplication form is provided at the bottom of your score report. To schedule another examination, submit this reapplication form and the Re-Test fee. You will not be able to schedule an appointment within the 30-day waiting period imposed between examination attempts. There is no limit to the number of times an individual may take the CBMT Examination.

SCORES CANCELED BY THE CBMT OR PSI

The CBMT and PSI are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. The CBMT and PSI are committed to rectifying such discrepancies as expeditiously as possible. The CBMT may void examination results if, upon investigation, violation of its regulations is discovered.

CONFIDENTIALITY

Information about candidates for testing or recertification and their examination results are considered confidential; however, the CBMT reserves the right to use information supplied by or on behalf of a candidate in the conduct of research. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

DUPLICATE SCORE REPORT

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to PSI, in writing, within 12 months after the examination. The request must include your name, Exam Scheduling number, mailing address, telephone number, date of examination and examination taken. Submit this information with a cashier's check or money order payable to PSI. Duplicate score reports will be mailed within approximately two weeks after receipt of the request.

RECERTIFICATION

Attaining certification is an indication of mastery of a well-defined body of knowledge at a point in time. Periodic renewal of the certification is required to maintain certified status. Initial certification or recertification is valid for five years.

Certificants recertify by accruing 100 Recertification Credits during their five year cycle. Detailed information on Recertification can

be found in the Recertification Manual, 6th edition on the CBMT website.

Failure To Recertify: A certificant who fails to meet requirements for recertification is no longer considered certified and may not use the MT-BC credential in professional communications, such as on letterhead, email address, stationery and business cards, in directory listings and in signature.

REVOCATION OF BOARD CERTIFICATION

Board Certification will be revoked for falsification of an application or application materials, violation of examination procedures or security, or violation of the CBMT Code of Professional Practice. If a certificant is notified of revocation, he/she will also be notified of the appeal process available.

CBMT CODE OF PROFESSIONAL PRACTICE

PREAMBLE

The CBMT is a nonprofit organization which provides board certification and recertification for music therapists to practice music therapy. The members of the Board of Directors comprise a diverse group of experts in music therapy. The Board is national in scope and blends both academicians and clinicians for the purpose of establishing rigorous standards which have a basis in a real world practice, and enforcing those standards for the protection of consumers of music therapy services and the public.

The CBMT recognizes that music therapy is not best delivered by any one sub-specialty, or single approach. For this reason, the CBMT represents a comprehensive focus. Certification is offered to therapists from a wide variety of practice areas, who meet high standards to the Practice of Music Therapy. To the extent that standards are rigorously adhered to, it is the aim of the CBMT to be inclusive, and not to be restrictive to any sub-specialty.

Maintenance of board certification will require adherence to the CBMT's Code of Professional Practice. Individuals who fail to meet these requirements may have their certification suspended or revoked. The CBMT does not guarantee the job performance of any individual.

I. COMPLIANCE WITH CODE OF PROFESSIONAL PRACTICE

As a condition of eligibility for and continued maintenance of any CBMT certification, each certificant agrees to the following:

A. Compliance with CBMT Standards, Policies and Procedures

No individual is eligible to apply for or maintain certification unless in compliance with all the CBMT standards, policies and procedures. Each individual bears the burden for showing and maintaining compliance at all times. The CBMT may deny, revoke, or otherwise act upon certification or recertification when an individual is not in compliance with all the CBMT standards, policies, and procedures. Nothing provided herein shall preclude administrative requests by the CBMT for additional information to supplement or complete any application for certification or recertification.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Please print all information. Use blue or black ink only. Read instructions carefully.

- 1 Full Name** – Last: Print your last name on the line provided. If you use more than one last name, write it just as you want it used.
First: Print your first name on the line provided. Do not use nicknames or initials.
Middle: Print your middle name or middle initial on the line provided.
Note: Your name must match the two forms of identification used to sign in for your examination appointment.
- 2 Name on Transcript** – Provide if name is different than #1. Contact the CBMT as additional documentation may be required.
- 3 Birthdate** – Enter your birthdate in MM/DD/YY format. Use two digits for month, day and year (e.g. “04” for April, “68” for 1968). Age will be used for statistical purposes only.
- 4 Gender** – Will only be used for statistical purposes.
- 5 Work Telephone, Home/Cell and Email Address** – Include area codes and clearly write email address.
- 6 Address** – Fill in a complete and accurate address. This is the address to which your confirmation of eligibility will be sent. BE SURE IT IS CORRECT.
Street: Fill in street address including any apartment or unit numbers.
City: Fill in name of city in mailing address.
State: Fill in name of state/province of mailing address.
Zip: Fill in zip code or postal code. Use nine-digit zip code if possible.
Country: Fill in country if other than United States.
- 7 Previous Examination** – If you have previously taken the CBMT Examination, check yes and note your last exam date.
- 8 Previous Board Certification** – If you have previously been Board Certified at any time and let that certification expire, or were not recertified for any reason, check yes and provide the full name used for initial Board Certification. Provide your former Board Certification number and your last recertification cycle at the lower right of the application (Section 17).
- 9 Testing Outside USA** – If you plan to test outside the USA, check yes. Provide your preference for the country and approximate date you would like to test. You will be able to schedule your own examination date after your application is approved.
- 10 Music Therapy Degree** – Enter the name of the school where you earned your Music Therapy degree. Check the degree earned and enter the date the degree is completed.
- 11 Highest Degree Completed** – Enter your highest degree completed; i.e., bachelor’s in music. Enter the date this degree was conferred.
- 12 Music Therapy Internship** – Enter the names of your Internship site, Clinical Training Director and the date you have finished your internship.
- 13 Experience in Music Therapy** – Enter the two-digit code indicating the amount of clinical experience you have at the time of application. Count only postgraduate, post-internship experience. Enter only one code.
- 14 Employer Name and Address** – Enter the name and address of your music therapy employer. The CBMT will provide a letter for you to present to your employer after you pass the examination and become Board Certified. The CBMT will not notify any employer of a failing result.
- 15 Documentation for Verification of Eligibility Checklist** – Check the appropriate box/line indicating what documentation you are sending with the application or will be sending under separate cover. For specific instructions refer to the “Required Documentation for Verification of Eligibility” section on page 4.
- 16 Authorization** – This authorization must be read, signed and dated by you or the application will not be accepted.
- 17 Fees** – Enter the amount of fees applicable to you. Payment must be made in U.S. funds, payable to the CBMT by check, money order or credit card. Do not send cash. Do not write credit card information on the application if you are making a payment using the Products and Services tab on the CBMT website.



The Certification Board for Music Therapists

506 East Lancaster Ave., Suite 102
 Downingtown, PA 19335
 800-765-CBMT (2268)
 610-269-8900
 Fax 610-269-9232

APPLICATION

Electronic Application available at CBMT.org.

PLEASE PRINT ALL INFORMATION

1. FULL NAME: Last			First	Middle
2. NAME ON TRANSCRIPT:		3. BIRTHDATE:		4. GENDER: <input type="checkbox"/> M <input type="checkbox"/> F
5. WORK TELEPHONE:		HOME TELEPHONE:		EMAIL ADDRESS:
6. ADDRESS: Street				
City		State	Zip	Country
7. Have you previously taken the CBMT Examination for Board Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list last examination date (MM/YY):				
8. Have you previously been Board Certified by the CBMT at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name:				
9. Are you testing outside the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Country:			Preferred test date:	
10. Music Therapy degree School Name: _____ Degree: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral Degree (MM/DD/YY): _____ Equivalency (MM/DD/YY): _____			11. Highest degree completed: _____ Degree conferred (MM/DD/YY): _____	
12. Music Therapy Internship Site Name: _____ Clinical Training Director: _____ Completed Internship (MM/DD/YY): _____			13. Postgraduate clinical experience in music therapy: _____ (02) Less than 1 year (03) 1 year to 3 years (04) 4 years to 6 years (05) 7 years to 10 years (06) More than 10 years	
14. Employer Name and Address: _____				
				Supervisor's Name:
15. Documentation Required for Verification of Eligibility Checklist: Please refer to the Instructions for Completing the Application in the Candidate Handbook for detailed information.				
CANDIDATE		RE-ENTRY CANDIDATE		
1) Official Transcript of Music Therapy degree <input type="checkbox"/> Enclosed in a sealed envelope <input type="checkbox"/> University sending		_____ Write former CBMT Board Certification number here _____ Write last five-year cycle here (e.g., 03-07) _____ Copy of CBMT certificate enclosed _____ Use CBMT records for verification (CBMT certificate is unobtainable)		
2) Confirmation of Music Therapy degree or Equivalency <input type="checkbox"/> Awarded on transcript <input type="checkbox"/> Program Director sending letter of verification		STATE LICENSURE <input type="checkbox"/> Copy of the state approval letter		
3) Confirmation of Music Therapy Internship <input type="checkbox"/> Enclosed <input type="checkbox"/> Clinical Training Director sending letter of verification				

16. AUTHORIZATION

I certify that all information contained in my application for certification by the Certification Board for Music Therapists (CBMT) is true and accurate to the best of my knowledge. I authorize CBMT, PSI, their officers, directors, committee members, employees and agents (CBMT's designated parties) to review my application and examination to determine whether I have met the CBMT's standards for certification.

By signing this Authorization, I acknowledge that I have read and understand the CBMT's rules and standards. I understand and agree to the denial, revocation or any other limitation of my certification if any statement made on this application or hereafter supplied to the CBMT is false or inaccurate, or if I violate any of the rules or standards of the CBMT. I understand that I can be disqualified from taking, or continuing to sit for an examination, or from receiving examination scores if the CBMT determines through either proctor observation or statistical analysis that I was engaged in collaborative, disruptive or other prohibited behavior during the administration of the examination.

I agree to cooperate promptly and fully in any review of my certification by the CBMT, including submitting such documents and information as may be required in the sole discretion of the CBMT to confirm the information in this application. I authorize the CBMT and the CBMT's designated parties to communicate information relating to my certification status to any individual, employer or organization that requests this information. I further authorize and consent to the use of information from my application and examination for the purpose of statistical analysis, provided I am not personally identified in the information released.

I agree to indemnify and hold harmless the CBMT and the CBMT's designated parties for any action taken pursuant to the rules and standards of the CBMT with regard to my certification and this application.

I agree that if I am granted CBMT Board Certification or recertification, it will be my responsibility to remain in compliance with all CBMT certification standards and the CBMT Code of Professional Practice (included on pages 12-16). I understand it is my responsibility to maintain valid certification status by demonstrating my successful completion of at least 100 recertification credits every five years.

By signing, I acknowledge that I have read and understand this information, and agree to abide by these terms.

Candidate's Signature

Date

17. FEES

New or Re-Entry
– Examination Fee of \$275 and Processing Fee of \$50

\$325

\$

Re-Test of Alternate Admission

\$275

\$

TOTAL FEES enclosed in U.S. funds payable to CBMT

\$

- Fee enclosed in U.S. funds payable to CBMT.
- Payment made using the **Products and Services** tab on the CBMT website.
- Charge my credit card:
 - VISA MasterCard Discover

Credit Card Number

3-digit Security Code

Expiration Date

Name as it Appears on the Card

Signature

Billing address of card if different than #6.

COMPLETION CHECKLIST

- _____ 1 Is application filled out completely including your signature and date?
- _____ 2 Did you enclose a transcript in a sealed envelope or order one to be sent to CBMT?
- _____ 3 Are appropriate fees enclosed payable to CBMT in U.S. funds or an indication of credit card payment?

B. Notification

The individual shall notify the CBMT within sixty (60) days of occurrence of any change in name, address, telephone number, and any other facts bearing on eligibility or certification (including but not limited to: filing of any criminal charge, indictment, or litigation; conviction; plea of guilty; plea of nolo contendere; or disciplinary action by a licensing board or professional organization). A certificant shall not make and shall correct immediately any statement concerning the certificant's status which is or becomes inaccurate, untrue, or misleading.

All references to 'days' in the CBMT standards, policies and procedures shall mean calendar days. Communications required by the CBMT must be transmitted by certified mail, return receipt requested, or other verifiable methods of delivery when specified. The certificant agrees to provide the CBMT with confirmation of compliance with the CBMT requirements as requested by the CBMT.

C. Property of the CBMT

The examinations and certificates of the CBMT, the name Certification Board for Music Therapists, and abbreviations relating thereto are all the exclusive property of the CBMT and may not be used in any way without the express prior written consent of the CBMT. In case of suspension, limitation, revocation, or resignation from the CBMT or as otherwise requested by the CBMT, the individual shall immediately relinquish, refrain from using, and correct at the individual's expense any outdated or otherwise inaccurate use of any certificate, logo, emblem, and the CBMT name and related abbreviations. If the individual refuses to relinquish immediately, refrain from using and correct at his or her expense any misuse or misleading use of any of the above items when requested, the individual agrees that the CBMT shall be entitled to obtain all relief permitted by law.

II. APPLICATION AND CERTIFICATION STANDARDS

In order to protect consumers of music therapy services and the public from harm and to insure the validity of the MT-BC credential for the professional and public good, CBMT may revoke or otherwise take action with regard to the application or certification of a certificant in the case of:

- A. Ineligibility for certification, regardless of when the ineligibility is discovered;
- B. Failure to pay fees required by the CBMT;
- C. Unauthorized possession of, use of, or access to the CBMT examinations, certificates, and logos of the CBMT, the name 'Certification Board for Music Therapists', and abbreviations relating thereto, and any other CBMT documents and materials;
- D. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement; fraud or deceit in an application, reapplication, representation of event/s, or any other communication to the CBMT; quality, integrity and professional commitment in music therapy;
- E. Misrepresentation of the CBMT certification or certification status;
- F. Failure to provide any written information required by the CBMT;
- G. Failure to maintain confidentiality as required by law;
- H. Gross or repeated negligence or malpractice in professional practice, including sexual relationships with clients, and sexual, physical, social, or financial exploitation;
- I. Limitation or sanction (including but not limited to revocation or suspension by a regulatory board or professional organization) relating to music therapy practice, public health or safety, or music therapy certification or recertification;
- J. The conviction of, plea of guilty or plea of nolo contendere to a felony or misdemeanor related to music therapy practice or public health and safety;
- K. Failure to timely update information to CBMT; or
- L. Other violation of a CBMT standard, policy or procedure as outlined in the CBMT Candidate Handbook, Recertification Manual, or other materials provided to certificants.

III. ESTABLISHMENT OF SPECIAL DISCIPLINARY REVIEW AND DISCIPLINARY HEARING COMMITTEES

- A. Upon the recommendation by the Chair, the CBMT Board of Directors may elect by a majority vote (i) a Disciplinary Review Committee and (ii) a Disciplinary Hearing Committee, to consider alleged violations of any CBMT disciplinary standards set forth in Section II. A.-L. above or any other CBMT standard, policy, or procedure.
- B. Each of these Committees shall be composed of three members drawn from CBMT certificants.
- C. A committee member's term of office on the committee shall run for three years and may be renewed.
- D. A committee member may serve on only one committee and may not serve on any matter in which his or her impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned.
- E. At all times during the CBMT's handling of the matter, the CBMT must exist as an impartial review body. If at any time during the CBMT's review of a matter, any member of the CBMT Disciplinary Review Committee, Disciplinary Hearing Committee, or Board of Directors identifies a situation where his or her judgment may be biased or impartiality may be compromised, (including employment with a competing organization), the member is required to report such matter to the Executive Director immediately. The Executive Director and Board Chair shall confer to determine whether a conflict exists, and if so, shall replace the member.
- F. Committee action shall be determined by majority vote.
- G. When a committee member is unavailable to serve due to resignation, disqualification, or other circumstance, the Chair of CBMT shall designate another individual to serve as an interim member.

IV. REVIEW AND APPEAL PROCEDURES

A. Submission of Allegations

- i. Allegations of a violation of a CBMT disciplinary standard or other CBMT standard, policy or procedure are to be referred to the Executive Director for disposition. Persons concerned with possible violation of CBMT's rules should identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to the Executive Director. The statement should identify by name, address and telephone number the person making the information known to the CBMT and others who may have knowledge of the facts and circumstances concerning the alleged conduct. Additional information relating to the content or form of the information may be requested.
- ii. The Executive Director shall make a determination of the substance of the allegations within sixty (60) days and after consultation with counsel.
- iii. If the Executive Director determines that the allegations are frivolous or fail to state a violation of CBMT's standards, the Executive Director shall take no further action and so apprise the Board and the complainant (if any).
- iv. If the Executive Director determines that good cause may exist to question compliance with CBMT's standards, the Executive Director shall transmit the allegations to the Disciplinary Review Committee.

B. Procedures of the Disciplinary Review Committee

- i. The Disciplinary Review Committee shall investigate the allegations after receipt of the documentation from the Executive Director. If the majority of the Committee determines after such investigation that the allegations and facts are inadequate to sustain a finding of a violation of CBMT disciplinary standards, no further adverse action shall be taken. The Board and the complainant (if any) shall be so apprised.
- ii. If the Committee finds by majority vote that good cause exists to question whether a violation of a CBMT disciplinary standard has occurred, the Committee shall transmit a statement of allegations to the certificant by certified mail, return receipt requested, setting forth:
 - a. The applicable standard;
 - b. Of facts constituting the alleged violation of the standard;
 - c. That the certificant may proceed to request: (i) review of written submission by the Disciplinary Hearing Committee; (ii) a telephone conference of the Disciplinary Hearing Committee; or (iii) an in-person hearing (at least held annually proximate to the annual meeting of the CBMT) for the disposition of the allegations, with the certificant bearing his or her own expenses for such matter;

- d. That the certificant shall have fifteen (15) days after receipt of such statement to notify the Executive Director if he or she disputes the allegations, has comments on available sanctions, and/or requests a written review, telephone conference hearing, or in-person hearing on the record;
 - e. That, in the event of an oral hearing in person or by phone, the certificant may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on his or her behalf;
 - f. That the truth of allegations or failure to respond may result in sanctions including possible revocation of certification; and
 - g. That if the certificant does not dispute the allegations or request a review hearing, the certificant consents that the Committee may render a decision and apply available sanctions. (Available sanctions are set out in Section V, below.)
- iii. The Disciplinary Review Committee may offer the individual the opportunity to negotiate a specific sanction in lieu of proceeding with a written review or hearing. The individual may ask the Disciplinary Review Committee to modify its offer, and the Committee may do so in its sole discretion. Any agreed-upon sanction must be documented in writing and signed by CBMT and the individual. If the individual is unwilling to accept the Disciplinary Review Committee's offer, the requested review or hearing will proceed as provided below.

C. Procedures of the Disciplinary Hearing Committee

- i. Written Review. If the individual requests a review by written briefing, the Disciplinary Review Committee will forward the allegations and response of the individual to the Disciplinary Hearing Committee. Written briefing may be submitted within thirty (30) days following receipt of the written review request by the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will render a decision based on the record below and written briefs (if any) without an oral hearing.
- ii. Oral Hearing. If the individual requests a hearing:
 - a. The Disciplinary Review Committee will:
 - (1) forward the allegations and response of the certificant to the Disciplinary Hearing Committee; and
 - (2) designate one of its members to present the allegations and any substantiating evidence, examine and cross-examine witness(es) and otherwise present the matter during any hearing of the Disciplinary Hearing Committee.
 - b. The Disciplinary Hearing Committee shall then:
 - (1) schedule a telephone or in-person hearing as directed by the certificant;

- (2) send by certified mail, return receipt requested, a Notice of Hearing to the certificant. The Notice of Hearing will include a statement of the time and place selected by the Disciplinary Hearing Committee. The certificant may request a modification of the date of the hearing for good cause. Failure to respond to the Notice of Hearing or failure to appear without good cause will be deemed to be the individual's consent for the Disciplinary Hearing Committee to administer any sanction which it considers appropriate.
- c. The Disciplinary Hearing Committee shall maintain a verbatim audio and/or video tape or written transcript of any telephone conference or in-person hearing.
- d. The CBMT and the certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements, and present written briefs as scheduled by a Disciplinary Hearing Committee.
- e. The Disciplinary Hearing Committee shall determine all matters relating to the hearing or review. The hearing or review and related matters shall be determined on the record by majority vote.
- f. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions of admissibility shall be determined by majority vote of the Disciplinary Hearing Committee.
- iii. In all written reviews and oral hearings:
 - a. The Disciplinary Hearing Committee may accept, reject, or modify the recommendation of the Disciplinary Review Committee, either with respect to the determination of a violation or the recommended sanction.
 - b. Proof shall be by preponderance of the evidence.
 - c. Whenever mental or physical disability is alleged, the certificant may be required to undergo a physical or mental examination at the expense of the certificant. The report of such an examination shall become part of the evidence considered.
 - d. The Disciplinary Hearing Committee shall issue a written decision following the hearing or review and any briefing. The decision shall contain factual findings, legal conclusions, and any sanctions applied. The decision of the Disciplinary Hearing Committee shall be mailed promptly by certified mail, return receipt requested, to the certificant. If the decision rendered by the Disciplinary Hearing Committee is that the allegations are not supported, no further action on them shall occur.

D. Appeal Procedures

- i. If the decision rendered by the Disciplinary Hearing Committee is not favorable to the certificant, the certificant may appeal the decision to the CBMT Board of Directors by submitting a written appeal statement within thirty (30) days following receipt of the decision of the Disciplinary Hearing Committee. CBMT may file a written response to the statement of the certificant.
- ii. The CBMT Board of Directors by majority vote shall render a decision on the appeal without oral hearing, although written briefing may be submitted by the certificant and CBMT.
- iii. The decision of the CBMT Board of Directors shall be rendered in writing following receipt and review of any briefing. The decision shall contain factual findings, legal conclusions, and any sanctions applied and shall be final. The decision shall be transmitted to the certificant by certified mail, return receipt requested.
- iv. A Director may not: (a) review a matter at the appeal stage if he/ she heard the matter as a member of the Disciplinary Hearing Committee; (b) review any matter in which his/her impartiality might reasonably be questioned, or (c) review any matter which presents an actual, apparent, or potential conflict of interest.
- v. In all reviews:
 - a. The Board of Directors may affirm or overrule and remand the determination of the Disciplinary Hearing Committee.
 - b. In order to overturn a decision of the Disciplinary Hearing Committee, the individual must demonstrate that the Committee's decision was arbitrary or capricious [e.g., was inappropriate because of: (a) material errors of fact, or (b) failure of the Disciplinary Review Committee or the Disciplinary Hearing Committee to conform to published criteria, policies, or procedures]. Proof is by preponderance of the evidence.

V. SANCTIONS

- A. Sanctions for violation of any CBMT standard set forth herein or any other CBMT standard, policy, or procedure may include one or more of:
 - i. Mandatory remediation through specific education, treatment, and/or supervision;
 - ii. Written reprimand to be maintained in certificant's permanent file;
 - iii. Suspension of board certification with the right to re-apply after a specified date;
 - iv. Probation;
 - v. Non-renewal of certification;
 - vi. Revocation of certification; and vii. Other corrective action.

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- B. The sanction must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the individual and deterrence of similar conduct by others. The sanction decision may also take into account aggravating circumstances, prior disciplinary history, and mitigating circumstances. No single sanction will be appropriate in all situations.

VI. SUMMARY PROCEDURE

Whenever the Executive Director determines that there is cause to believe that a threat of immediate and irreparable harm to the public exists, the Executive Director shall forward the allegations to the CBMT Board. The Board shall review the matter immediately, and provide telephonic or other expedited notice and review procedure to the certificant. Following such notice and opportunity by the individual to be heard, if the Board determines that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to ninety (90) days pending a full review as provided herein.

VII. PERIOD OF INELIGIBILITY FOLLOWING REVOCATION

If certification is revoked based on noncompliance with the Code of Professional Practice, then the individual is automatically ineligible to apply for certification or re-certification for the periods of time listed below:

- A. In the event of a felony conviction directly related to music therapy practice or public health and/or safety, no earlier than seven (7) years from the exhaustion of appeals or release from confinement (if any), or the end of probation, whichever is later:
- B. In any other event, no earlier than five (5) years from the final decision of revocation. After these periods of time, eligibility will be considered as set forth in CBMT's Eligibility Review and Appeal Policy.

After these periods of time, eligibility will be considered as set forth in CBMT's Eligibility Review and Appeal Policy.

VIII. CONTINUING JURISDICTION

CBMT retains jurisdiction to review and issue decisions regarding any matter which occurred prior to the termination, expiration, or relinquishment of certification.

ADOPTED: FEBRUARY 8, 1997

EFFECTIVE DATE: JANUARY 1, 1998

REVISED: FEBRUARY 7, 1998

REVISED: FEBRUARY 8, 2001

REVISED: OCTOBER 4, 2011

AMERICAN MUSIC THERAPY ASSOCIATION

APPROVED PROGRAMS

3301 University of Alabama, University, AL
0301 Arizona State University, Tempe, AZ
0502 University of the Pacific, Stockton, CA
0503 California State University-Northridge, Northridge, CA
0601 Colorado State University, Fort Collins, CO
0902 Howard University, Washington, DC
1003 Florida Gulf Coast University, Fort Myers, FL
1001 Florida State University, Tallahassee, FL
1002 University of Miami, Coral Gables, FL
1101 Georgia College and State University, Milledgeville, GA
1102 University of Georgia, Athens, GA
1402 Illinois State University, Normal, IL
1403 Western Illinois University, Macomb, IL
1501 Indiana U-Purdue U at Fort Wayne, Fort Wayne, IN
1500 Indiana Wesleyan University, Marion, IN
1502 University of Evansville, Evansville, IN
1503 St. Mary-of-the-Woods College,
St. Mary-of-the-Woods, IN
1504 Indiana U-Perdue U-Indianapolis, Indianapolis, IN
1601 University of Iowa, Iowa City, IA
1602 Wartburg College, Waverly, IA
1701 University of Kansas, Lawrence, KS
1801 University of Louisville, Louisville, KY
1802 University of Kentucky, Lexington, KY
1901 Loyola University, New Orleans, LA
0201 Anna Maria College, Paxton, MA
0202 Berklee College of Music, Boston, MA
0203 Lesley University, Cambridge, MA
2301 Eastern Michigan University, Ypsilanti, MI
2304 Western Michigan University, Kalamazoo, MI
2401 Augsburg College, Minneapolis, MN
2403 University of Minnesota, Minneapolis, MN
2501 William Carey University, Hattiesburg, MS
2502 Mississippi University for Women, Columbus, MS
2601 Maryville University of St. Louis, St. Louis, MO
2602 University of Missouri-Kansas City, Kansas City, MO
2603 Drury University, Springfield, MO
3404 Appalachian State University, Boone, NC
3401 East Carolina University, Greenville, NC
3402 Queens University of Charlotte, Charlotte, NC
3501 University of North Dakota, Grand Forks, ND
4001 Concordia University, Seward, NE
3101 Montclair State University, Upper Montclair, NJ
0105 Molloy College, Rockville, NY
0101 Nazareth College, Rochester, NY
0104 New York University, New York, NY
0102 SUNY – Fredonia, Fredonia, NY
0103 SUNY – New Paltz, New Paltz, NY
3601 Baldwin-Wallace College, Berea, OH
3603 Cleveland State University, Cleveland, OH
3604 The College of Wooster, Wooster, OH
3607 Ohio University, Athens, OH
3608 University of Dayton, Dayton, OH
3703 Oral Roberts University, Tulsa, OK

3702 Southwestern Oklahoma State University,
Weatherford, OK
3802 Marylhurst University, Marylhurst, OR
3803 Pacific University, Forest Grove, OR
3903 Duquesne University, Pittsburgh, PA
3904 Elizabethtown College, Elizabethtown, PA
3910 Immaculata University, Immaculata, PA
3907 Marywood University, Scranton, PA
3913 Mercyhurst University, Erie, PA
3912 Drexel University (Hahnemann), Philadelphia, PA
3908 Slippery Rock University, Slippery Rock, PA
3911 Temple University, Philadelphia, PA
4502 Seton Hill University, Greensburg, PA
4101 Charleston Southern University, Charleston, SC
4102 Converse College, Spartanburg, SC
4302 Belmont University, Nashville TN
4401 Sam Houston State University, Huntsville, TX
4402 Southern Methodist University, Dallas, TX
4403 Texas Woman's University, Denton, TX
4404 West Texas A&M University, Canyon, TX
4405 University of the Incarnate Word, San Antonio, TX
4501 Utah State University, Logan, UT
0001 Radford University, Radford, VA
0002 Shenandoah University, Winchester, VA
4601 Seattle Pacific University, Seattle, WA
5001 Alverno College, Milwaukee, WI
5005 Carroll University, Waukesha, WI
5101 West Virginia University, Morgantown, WV
9999 Schools not listed

FORMERLY APPROVED PROGRAMS

6000 University of Windsor, Windsor, Ontario, Canada
0401 Henderson State University, Arkadelphia, AR
0501 California State University-Long Beach, Long Beach, CA
0504 Chapman University, Orange, CA
0602 Naropa University, Boulder, CO
0901 Catholic University of America, Washington, DC
1401 DePaul University, Chicago, IL
0220 Emmanuel College, Boston, MA
2101 Columbia Union College, Takoma Park, MD
2302 Michigan State University, East Lansing, MI
2303 Wayne State University, Detroit, MI
2402 College of Saint Teresa, Winona, MN
2701 Eastern Montana College, Billings, MT
3201 Eastern New Mexico University, Portales, NM
3602 Case Western Reserve University, Cleveland, OH
3605 Oberlin College, Oberlin, OH
3606 College of Mt. St. Joseph on the Ohio, Mt. St. Joseph, OH
3701 Phillips University, Enid, OK
3801 Willamette University, Salem, OR
3901 Combs College of Music, Philadelphia, PA
3902 College Misericordia, Dallas, PA
3906 Mansfield University, Mansfield, PA
4301 Tennessee Technological University, Cookeville, TN
5002 University of Wisconsin-Eau Claire, Eau Claire, WI
5003 University of Wisconsin-Milwaukee, Milwaukee, WI
5004 University of Wisconsin-Oshkosh, Oshkosh, WI

CANADIAN ASSOCIATION FOR MUSIC THERAPY

APPROVED PROGRAMS

- 6001 Acadia University, Wolfville, Nova Scotia
- 6002 Canadian Mennonite University, Winnipeg, Manitoba
- 6003 Capilano University, North Vancouver, British Columbia
- 6000 University of Windsor, Windsor, Ontario
- 6005 Wilfrid Laurier University, Waterloo, Ontario
- 6006 Concordia University, Montreal, Quebec



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS



If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date to the CBMT office.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

CANDIDATE INFORMATION

Date of Birth: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number Email Address

SPECIAL ACCOMMODATIONS

I am requesting the following special accommodations for the board certification examination in Music Therapy.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

The following professional will be completed and sending my Documentation of Disability-Related Needs form to the CBMT Office:

Signed: _____ Date: _____

**Send this completed form to:
CBMT, 506 East Lancaster Ave., Suite 102, Downingtown, PA 19335.
If you have questions, call the CBMT office at 800-765-2268.**



DOCUMENTATION OF DISABILITY-RELATED NEEDS



Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that CBMT is able to provide the required accommodations.

PROFESSIONAL DOCUMENTATION

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed below.

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Send this completed form to:
CBMT, 506 East Lancaster Ave., Suite 102, Downingtown, PA 19335.
If you have questions, call the CBMT office at 800-765-2268.

ELIGIBILITY REVIEW AND APPEAL POLICY

The Certification Board for Music Therapists (“CBMT”) has adopted this Eligibility Review and Appeal Policy to establish a fair process for addressing application, examination and recertification issues.

1. ELIGIBILITY.

- A. Complete Application.** The individual shall truthfully complete and sign an application in the form provided by CBMT, pay the required fees, and provide additional information as requested.
- B. Criminal Convictions.** An individual convicted of a felony directly related to the music therapy profession or public health and safety is ineligible to apply for certification or recertification for a period of seven (7) years from the exhaustion of appeals, final release from confinement (if any), or the end of probation, whichever is later. Convictions of this nature include (but are not limited to) felonies involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon or violence, and prohibited sale, distribution, or possession of a controlled substance. An individual who is incarcerated, or for whom incarceration is pending, as of the application deadline date is ineligible for certification or recertification.
- C. Pending Disciplinary Action.** An individual against whom disciplinary allegations are pending will not be awarded certification or recertification (if otherwise qualified) until CBMT has made a final determination regarding the allegations.
- D. Reinstatement of Eligibility.** Following a period of ineligibility based on noncompliance with the Code of Professional Practice, the individual may apply for reinstatement of eligibility by demonstrating that he/she has been rehabilitated. Proof is by preponderance of the evidence. Unless adequate evidence is submitted, the individual will remain ineligible.

- 2. DEADLINES.** Individuals are required to meet all deadlines imposed by CBMT, including but not limited to those regarding submission of fees, recertification applications, required evidence of continuing education, and sitting for its examinations. In the event an individual fails to meet a CBMT deadline due to circumstances beyond the control of the individual or other extraordinary conditions that have rendered it difficult or impossible for the individual to meet CBMT's deadlines, the individual may appeal a denial of eligibility through the appeals process described below in Section 5. No other procedures shall be afforded to individuals who fail to meet CBMT deadlines.

3. EXAMINATION.

- A. The examination is the sole and exclusive property of CBMT and may not be used in any way without the express written consent of CBMT. No one is permitted to make or keep copies, excerpts, or notes of examination materials.
- B. Individuals are prohibited from using or divulging information learned from the examination.
- C. Failure to pass the examination may **not** be appealed.
- D. In the event a candidate objects to the inclusion of a specific examination item or items in the examination, candidates will be given an opportunity to submit challenge comments in accordance with the CBMT Examination Appeals Policy. CBMT shall review all comments and determine, in its sole discretion, whether sufficient justification exists for removing an item or items from the examination score determination.
- E. CBMT may withhold an examination score pending resolution of an examination irregularity. CBMT may cancel an examination score if there is adequate reason to question its validity because of misconduct or other circumstances. CBMT may require candidates to cooperate in any subsequent investigations carried out by CBMT or a CBMT authorized testing services.

4. INITIAL REVIEW & DETERMINATION.

The CBMT Office staff will determine whether a candidate is eligible for certification or recertification. If an individual has not met the certification or recertification criteria or CBMT deadlines, then CBMT Office staff may permit the individual another opportunity to supplement his/her application and/or have the application further reviewed by the CBMT Office staff. The timeframe and other conditions for further review will be provided by CBMT Office staff in writing and an additional fee may apply. If the outcome of this initial review by the CBMT Office staff is not favorable to the individual, then the individual may proceed with an appeal as provided below in Section 5.

5. APPEALS PROCESS FOR DENIAL OF ELIGIBILITY FOR CERTIFICATION OR RECERTIFICATION.

- A. A denial of eligibility for certification or recertification may be appealed. However, an individual may appeal the decision only if certification or re-certification was denied for a reason *other* than failing the examination.
- B. The individual may request an appeal within thirty (30) calendar days after receipt of the denial letter. After this time, the individual may not request an appeal.
- C. All appeals must be submitted in writing and sent to CBMT by traceable mail or delivery service.

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- D. The appeal must specify a valid basis for the appeal.
 - E. An appeal of a certification or recertification eligibility denial will be considered by CBMT by written review. An oral hearing is not permitted. Documentation not previously submitted to CBMT will not be considered.
 - F. CBMT Board of Directors will render a decision based on the written record and file a written response to the appeal request.
 - G. In order to overturn a denial of eligibility or recertification, the individual must demonstrate that the denial was arbitrary or capricious. Proof is by preponderance of the evidence.
 - H. The decision of the Board of Directors is final.
 - I. Only one appeal per application is permitted. If that appeal upholds the original denial, the individual must complete and submit a new application in order to seek certification at another time. In the case of a denial for failure to meet the continuing education requirements for re-certification, the individual may apply to recertify by examination.
 - J. The individual is responsible for all expenses incurred by him/her related to the appeal of a denial of eligibility, and must pay an appeal administrative fee.

EXAMINATION APPEALS POLICY

It is the policy of the Certification Board for Music Therapists ("CBMT") to provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test, its questions and its administration. Two guiding principles related to examination challenges include:

1. For security reasons, examination materials are not available for review by the candidates in any setting other than at an approved test center when taking the examination to seek certification, and
2. A passing score is required in all instances prior to the awarding of a CBMT credential.

Candidates may comment about any test question or questions, test procedure, and/or the test itself by either recording a comment during the testing session or by completing a form at the test center upon conclusion of the test. Candidates are advised that no response will be provided to these comments, however, all comments regarding examination validity will be reviewed by CBMT upon referral by testing company staff. CBMT will evaluate the nature and severity of each situation and respond appropriately.

Candidates may also submit a complaint in writing to CBMT no later than thirty (30) calendar days after taking the examination. Complaints must be communicated in writing and within this timeframe; CBMT will NOT consider late complaints, or complaints not submitted in writing.

Any complaint should describe the basis for the complaint in as much detail as possible, and should include:

- A. candidate's name, address, telephone number, and email address;
- B. reason for the complaint;
- C. names, addresses, and telephone numbers of others who may have knowledge of the facts and circumstances concerning the situation;
- D. date and location of the test administration; and
- E. remedy desired by the candidate.

Submit complaints to: Certification Board for Music Therapists, 506 E. Lancaster Ave., Suite 102, Downingtown, PA 19335

All complaints will receive CBMT's full attention. CBMT will acknowledge receipt of the complaint in writing to the complaining candidate, investigate the complaint, and inform the candidate of its decision.

Complaints based on test administration practices or other circumstances not related to exam validity will be reviewed and investigated by the CBMT Executive Director. If the Executive Director determines that the complaint is frivolous or fails to state a violation of CBMT's rules, CBMT will take no further action. If the Executive Director determines that good cause may exist to question compliance with CBMT's rules, CBMT will investigate further in accordance with other CBMT policies, as applicable. A passing score is required for certification in all instances.

