



THE CERTIFICATION BOARD
FOR MUSIC THERAPISTS

APPROVED PROVIDER MANUAL

Sixth Edition 2015

Quality, Integrity and Professional
Commitment in Music Therapy



THE CERTIFICATION BOARD
FOR MUSIC THERAPISTS

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Introduction

The Certification Board for Music Therapists

The mission of the Certification Board for Music Therapists (CBMT) is to define the body of knowledge that represents competent practice in the profession of music therapy; to create and administer a program to evaluate initial and continuing competence of this knowledge; to issue the credential of MT-BC, Music Therapist-Board Certified, to individuals who demonstrate the required level of competence; and to promote music therapy certification.

The Certification Board for Music Therapists is fully accredited by the National Commission for Certifying Agencies (NCCA). By establishing and maintaining the recertification program, CBMT is in compliance with NCCA guidelines and standards that require certifying agencies to: 1) have a plan for periodic recertification; and 2) provide evidence that the recertification program is designed to measure or enhance the continued competence of the certified professional. Initially, CBMT measures the competence of a music therapist through the CBMT examination. Subsequently, CBMT's recertification program allows the MT-BC to choose between re-taking the examination or by earning recertification credits. NCCA accreditation demonstrates to certificants, employers, government agencies, payers, courts, and professional organizations that CBMT has been reviewed and meets certification standards set by an impartial, objective commission whose primary focus is competency assurance and protection of the consumer.

The literature base of music therapy is rapidly expanding and innovative approaches to clinical practice and research continue to be articulated and refined. The CBMT examination and recertification programs are designed to embrace this growth. The Practice Analysis Committee of CBMT convenes every five years to conduct a survey of practicing music therapists in order to identify the elements of current music therapy practice. The results of this survey are used to generate the CBMT *Board Certification Domains* document. The CBMT examination and recertification programs are based on the most recent CBMT *Board Certification Domains* and are thus representative of current music therapy practice.

The Continuing Education Committee (CEC) of CBMT administers and monitors the recertification program for certificants (MT-BCs). The mission of the Continuing Education Committee of CBMT is to assist certificants in remaining competent with current practice and further enhancing their knowledge of music therapy through continuing education, professional development, and professional service opportunities. The CEC accomplishes its mission through the Recertification program and the Approved Provider (AP) program. These two components are symbiotic in nature; they are not mutually exclusive. The Recertification program exists to help certificants integrate and apply new knowledge with current practice, develop enhanced skills in delivery of services to clients, and enhance their overall abilities. The AP program exists to serve the needs of the certificants by providing quality, approved continuing education. This includes advising CBMT Approved Providers and monitoring the educational courses they offer, recognizing certificants participation in such courses, and maintaining quality assurance through periodic audits of Approved Providers' educational programs.

CBMT Approved Provider Status

CBMT Approved Providers are an essential component of the recertification program and the educational courses they offer appeal to music therapists. More than 90% of over 6,300 MT-BCs choose the recertification option to maintain their board certification. This option requires the MT-BC to earn 100 recertification credits per five-year cycle, three credits are required to be in ethics. MT-BCs interested in

maintaining their credential by earning CMTE credits are strongly encouraged to identify and utilize only those courses that are well designed and taught by professionals with significant experience and knowledge. A CBMT Approved Provider is an organization or individual that is approved by CBMT to issue CMTE credits to certificants for participation in continuing education courses. CBMT Approved Providers are the preferred source for acquiring CMTE credits and the approval process ensures quality control in the CMTE experiences. A list of Approved Providers and available courses are posted on the CBMT website. In addition, CMTE credits earned through these courses are easy for MT-BCs to document and report to CBMT as approved credits.

The CBMT invites interested parties to consider applying for CBMT Approved Provider status and to participate in the growth and development of the practice of music therapy. This manual, with the accompanying applications and forms, details the policies and procedures that regulate the CBMT Approved Provider approval process and specifies the responsibilities of organizations or individuals approved to provide educational courses for CMTE credit.

Definition, Purpose, and Nature of Continuing Music Therapy Education

Continuing Music Therapy Education (CMTE) consists of educational courses that serve to maintain, develop, or increase the knowledge, skills and professional abilities that music therapists use in providing services to patients, clients, consumers, the public, or the profession. Since clinical knowledge and practices change, it is necessary for each practitioner to keep pace with current theories, methods, and techniques. In line with this, the subject matter of CMTE is derived from the knowledge and skill areas indicated in the current CBMT *Board Certification Domains*.

The goal of CBMT's continuing music therapy education program is to allow certificants a range of options as they seek out learning resources to help them maintain, develop, or increase the depth and breadth of their clinical and professional knowledge and clinical skills. Any organization, or individual that has the education of music therapy professionals and/or those in related fields as part of its mission may apply for CBMT Approved Provider status.

An Approved Provider of Continuing Music Therapy Education courses:

1. Has the **authority** to designate educational coursework as approved by CBMT for a designated number of CMTE credits.
2. Accepts **responsibility** for monitoring and assuring the high quality of courses it provides, and for documenting through measurable learning outcomes that learning objectives have been met.
3. Must **facilitate** the three necessary components of continuing education:
 - Provide MT-BCs interaction with a learning resource
 - Facilitate continuing education experiences that help MT-BCs maintain, develop, or increase the depth and breadth of clinical and/or professional knowledge and/or clinical skills
 - Utilize information that is current to the field of music therapy, as defined by the CBMT *Board Certification Domains*.

All educational coursework must provide an **in-depth** learning experience. The CBMT defines a 50-minute hour of coursework as equal to 1 CMTE credit. The **minimum** number of CMTE credits allowed for an approved event is 3. This translates to a minimum of 2 hours 30 minutes, or 150 minutes, of educational coursework. Registration periods and breaks **cannot** be counted towards credit. Lunch can be counted **only** if organized educational coursework takes place during the meal. To calculate the number of credits, add the number of hours and multiply by 60 to find the total number of instructional minutes (3 hours = 180 minutes). Then divide the total number of minutes by 50 to find the number of CMTE's. (e.g., $3 \times 60 = 180/50 = 3.6$) CBMT does not award partial credits; round down to the next lower whole number, even if it is greater than .5 (e.g., 3 hours or 180 minutes / 50 = 3.6; the course is worth 3 CMTE's).

Participants may not be awarded partial CMTE credits for partial attendance. Participants must be present for all of the instructional time during the course. CMTE certificates are to be distributed **after** participants have been present for the stated number of hours and have met all learning outcome evaluation requirements.

CMTE CREDIT FORMULA

Clock hours x 60 = actual # of minutes

$\frac{\text{Actual \# of minutes}}{\div 50 \text{ minutes (contact hours)}} = \text{\# of CMTE credits to report}$

**REMEMBER TO ROUND DOWN
TO THE NEAREST WHOLE NUMBER**

Types of CMTE Courses offered by Approved Providers

Live Event

A Live Event is a presentation or series of presentations, by one or more presenters, related to a common theme connected to specific areas of the CBMT *Board Certification Domains*. This would include CMTE courses offered at AMTA national and regional conferences, as well as a variety of individually designed workshops, presentations, courses, trainings, conferences, and seminars offered by CBMT Approved Providers for CMTE credit.

Distance Learning

Distance Learning is a real-time educational event through electronic media where the content directly relates to the CBMT *Board Certification Domains*. For example, webinars, a remote viewing site for a live event, or conference calls.

Standardized Self-Study Courses

Standardized Self-Study is a prepared and programmed course of study relating to specific areas of the CBMT *Board Certification Domains* designed for independent learning. Examples of Standardized Self-Study include e-courses or recorded presentations.

Specialty CMTE Courses

Board Certification ensures that a music therapist possesses fundamental knowledge and skills—as defined by the current CBMT *Board Certification Domains*. The CMTE courses defined in the *Recertification Manual (Sixth Edition)* serve to maintain or enhance this fundamental knowledge.

A Specialty CMTE course is distinguished from other CMTE courses by the following criteria:

- Taught by a professional with mastery of selected specialization skills and/or knowledge, and who holds appropriate credentials and at least 10 years of experience in the area of specialty. Exceptions to the 10-year benchmark may be made on a case by case basis, upon review of instructor's written rationale of sufficient experience, research, knowledge, etc. to teach the course
- Imparts further breadth and depth beyond fundamental knowledge and/or skills
- Ensures that participants integrate the analysis and application of the knowledge and/or skills of the specialization area

Each Specialty CMTE course is reviewed by the CEC prior to being advertised to the public. Specialty CMTE courses must adhere to the same guidelines and requirements that apply to all courses.

Documentation Required for Preliminary Review of Specialty CMTE Courses

1. Résumé or vita of instructor(s) and evidence of credential, license, certificate and/or other documentation of expertise in the specialty area
2. CMTE Specialty Course Description Form, which includes identification of the area(s) of the CBMT *Board Certification Domains* addressed by the Specialty CMTE, and specification of how the course imparts further breadth and depth beyond basic knowledge and skills
3. Explanation of how the course ensures the application and analysis of knowledge and skills of the specialty area
4. Sample certificate that conforms to all of the standard requirements (see pages 12 and 26) but indicates that the course is approved for “(# of credits) Specialty CMTEs”

Approved Providers seeking to offer a Specialty CMTE course may request a *Specialty CMTE Application* from the CBMT office at hburkett@cbmt.org by calling 1-800-765-2268, ext. 23.

CBMT Approved Provider Application Process

Process for Approval

The first step in pursuing CBMT Approved Provider (AP) status is submission of the *CBMT Approved Provider Two-Year Provisional Application*. Upon approval of the application by CBMT, the AP enters two years of provisional Approved Provider status. During these two years, the AP is encouraged to offer multiple CMTE courses and solicit assistance and guidance from the CEC as needed.

The Continuing Education Committee (CEC) is responsible for reviewing all application materials. Allow 6-8 weeks from the date applications are received by the CBMT Office for the CEC Chair to contact your organization regarding approval status. An AP applicant may request an expedited review within 14-30 days for an additional \$100 expedited review fee.

At the end of the two-year provisional cycle, the AP may apply for five year status. The AP is audited at this time (see "[Audits](#)" section below). After successful completion of the audit and the [CBMT Approved Provider Five-Year Application](#), the AP is granted five-year status.

Continuation of five-year Approved Provider status is dependent upon timely payment of all fees, submission of required materials, successful participation in the audit when selected, and completion of the five-year application when due ([Requirements for Maintaining Status](#), pages 14-15).

Application Fees

The application fees for the CBMT Approved Provider Two-Year Provisional Application and the CBMT Approved Provider Five-Year Application are \$250 each. Applications are only accepted in electronic format. Payment plans are available upon request.

Provisional Audit

A mandatory audit occurs at the end of the two-year provisional Approved Provider cycle that reviews courses offered during the provisional period as part of their five-year application. Upon successful completion of the audit and application, the provisional AP is granted five-year Approved Provider status. If the provisional AP did not offer any CMTE courses during the two-year provisional period, provisional status expires. If the provisional AP status expires the AP reactivates the application with a second fee.

Documentation required for provisional audit includes:

1. [CMTE Course Description Form](#)
2. [CMTE Course Certificate](#)
3. [CMTE Course Evaluation Summary Form](#)

After the provisional period another mandatory audit will occur during an AP's first five-year cycle, and can occur at random intervals during subsequent five year cycles. During later five-year cycles, audits will occur at least once every ten years. When audited, the Approved Provider will receive a letter that identifies three CMTE courses that the AP offered during the current five-year cycle. The AP is required to submit supporting documentation for each course listed in the audit letter. If the supporting documentation is incomplete, the CEC will work with the AP until problematic areas are resolved and the audit is successfully completed.

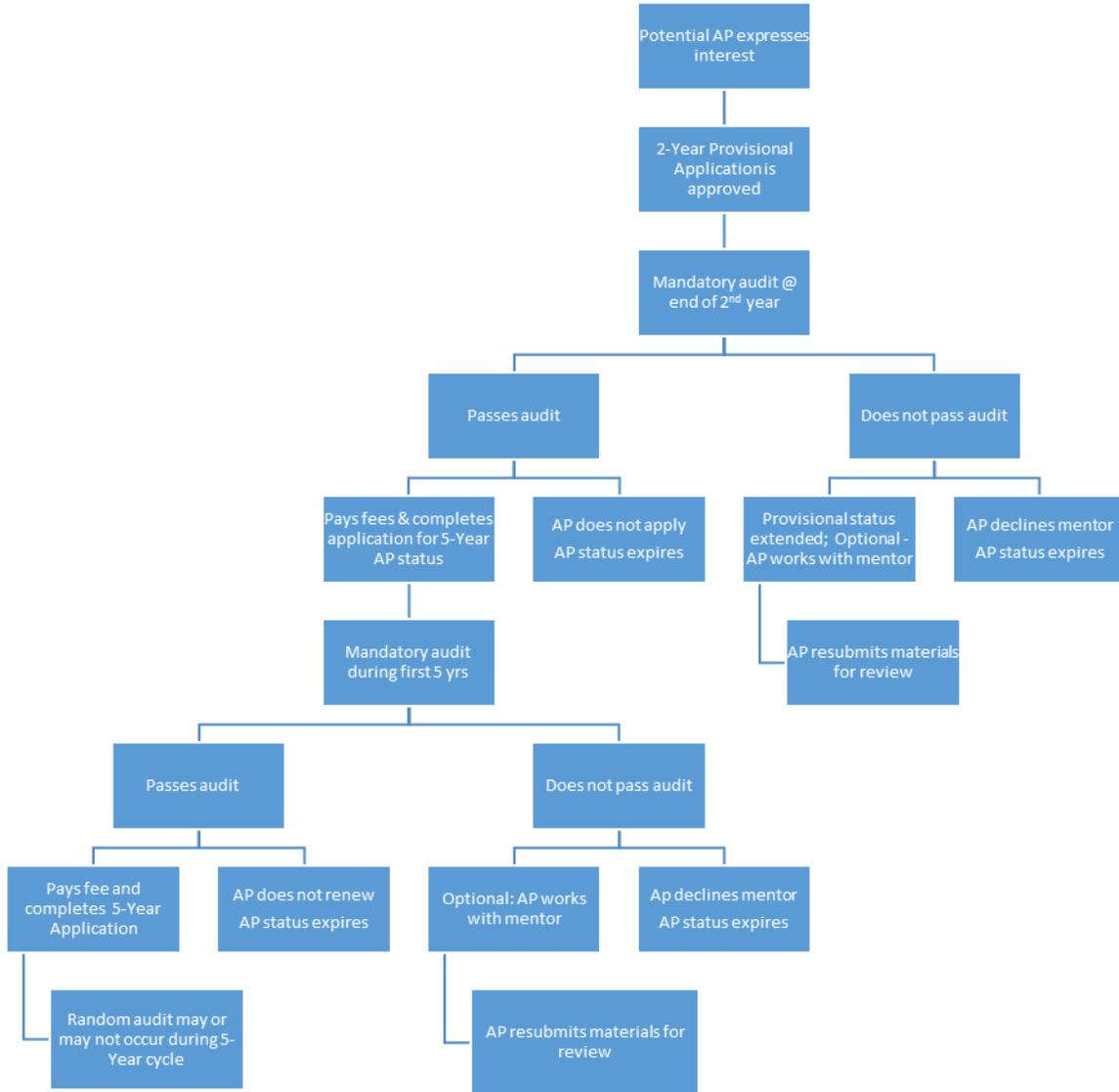
Documentation required for five-year audit includes:

1. [CMTE Course Description Form](#)
2. [CMTE Course Certificate](#)
3. [CMTE Course Evaluation Summary Form](#)
4. Resumes or vitae of presenters

All documents are available in electronic format on the CBMT website.

The *Approved Provider Process* Flow Chart on the following page outlines the application and maintenance requirements.

Approved Provider Process Flow Chart



Application Requirements

[Two-Year Provisional Application](#) – electronic version available on the CBMT website

Provider General Information

The Continuing Education Director (CED) is responsible for all correspondence between The Approved Provider and CBMT and therefore must have access to all files and records related to the Approved Provider's CMTE program.

NOTE: Any changes to this contact information during a cycle must be communicated to the CBMT office within 30 days of the changes.

CMTE Course Planning and Documentation

1. **Mission Statement:** CBMT requires a copy of the Approved Provider's mission statement that includes the need for the organization's or individuals educational program and its specific relevance to Continuing Music Therapy Education.
2. **[Grievance Policy and Procedure](#):** CBMT requires Approved Providers to have a written Grievance Policy and Procedure that MT-BCs may utilize that is specific to continuing music therapy education courses. Each AP's CMTE Grievance Policy and Procedure must include informing MT-BCs of timelines to be observed in filing a grievance, as well as a participant's right to have a grievance addressed by the Continuing Education Committee of CBMT in the event that the Provider's Grievance Procedure is exhausted and a grievance is left unresolved. It is not necessary to include the Grievance Policy and Procedure in advertising materials. However, it is the Provider's responsibility to inform participants of its existence during the course.
3. **Instructor Qualifications:** All instructors of CMTE courses must be qualified to lead a given learning experience. This is determined by the AP and indicated on all promotional materials in the form of a short description of the instructor's relevant qualifications, credentials, and professional experience. If audited, Instructors' qualifications are also documented by means of résumés or vitae submitted to and reviewed by the CEC. It is the responsibility of the AP to obtain a current (updated within the past year) résumé or vita for each instructor and keep them on file. Résumés and vitae need to include all relevant education, certification, professional experience, presentations, and/or publications. **Brief biographical summaries are not accepted as substitutes for résumés or vitae.**
4. **Attachments:**
 - a. **[CMTE Course Description Form](#)** – electronic version available on the CBMT website
 - 1) **Learning Objectives:** The AP must identify no more than four learning objectives for each course and articulate how these are relevant to continuing education in music therapy. In most cases, the course instructor articulates the specific learning objectives. However, some APs collaborate with the instructor(s). Learning objectives must be stated in simple measurable terms that are comprehended easily by participants and must be presented in all program announcements, advertisements, and brochures.
 - 2) **[CBMT Board Certification Domains](#):** All educational coursework must relate to the current CBMT *Board Certification Domains*. The AP is ultimately responsible to ensure review of the current CBMT *Board Certification Domains* and to identify the most relevant items that are addressed in a course and match them to specific learning objectives.

- 3) **Abstract:** The AP must identify detailed course content, including schedule and format. In addition, each course approved for CMTE credit must have a method for measuring and documenting participants' learning. This can be accomplished by means of a written assessment or an experiential method of evaluating learning outcomes developed by the Provider or instructor, based upon the stated learning objectives. Minimal assessment must consist of the standardized CMTE Course Evaluation Form. The instructor may choose to include additional assessment methods appropriate to the course content.

NOTE: Identifying areas and specific items from the CBMT *Board Certification Domains* that are addressed through each course can help the Provider's organization more clearly define objectives that must be stated on promotional materials and re-addressed in the learning outcomes assessment. Clearly identifying and stating these objectives can also inform the needs assessment procedures and overall program evaluation.

b. CMTE Course Certificate – electronic template available on the CBMT website

The following information must be included on all certificates presented to participants upon receipt of approved CMTE credit. AP logos may also be included. Certificates may not be awarded by the AP representative until learning objectives have been met and documented.

- 1) Title of CMTE Course
- 2) Date of CMTE Course
- 3) Name of CMTE Course Sponsor/Provider
- 4) Participant's Name
- 5) Name(s) of Instructor(s)
- 6) Number of CMTEs Awarded
- 7) Signature of the Approved Provider's Continuing Education Director, **not** the Instructor
- 8) The statement of relationship to CBMT as printed below:
[Title of Course] is approved by the Certification Board for Music Therapists (CBMT) for [# of CMTEs] credits. The [CBMT Approved Provider Name, Provider Number] maintains responsibility for program quality and adherence to CBMT policies and criteria.
- 9) Additional statement at bottom of certificate as printed below:
Completion of this course does not ensure that the participant is currently a Board Certified Music Therapist (MT-BC). Verify music therapy board certification status at www.cbmt.org.

c. CMTE Course Evaluation Form – electronic version available on the CBMT website.

All MT-BC participants are required to complete the standardized CMTE Course Evaluation Form at the end of each course offered. The AP must insert the specific learning objectives from the CMTE Course Description Form so that participants can identify whether or not, in their opinion, the course met these objectives. All forms must include an option to evaluate each presenter individually. The AP may create their own Course Evaluation Form provided all content from the CBMT Course Evaluation Form is included.

d. CMTE Course Evaluation Summary Form - electronic version on the CBMT website

Within 30 days of completion of each course, the AP will submit to the CBMT office the standardized CMTE Course Evaluation Summary Form of all MT-BC course participants' responses. This summary form contains valuable feedback for both the Approved Provider and for the presenter(s). During audit randomly selected summary forms will be requested for review.

e. Promotional Materials

The following information must be included in main promotional source.

- 1) **Learning Objectives:** Specific areas and items from the current CBMT *Board Certification Domains* must be identified for each course and stated in simple, measureable terms. Although many learning objectives may be stated, at least one statement must be included relating the topic and learning objectives to the CBMT *Board Certification Domains*. For example, if offering a CMTE on the use of music therapy for pain management, a sample learning objective could be: "Participants will be able to identify at least two music therapy interventions for pain remediation." (BCD II.A.2.af)
- 2) **Prerequisites, if any:** Skills, experience, or credentials that are prerequisite to participation.
- 3) **Qualifications and Credentials:** A short description of the qualifications, credentials, and background of instructors. This may be brief; however, the instructor's name with degree designations (e.g., "Jane Doe, PhD, MT-BC") is not sufficient representation of an instructor's qualifications.
- 4) **Course Schedule and Format:** The schedule and format for each course needs to include the start and end time, as well as scheduled breaks. Breaks, meals, registration, and other non-instructional time is excluded from time calculated for CMTE credits. Format of the workshop is to be described in general terms (i.e., experiential, lecture, media presentation, music making, seminar discussion, etc.).
- 5) **Number of CMTE Credits Offered:** The AP must state the number of CMTE credits to be granted to participants. One CMTE is equal to 50 minutes of interaction with the learning material. Sufficient depth and intensity of experience is considered essential to effective continuing education. For meaningful learning to occur, the learner must have continual, sustained contact of adequate duration with the facilitator and materials of the learning experience. For this reason, courses must be a minimum of 3 CMTEs (or 2 hours and 30 minutes in length). Always round down to the nearest full CMTE. No partial credits are permitted. For example, a course that involves 165 minutes of total contact time would equal 3.3 CMTE credits. However, partial credit is not granted, thus participants would earn 3 CMTE credits.
- 6) **Course Cost:** Participant fees must be clearly indicated along with a detailed list of items included in the fee and any submission deadline(s).
- 7) **Cancellation and Refund Policy:** A statement explaining under what circumstances the workshop may be canceled and under what conditions a participant may be entitled to a full or partial refund of workshop fees is required—partial CMTE credit cannot be granted.
- 8) **Statement of relationship to CBMT:** The following statement must appear in promotional materials and on certificates:

[Title of Course] is approved by the Certification Board for Music Therapists (CBMT) for [# of CMTEs] credits. The [CBMT Approved Provider Name, Provider Number] maintains responsibility for program quality and adherence to CBMT policies and criteria.

f. Participant Reporting Form - electronic version available on the CBMT website

It is the Provider's responsibility to ensure completion and submission of the Participant Reporting Form for each CMTE course. A completed Participant Reporting Form must be submitted to the CBMT office within 30 days of the completion of each course. Do not include names of participants who did not receive CMTE credits.

Please submit the form from page 30, which includes the following information:

- 1) Name of CBMT Approved Provider and AP Number
- 2) CMTE course title
- 3) Number of CMTE course credits awarded
- 4) CBMT *Board Certification Domains* areas addressed (e.g., II.A.2.aa & ab)
- 5) Instructor(s) name(s)
- 6) Date(s) of CMTE course
- 7) Total number of CMTE certificates issued
- 8) Certification number and full name (first and last) of each MT-BC participant

NOTE: The completed Participant Reporting Form must be legible or it will be returned to the Provider. This requirement serves to protect individual MT-BCs by increasing accuracy during audits. **However, it is the responsibility of MT-BC certificants to submit all credits claimed for continuing education to the CBMT office.**

Five-Year Application – electronic version available on the CBMT website

At the end of the two-year provisional Approved Provider cycle and in conjunction with a five-year application, the AP will participate in a mandatory audit of courses offered during the provisional period. Upon successful completion of the audit and application, the provisional AP is granted five-year Approved Provider status. Another audit will occur randomly during an AP's first five-year cycle. After successfully completing this first five-year cycle, the AP may apply for continued five-year status by completing the brief five-year application, which informs CBMT of any organizational changes that may have occurred and verifies compliance with all CBMT Approved Provider policies and procedures. After the first five-year cycle, audits will occur randomly, at least once every ten years.

Maintaining Approved Provider Status

Submit the following documents for each course:

1. **Promotional Materials:** It is the Provider's responsibility to ensure that email attachments of **all promotional materials or advertisements related to CMTE courses are sent to the CBMT office before they are released to the public.** While you may post or distribute promotional materials for your event, no statement of relationship to CBMT, including the number of CMTE credits offered, may be posted until the materials have been reviewed and approved by CBMT. Promotional information needs to be included in the Approved Provider's major promotional medium used to advertise a CMTE course, whether that medium is a hard copy brochure or the Provider's website. Postcards or email reminders of an up-coming course may contain less detailed information and refer the reader to the Provider's website for complete information.
2. The CBMT office must receive promotional materials prior to the event. Once materials are received and approved they will be posted on the CBMT website for certificants seeking continuing education options. Providers may find the Promotional Materials Checklist helpful in compiling the required information.

3. **Payment of Fees:**
Providers will receive notification 4 months prior to when renewal applications are due. If applications are not submitted by the due date a \$100 late fee will be charged before any materials will be reviewed. The CEC may request that materials submitted for renewal be revised to meet CBMT AP requirements. When requested, revised materials must be resubmitted within 30 days of CEC request.

In order to maintain approved provider status, all providers must be current in documentation and payments prior to the 5-year renewal date. If the provider does not meet these requirements by their date, they will be placed in inactive status for 60 days and cannot offer approved CMTE's. The provider must meet CBMT's approved provider requirements during their inactive status or the renewal application will expire. Following expiration the applicant must reapply for 2-year provisional status.

4. **[CMTE Course Evaluation Summary Form](#):** Submit completed summary of MT-BC responses to the CBMT office within 30 days of the completion of each course.
5. **[Participant Reporting Form](#):** Submit completed form containing names of MT-BCs receiving CMTE credits to the CBMT office within 30 days of the completion of each course. Do not include names of participants who did not receive CMTE credits.

Maintain the following documents for each course:

1. **[CMTE Course Description Form](#),** including how learning outcomes will be measured and documented
2. **[CMTE Course Certificate](#)**
3. **[CMTE Course Evaluation Summary Form](#),** including documentation of learning outcomes measurement.
4. **Resumes or vitae of presenters**

These are the documents requested for review at audit.

QUICK REFERENCE SECTION

Insert visual aid for timeline

For each CMTE course, submit to CBMT office:

1. [Promotional Materials](#): prior to advertising CMTE credits.
2. [Course Fees](#): \$75 fee prior to the start of the course. Include **late fee** of \$100 for a total of \$175 if paid after the course begins. The course fee covers the specific course for a 12-month period.
3. [CMTE Course Evaluation Summary Form](#): within 30 days of completion of course.
4. [CMTE Participant Reporting Form](#): within 30 days of completion of course.

For each CMTE course, compile and file for [audit](#):

1. Presenters' résumés or vitae
2. [CMTE Course Description Form](#)
3. [CMTE Course Certificate](#)
4. [CMTE Course Evaluation Forms](#) completed by participants. Do not submit these forms for audit unless requested by CBMT reviewers.
5. [CMTE Course Evaluation Summary Form](#) completed by AP

Within 30 days of revisions or changes, inform CBMT office of any of the following changes:

1. AP Continuing Education Director and/or AP's contact information (see CBMT AP website page at www.cbmt.org for current name and contact information)
2. Mission Statement
3. Grievance Policies and Procedures
4. Criteria for selecting qualified instructors
5. CMTE Certificate Template

Glossary

CBMT Approved Provider: An individual, institution, agency or association that is approved by CBMT to issue CMTE credit to certificants for participation in continuing education courses.

CBMT Code of Professional Practice: The document by which all board certified music therapists and examination candidates must abide in relation to their professional practice. This document provides the enforceable means of revoking the credential or taking disciplinary action against a certificant should protection of the public require such action.

CBMT Board Certification Domains: The document which defines the current knowledge and skills necessary to practice in the music therapy profession. It is the outline of categories covered on the CBMT examination. The *CBMT Board Certification Domains* is the product of a practice analysis which is conducted every 5 years.

Certificant: A board certified music therapist (MT-BC).

Certification Number (or Certificate Number): Number that is assigned to each MT-BC. This number is listed on the official (CBMT seal affixed) certificate and wallet card distributed to every MT-BC upon passing the CBMT Examination. This number is listed by Approved Providers on CMTE Participant Reporting Forms, and can be found at www.cbmt.org by completing a search for Board Certified Music Therapists.

Clock hour: One clock hour equals 60 minutes. This is differentiated from a contact hour during a course which is 50 minutes. (See **Contact hour**)

CMTE: Continuing Music Therapy Education. A recertification option in which certificants accrue 100 recertification credits in accordance with the CBMT requirement options. CMTE represents recertification credits which are specifically continuing education credits.

CMTE Approved Provider Course: Any one of a variety of courses, trainings, conferences, seminars, and workshops offered by an Approved Provider for CMTE credit. There are three categories of CMTE courses: general, standardized self-study, and specialty CMTE courses.

CMTE Course Certificate: Certificate awarded to certificant upon successful completion of the learning objectives of the course. See pages 11 and 25.

CMTE Course Description Form: Form required for each CMTE course, and submitted upon request during audit. See pages 10-11 and 24.

CMTE Course Evaluation Form: Form to be completed by each participant of CMTE course. See pages 11 and 26-27.

CMTE Course Evaluation Summary Form: Compilation of CMTE Course Evaluation Form results (from MT-BCs' forms only) to be submitted to CBMT office by the Approved Provider within 30 days of course completion. See pages 11 and 28-29.

CMTE Participant Reporting Form: Attendance record that is sent to the CBMT office by the Approved Provider within 30 days of CMTE course completion. See pages 13 and 30-31.

CMTE Promotional Materials Checklist: Reference list of items required for website, email, and/or hard copy promotions. See pages 12 and 33.

Computation of CMTE Credits: A CMTE credit is equal to one 50-minute hour of direct coursework or contact. Contact hours are calculated from clock hours (60 minutes). For example, 3 clock hours (180 minutes) is divided by 50 to equal 3.6 contact hours or 3 CMTE credits. CMTE credits are not granted in units smaller than 1 credit. Fractions of hours are rounded down (e.g. 3.6 contact hours would be recorded as 3 CMTEs). (See **Clock Hour, Contact Hour**)

Contact Hour: 50 minutes spent in Continuing Music Therapy Education, Professional Development, and Professional Service activities; a single recertification credit.

Content Area: A specific category within the current CBMT *Board Certification Domains* (e.g. Assessment and Treatment Planning; Treatment Implementation and Termination; On-going Documentation and Evaluation of Treatment; Professional Development and Responsibilities).

Continuing Education Director: Person designated by an Approved Provider to correspond with the CBMT Continuing Education Committee and staff, to submit required AP materials and documents, and to be the responsible representative of the AP for ensuring quality of CMTE courses and adherence to the CBMT policies and criteria as stated in the Approved Provider Manual.

Co-Sponsor: An individual, group, or organization that presents or provides a venue for a CMTE course under the sponsorship of an Approved Provider. A co-sponsor adheres to all CBMT policies and criteria as stated in the *Approved Provider Manual*, and submits all documentation to the sponsoring AP.

Co-sponsorship: The act of extending CBMT Approved Provider status to a cooperating individual or organization for the purpose of granting CMTE credits. In a co-sponsorship agreement, the CBMT Approved Provider assumes all responsibility for the quality of the CMTE course and for adherence to the CBMT policies and criteria as stated in the *Approved Provider Manual*.

Five-Year Status: A designation given to an organization or individual approved by the CBMT to offer continuing education courses for CMTE credit. Five-year status is granted upon satisfactory completion of two-year provisional status and upon renewal at the end of each five-year cycle.

General Courses: CMTE courses offered at AMTA national and regional conferences, as well as a variety of individually designed workshops, presentations, courses, trainings, conferences, and seminars offered by CBMT Approved Providers for CMTE credit. General courses can also include interactive, non-standardized, online/distance learning experiences.

Learning Objectives: Identified objectives of a CMTE course that are related to specific areas and items of the CBMT *Board Certification Domains*. Objectives are stated in simple, measurable terms.

Learning Outcomes: Measurable assessments of CMTE participants' learning that address the learning objectives for the course.

MT-BC: Music Therapist-Board Certified. (See **Certificant**)

Needs Assessment: The process used by an Approved Provider to survey and identify the needs and interests of current and potential participants of continuing education courses. Needs assessment tools may include, but are not limited to, written surveys, informed perception of clinicians or employers, survey of music therapy consumer needs, or peer review.

Practice Analysis: The practice analysis provides the means for defining and measuring current practice in the field of music therapy. It is conducted every five years in cooperation with CBMT's testing firm and a team of chosen experts in the field. The practice analysis process entails: 1) review by the team of the current identified tasks, 2) development of an extensive survey completed by MT-BCs in which they identify the importance of each task related to safe, competent practice, 3) review and statistical analysis of the data by the team under the careful guidance of the testing firm, and 4) the consequent update of

identified job tasks. This arduous process results in a detailed job description or scope of practice that is then used to measure competency through examination. In a rapidly growing field such as music therapy, the practice analysis process assures the public that every five years job descriptions are refined through a psychometrically sound procedure to ensure safe competent provision of services.

Recertification: The process by which board certification is maintained by an MT-BC. There are two methods from which the certificant may choose: 1) taking the CBMT examination again, or 2) accumulating 100 recertification credits within each five-year recertification cycle.

Recertification Cycle: A period of five years during which the MT-BC (certificant) works towards recertification.

Résumé: A brief (3 pages or less) and current (updated within the last year) account of an instructor's personal, educational and professional qualifications and experience related to the course being offered. Minimum content required: education, certifications, qualifications, and special training, professional work experience, and presentations.

Standardized Self-Study: A pre-designed, programmed course of study relating to specific areas of the *Board Certification Domains*. Standardized self-study courses can be created and presented in various formats including computer, video, audio, paper, distance learning, etc. See page 6.

Two-Year Provisional Status: The initial designation given to an organization or individual approved by CBMT to offer continuing education courses for CMTE credit. Two-year status is granted to those organizations participating in the CBMT continuing education process for the first time, upon completion and successful review of the CBMT Two-Year Provisional Application.

Vita: a brief biographical résumé of one's career and training, see **Résumé**.

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CBMT Approved Provider Two-Year Provisional Application

The Certification Board for Music Therapists
506 E. Lancaster Avenue, Suite 102
Downingtown, PA 19335
1.800.765.2268, ext. 23

Instructions to Applicants:

Please refer to the *CBMT Approved Provider Manual, Sixth Edition*, available on the CBMT website, to assist you in preparing this application. The information you provide will be used to determine whether your organization meets the criteria for approval. Incomplete applications will not be reviewed. Be specific, but brief. Cut and paste your responses into the body of the application below and clearly label requested supplementary attachments. Page numbers in parentheses reference relevant information in the *AP Manual*. Please note the additional processing fee if you submit hard copy application. If you would like to request a mentor from the Continuing Education Committee to guide you through this process, please contact the CBMT Continuing Education Coordinator at the toll-free number above.

Please submit all applications electronically and follow these instructions:

1. Email the application to the CBMT Continuing Education Committee at hburkett@cbmt.org
2. Submit the \$250 application fee to the CBMT office either by check or on the CBMT website under the "Products and Services" tab.
3. Retain one additional copy for your files.

Provider General Information

Name of Organization: _____

Name of Continuing Education Director: _____

Street Address City/State Zip: _____

Phone Number(s): _____

Email Address(es): _____

Website Address: _____

Date Submitted: _____

CMTE Course Planning and Documentation

1. Insert a copy of your organization's Mission Statement, including its relevance to continuing music therapy education. If your organization's Mission Statement does not include a clear connection to continuing music therapy education, please add a statement that addresses this connection. (page 11) _____
2. Insert your organization's grievance policies and procedures for participants of continuing education courses. (pages 11, 37) _____
3. List criteria that will be used to select qualified instructors. (page 11) _____
4. Attachments: Please complete each item listed below and attach to this application. You may wish to use an example of a course that will be offered by your organization to assist you in completing these items. The following forms are available on the CBMT website or by clicking on the link:
 - a. [CMTE Course Description Form](#) (pages 11-12 and 25)
 - b. [CMTE Course Certificate](#) (pages 12 and 26)
 - c. [CMTE Course Evaluation Form](#) (pages 12 and 27-29) Data from participant satisfaction, learning objectives outcomes, and needs assessment questions will be compiled in the Course Evaluation Summary Form (pages 12 and 30-34) and submitted after each course.
 - d. Sample promotional flyer or brochure (including a minimum of the items listed in the *CBMT Approved Provider Manual, Sixth Edition* (pages 13 and 38))

Policies and AP Documents Agreement

I have read and agree to comply with the following policies and submission of documents related to CBMT Approved Providers:

- Course Description Form (pages 11-12 and 25)
- Course Certificate (pages 12 and 26)
- Course Evaluation Form (pages 12 and 27-29)
- Course Evaluation Summary Form (pages 12 and 30-34)
- Promotional Materials (*pages 13 and 38*)
- Participant Reporting Form (*pages 13 and 35-36*)
- Payment of Course Fees and Late Fees (*page 15*)
- Documentation Required for Maintaining AP Status and for Audit (*pages 14-15*)
- CBMT Board Certification Domains*
- CBMT Code of Professional Practice*
- CBMT Approved Provider Manual, Fifth Edition*
- I agree to protect the anonymity and confidentiality of clients presented in courses and the confidentiality of the course participants in accordance with applicable laws and policies.
- I agree to maintain compliance with the Americans with Disabilities Act of 1990 (PL 101-336).
- I assume all responsibility for the quality of any CMTE courses offered by a co-sponsor through my Approved Provider Number, for adherence by the co-sponsor to the *CBMT Code of Professional Practice* and the *CBMT Approved Provider Manual, Sixth Edition*, and for the collection and maintenance of all required documentation for co-sponsored CMTE courses.

Signature Statement

On behalf of this organization I, the Continuing Education Director, attest that the information stated herein is accurate and factual.

Continuing Education Director: _____ ***Date:*** _____

**** Upon approval your organization will be assigned an Approved Provider number.***

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CBMT Approved Provider Five-Year Application

The Certification Board for Music Therapists
506 E. Lancaster Avenue, Suite 102
Downingtown, PA 19335
1.800.765.2268, ext. 23

Instructions to Applicants:

Please refer to the *CBMT Approved Provider Manual, Sixth Edition*, to assist you in preparing this application. The information you provide will be used to determine whether your organization continues to meet the criteria for approval. Incomplete applications will not be reviewed. Be specific, but brief. Include responses in the body of the application and clearly label requested supplementary attachments. Page numbers in parentheses reference relevant information in the *AP Manual*. Please note the additional processing fee if you submit hard copy application. If you would like to request a mentor from the Continuing Education Committee to guide you through this process, or to request a payment plan, please contact the CBMT Continuing Education Coordinator at the toll-free number above.

Please submit all applications electronically and follow these instructions:

1. Email the application to the CBMT Continuing Education Committee at hburkett@cbmt.org
2. Submit the \$250 application fee to the CBMT office either by check or on the CBMT website under the "Products and Services" tab.
3. Retain one additional copy for your files.

Provider General Information

Name of Organization: _____
Name of Continuing Education Director: _____
Street Address, City, State, Zip: _____
Phone Number(s): _____
Email Address(es): _____
Website Address: _____
Date Submitted: _____

Changes to Course Planning and Documentation

During the past 5-year cycle, did your organization make any changes to the items listed below? Please insert or attach new policy or contact information for each item that is checked "yes).

	Yes	No
1. Continuing Education Director contact information (include update if different from AP listing on CBMT website at www.cbmt.org)	<input type="checkbox"/>	<input type="checkbox"/>
2. Mission Statement (including rationale that describes the inclusion of continuing music therapy education)	<input type="checkbox"/>	<input type="checkbox"/>
3. Grievance Policies and Procedures for participants in continuing music therapy education courses	<input type="checkbox"/>	<input type="checkbox"/>
4. Criteria used to select qualified instructors	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a current copy of AP Course Certificate Template: Template attached

Policies and AP Documents Agreement

I have read and agree to comply with the following policies and submission of documents related to CBMT Approved Providers:

- Course Description Form (pages 11-12 and 25)
- Course Certificate (pages 12 and 26)
- Course Evaluation Form (pages 12 and 27-29)
- Course Evaluation Summary Form (pages 12 and 30-34)
- Promotional Materials (pages 13 and 38)
- Participant Reporting Form (pages 13 and 35-36)
- Payment of Course Fees and Late Fees (page 15)
- Documentation Required for Maintaining AP Status and for Audit (pages 14-15)
- CBMT Board Certification Domains*
- CBMT Code of Professional Practice*
- CBMT Approved Provider Manual, Sixth Edition*
- I agree to protect the anonymity and confidentiality of clients presented in courses and the confidentiality of the course participants in accordance with applicable laws and policies.
- I agree to maintain compliance with the Americans with Disabilities Act of 1990 (PL 101-336).
- I assume all responsibility for the quality of any CMTE courses offered by a co-sponsor through my Approved Provider Number, for adherence by the co-sponsor to the *CBMT Code of Professional Practice* and the *CBMT Approved Provider Manual, Sixth Edition*, and for the collection and maintenance of all required documentation for co-sponsored CMTE courses.

Signature Statement

On behalf of this organization, I, the Continuing Education Director, attest that the information stated herein is accurate and factual.

Continuing Education Director: _____ **Date:** _____



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CBMT Approved Provider CMTE Course Description Form

CBMT Approved Provider: _____

CMTE Course Title: _____

CMTE Course Date(s): _____

Number of CMTE Credits: _____

Course Type: Live event Distance Learning Standardized Self-Study

COURSE OBJECTIVES	CBMT BOARD CERTIFICATION DOMAINS
<i>Identify what measurable outcomes participants will gain from this course.</i>	<i>Identify the most relevant Board Certification Domain that corresponds to each course objective.</i>

ABSTRACT

Please provide an abstract describing the course content.

Please provide a detailed course schedule including breaks.

If this course meets part or all of the ethics requirement, how many credits does it fulfill?

Please describe your method for evaluating the course objectives. This must, at minimum, consist of the [CMTE Course Evaluation Form](#), but can also include additional assessment method(s) the AP determines appropriate for the course content (e.g., experiential in nature within the course, a self-graded oral group review led by the presenter, written pre- and post-tests, or another appropriate assessment method).

**CBMT Approved
Provider
CMTE Course Certificate Template**

[Name of CBMT Approved Provider]

certifies that

(Participant's Name)

has earned ____ CMTE credits
for successful completion of

(Title of CMTE Course)

This course fulfills _____ credits towards CBMT's ethics requirement.
(# of credits)

Name of Instructor

Course Date(s)

Signature of Continuing Education Director

[Title of Course] is approved by the Certification Board for Music Therapists (CBMT) for [# of CMTEs] Continuing Music Therapy Education credits. The [CBMT Approved Provider Name, Provider Number] maintains responsibility for program quality and adherence to CBMT policies and criteria.

**Completion of this course does not ensure that the participant is currently a
Board Certified Music Therapist (MT-BC).**

Verify music therapy board certification status at www.cbmt.org.



CBMT Approved Provider CMTE Course Evaluation Form

Approved Provider:

CMTE Course Title:

Course Date(s):

Check one: Board-Certified Music Therapist (MT-BC)
 Non MT-BC

Name & Affiliation (optional):

Please select “yes” or “no” to indicate whether or not, in your opinion, the specific learning objectives for this course were met:

<i>Insert Course Objective 1</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insert Course Objective 2</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insert Course Objective 3</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insert Course Objective 4</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments: _____

Please select “yes” or “no” to answer the following questions:

Was the physical environment conducive to learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the length of the program appropriate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the amount of material presented sufficient?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were my educational needs and expectations met?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

1. What information presented in this CMTE course was most useful to your practice?

2. This CMTE course could be improved by:

3. Please suggest topics for future CMTE courses.

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please rate the instructor(s):

Presentation style	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Knowledge of subject and clarity	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Interaction with participants (Leave blank if no interaction occurred during this course)	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Please rate the CMTE content:

Quality of relevant information	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Quantity of relevant information	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Organization of material	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please rate the instructor(s):

Presentation style	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Knowledge of subject and clarity	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Interaction with participants (Leave blank if no interaction occurred during this course)	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Please rate the CMTE content:

Quality of relevant information	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Quantity of relevant information	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Organization of material	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please rate the instructor(s):

Presentation style	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Knowledge of subject and clarity	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Interaction with participants (Leave blank if no interaction occurred during this course)	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Please rate the CMTE content:

Quality of relevant information	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Quantity of relevant information	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Organization of material	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Thank you for your participation in our evaluation.



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CBMT Approved Provider CMTE Course Evaluation Summary Form

Approved Provider: _____
 AP Number: _____
 CMTE Course Title: _____
 Course Date(s): _____

Number of MT-BC participants who submitted a Course Evaluation Form: _____

Number of MT-BC participants who successfully completed this course and received a CMTE certificate: _____

Note to APs: *Within 30 days of completion of each course and when audited, please submit this brief written summary of CMTE Course Evaluation Form results for each CMTE course. Do not submit original completed CMTE Course Evaluation forms unless requested.*

For each specific learning objective, please identify how many MT-BC participants responded that the objective was met (“yes”) or not met (“no”):

Specific Course Objectives	Yes	No

For each question below, please identify how many MT-BC participants responded “yes” or “no”:

	Yes	No
Was the physical environment conducive to learning?		
Was the length of the program appropriate?		
Was the amount of material presented sufficient?		
Were my educational needs and expectations met?		

Please summarize participant responses to the questions below:

1. What information presented in this CMTE course did MT-BC participants identify as most useful in their practices?

2. How did MT-BC participants indicate that this CMTE course could be improved?

3. What topics did MT-BC participants suggest for future CMTE courses?

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please identify how many MT-BC participants gave each rating number (1-4) to the instructor(s) for each rated item below:

Rated item	Rating Score	# of Participants						
Presentation style	4	_____	3	_____	2	_____	1	_____
Knowledge of subject and clarity	4	_____	3	_____	2	_____	1	_____
Interaction with participants	4	_____	3	_____	2	_____	1	_____

Please identify how many MT-BC participants gave each rating number (1-4) for the specific CMTE content information below:

Rated item	Rating Score	# of Participants						
Quality of relevant information	4	_____	3	_____	2	_____	1	_____
Quantity of relevant information	4	_____	3	_____	2	_____	1	_____
Organization of material	4	_____	3	_____	2	_____	1	_____

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please identify how many MT-BC participants gave each rating number (1-4) to the instructor(s) for each rated item below:

Rated item	Rating Score	# of Participants						
Presentation style	4	_____	3	_____	2	_____	1	_____
Knowledge of subject and clarity	4	_____	3	_____	2	_____	1	_____
Interaction with participants	4	_____	3	_____	2	_____	1	_____

Please identify how many MT-BC participants gave each rating number (1-4) for the specific CMTE content information below:

Rated item	Rating Score	# of Participants						
Quality of relevant information	4	_____	3	_____	2	_____	1	_____
Quantity of relevant information	4	_____	3	_____	2	_____	1	_____
Organization of material	4	_____	3	_____	2	_____	1	_____

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please identify how many MT-BC participants gave each rating number (1-4) to the instructor(s) for each rated item below:

Rated item	Rating Score	# of Participants						
Presentation style	4	_____	3	_____	2	_____	1	_____
Knowledge of subject and clarity	4	_____	3	_____	2	_____	1	_____
Interaction with participants	4	_____	3	_____	2	_____	1	_____

Please identify how many MT-BC participants gave each rating number (1-4) for the specific CMTE content information below:

Rated item	Rating Score	# of Participants						
Quality of relevant information	4	_____	3	_____	2	_____	1	_____
Quantity of relevant information	4	_____	3	_____	2	_____	1	_____
Organization of material	4	_____	3	_____	2	_____	1	_____

Instructor:

Rating Scale: Excellent = 4, Good = 3, Fair = 2, Poor = 1

Please identify how many MT-BC participants gave each rating number (1-4) to the instructor(s) for each rated item below:

Rated item	Rating Score	# of Participants						
Presentation style	4	_____	3	_____	2	_____	1	_____
Knowledge of subject and clarity	4	_____	3	_____	2	_____	1	_____
Interaction with participants	4	_____	3	_____	2	_____	1	_____

Please identify how many MT-BC participants gave each rating number (1-4) for the specific CMTE content information below:

Rated item	Rating Score	# of Participants						
Quality of relevant information	4	_____	3	_____	2	_____	1	_____
Quantity of relevant information	4	_____	3	_____	2	_____	1	_____
Organization of material	4	_____	3	_____	2	_____	1	_____



THE CERTIFICATION BOARD
FOR MUSIC THERAPISTS

CBMT Approved Provider Guidelines for Grievance Policy and Procedure

- I. Identify where the Approved Provider Grievance Policy can be found by participants, e.g. website, hard copy at registration table, etc.

- II. A Grievance Policy must include:
 - A. The mission and purpose of the organization specific to Continuing Music Therapy Education (CMTE)

 - B. Grievance Procedures
 1. Statement of participant's right to file a grievance
 2. Content of grievance, i.e., aspects of the Provider's continuing education program covered by the policy
 3. Outline of procedure and timelines for participant to follow, i.e., whom to contact and by what means (letter, e-mail), within how many days/weeks from completion of course
 4. Outline of procedure that the Approved Provider will follow in response to a grievance, including timeline for response to occur

 - C. Appeal Procedures
 1. Statement of participant's right to appeal decisions made by Approved Provider regarding grievance
 2. Outline of procedure for participant to follow in filing an appeal, i.e., whom to contact and by what means (letter, e-mail) within a defined period of time
 3. Outline of procedure the Approved Provider will follow in response to an appeal, including timeline for response to occur
 4. Statement of participant's right to have an unresolved grievance addressed by CBMT's Continuing Education Committee. (NOTE: This should occur only after the Provider's Grievance Procedure has been exhausted.)



THE CERTIFICATION BOARD
FOR MUSIC THERAPISTS

CBMT Approved Provider CMTE Promotional Materials Checklist (for quick reference)

- Learning Objectives Yes No
- Prerequisites Yes No N/A
- Qualifications & Credentials Yes No
- Course Schedule & Format Yes No
- Number of CMTEs Offered Yes No
- Can Correct Number of CMTEs
Be Calculated from Course Schedule Yes No
- Course Cost Yes No N/A
- Cancellation & Refund Policy Yes No
- Statement of Relationship: Yes No

[Title of Educational Activity] is approved by the Certification Board for Music Therapists (CBMT) for [# of CMTEs] Continuing Music Therapy Education credits. The [CBMT Approved Provider Name, Provider Number] maintains responsibility for program quality and adherence to CBMT policies and criteria.