



# **APPROVED PROVIDER MANUAL**

Seventh Edition  
2019

Revised in 2020

For information contact:

The Certification Board for Music Therapists  
506 East Lancaster Avenue, Suite 102  
Downingtown, PA 19335

1-800-765-CBMT (2268), ext. 2  
1-610-269-8900, ext. 2  
Fax: 610-269-9232

Website: <http://www.cbmt.org/>  
E-mail: [hburkett@cbmt.org](mailto:hburkett@cbmt.org)

## Introduction

### The Certification Board for Music Therapists

#### Mission & Vision

As your partner and advocate in music therapy, our mission is to promote excellence by awarding board certification based on proven, up-to-date knowledge and competence in clinical practice.

With unwavering respect for our responsibilities as the only certifying board for music therapy – and for the responsibilities of music therapists everywhere – our vision is to ensure access to safe, effective music therapy services for all.

CBMT 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. 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 CBMT examination and recertification programs are designed to embrace the growth of the music therapy profession. 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 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 Continuing Education Committee 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 APs and monitoring the educational opportunities they offer, recognizing certificants' participation in such opportunities, and maintaining quality assurance through periodic audits of APs' educational programs.

## CBMT Approved Provider Status

CBMT APs are an essential component of the recertification program and the educational opportunities they offer appeal to music therapists. The recertification process requires the MT-BC to earn 100 recertification credits per five-year cycle, and three of these credits are required to be in ethics. MT-BCs are strongly encouraged to identify and utilize only those opportunities that are well designed and taught by professionals with significant experience and knowledge. A CBMT AP is an organization or individual that is approved by CBMT to issue CMTE credits to certificants for participation in continuing education opportunities. CBMT APs are the preferred source for acquiring CMTE credits and the approval process ensures quality control in the CMTE experiences. A list of APs and available opportunities are posted on the CBMT website. In addition, CMTE credits earned through these opportunities are convenient for MT-BCs to document and report to CBMT as approved credits.

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

## Definition, Purpose, and Nature of Approved Provider Opportunities

APs offer opportunities 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 practice. In line with this, the subject matter of a 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 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 whose mission supports music therapists' continuing education may apply for CBMT AP status.

An AP of Continuing Music Therapy Education opportunities:

1. Has the **authority** to designate educational opportunities as approved by CBMT for a designated number of CMTE credits.
2. Accepts **responsibility** for monitoring and assuring the high quality of opportunities it provides and for documenting that objectives are met using measurable outcomes.
3. Must **facilitate** the three necessary components of continuing education:
  - Provide MT-BCs interaction with a learning resource
  - Facilitate continuing education opportunities 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 opportunities must provide an **in-depth** learning experience. The CBMT defines a 50-minute hour of opportunity or instruction as 1 approved CMTE credit, the minimum allowed credit amount. Registration periods and breaks **cannot** be counted towards credit. Lunch can be counted **only** if the organized educational opportunity takes place during the meal. A CMTE credit is equal to one 50-minute hour of direct opportunity or instruction 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).

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

### **Types of Approved Provider Opportunities**

All AP Opportunities must directly relate to specific areas of the CBMT *Board Certification Domains*.

#### **Synchronous Opportunities**

- **Live Event**

A Live Event is an in-person presentation or series of presentations, by one or more presenters. Live Events include AP opportunities offered at AMTA national and regional conferences, as well as a variety of individually designed workshops, presentations, courses, trainings, conferences, and seminars.

- **Online**

Online learning is a real-time education event through electronic media. Examples of online synchronous opportunities include webinars, a remote viewing site for a live event, online conferences, or conference calls.

#### **Asynchronous Opportunities**

Asynchronous opportunities are prepared and recorded courses of study designed for independent learning.

#### **Specialty AP Opportunities**

A Specialty AP Opportunity is distinguished from other opportunities 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 opportunity
- 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 AP opportunity is reviewed by the Continuing Education Committee prior to being advertised to the public. Specialty AP opportunities must adhere to the same guidelines and requirements that apply to all opportunities.

### **Documentation Required for Preliminary Review of Specialty AP Opportunities**

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

APs seeking to offer a Specialty AP opportunity may request a *Specialty AP Application* from the CBMT office at hburkett@cbmt.org by calling 1-800-765-2268, ext. 2.

### **CBMT Approved Provider Application Process**

#### **Process for Approval**

The first step in pursuing CBMT AP status is submission of the *CBMT Approved Provider Two-Year Provisional Application* and remittance of the application fee. Upon approval of the application by CBMT, the AP enters two years of provisional AP status. During these two years, the AP is encouraged to offer multiple CMTE Opportunities and solicit assistance and guidance from the Continuing Education Committee as needed. Should the newly approved AP not offer an opportunity in the first two years, the AP must reapply for provisional status.

The Continuing Education Committee is responsible for reviewing all application materials. Allow 6-8 weeks from the date applications are received by the CBMT Office for the Continuing Education Committee Chair to contact your organization regarding approval status. 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 AP Five-Year Application, the AP is granted five-year status.

Continuation of five-year AP 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.

#### **Application Fees**

The application fees for the CBMT AP Two-Year Provisional Application and the CBMT AP Five-Year Application are \$250 each. Applications are only accepted in electronic format through the CBMT Login. Payment plans are available upon request. An AP applicant may request an expedited review within 14-30 days for an additional \$100 expedited review fee.

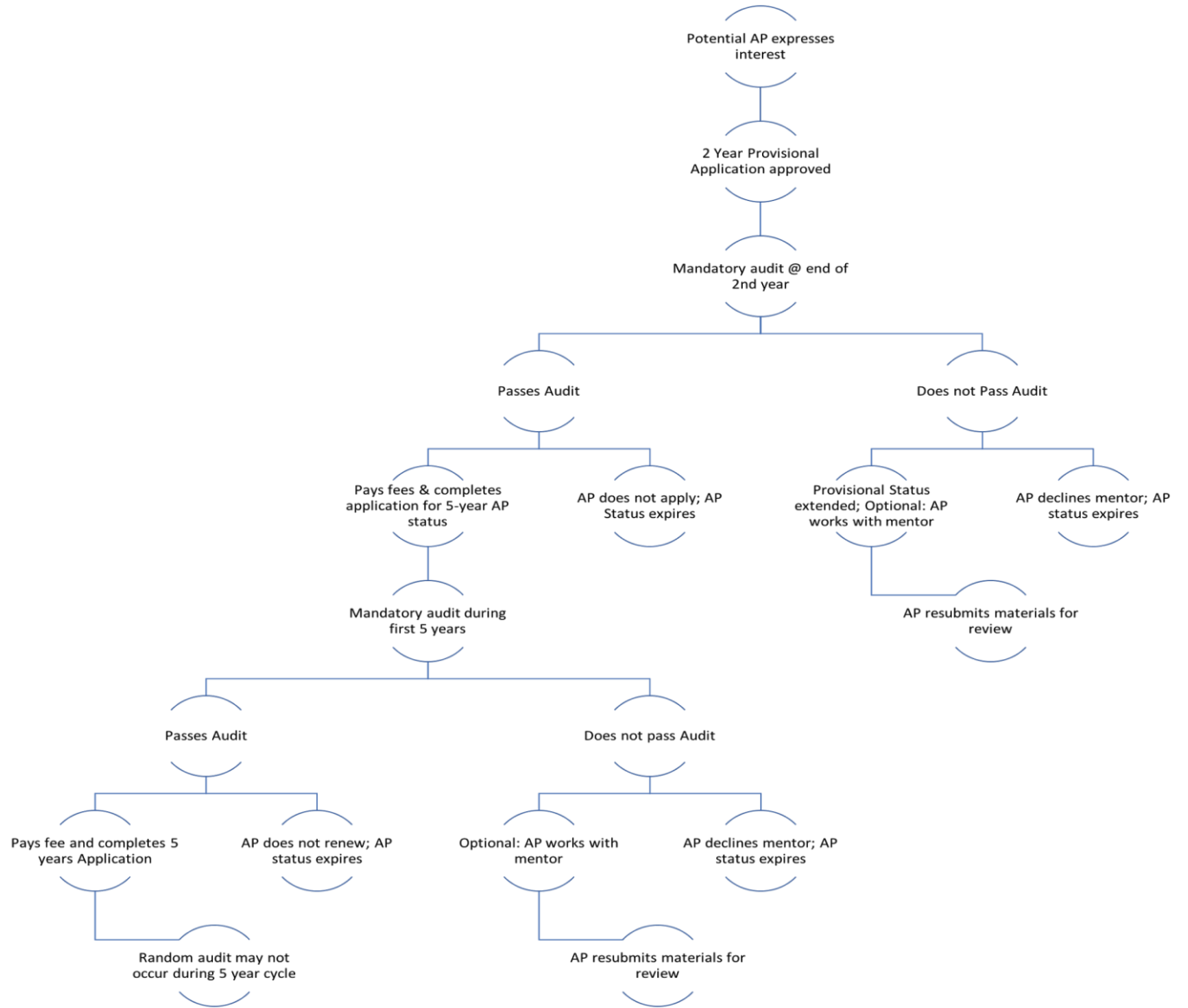
## **Audits**

A mandatory audit occurs at the end of the two-year provisional AP cycle. Prior to audit, the AP will be notified if any documentation is missing from the CBMT Login for opportunities held during the provisional cycle.

Upon successful completion of the audit and application, the provisional AP is granted five-year AP status. (Reminder: if no CMTE opportunities were offered during the two-year provisional period, provisional status will expire. Provisional AP status can be reactivated with submission of the *CBMT Approved Provider Two-Year Provisional Application* and remittance of the application fee).

After the provisional period, another mandatory audit will occur during an AP's first five-year cycle. During later five-year cycles, audits will occur at least once every ten years at random intervals during subsequent five-year cycles. When audited, the AP will be notified through the CBMT Login to identify missing items for CMTE opportunities that the AP offered during the current five-year cycle. The AP is required to submit supporting documentation for each opportunity listed by the date indicated. If the supporting documentation is incomplete, the Continuing Education Committee will work with the AP until problematic areas are resolved and the audit is successfully completed.

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





## Process for establishing an Approved Provider Account in CBMT Login:

- 1) Sign into the CBMT Login account with your MT-BC login. If you are not board certified, please establish yourself as a new customer.
- 2) Select Approved Provider-Enter New Company/Organization and either select a current company or add your AP Company contact information as new.
- 3) Return to the main menu and click on Approved Provider Applications and select "Create New Submission" under Provisional Application which is located at the bottom of the page.
  - a. Complete all categories and upload required forms.
  - b. Click Save and Submit for Review.

## Application Requirements

### Two-Year Provisional Application – available in the CBMT Login

#### Provider General Information

Each AP's Continuing Education Director is responsible for all correspondence between the AP and CBMT and therefore must have access to all files and records related to the AP's CMTE program.

**NOTE:** Any changes in appointment of a Continuing Education Director or to contact information during a cycle must be communicated to the CBMT office within one week of the changes.

**Opportunity Planning and Documentation** – *Please submit the following information in the Approved Provider Provisional Application accessed through the CBMT Login.*

1. **Mission Statement:** CBMT requires a copy of the AP's mission statement including its relevance to continuing music therapy education. If the AP's Mission Statement does not include a clear connection to continuing music therapy education, please add a statement that addresses this connection
2. **Grievance Policy and Procedure:** CBMT requires APs to have a written Grievance Policy and Procedure that MT-BCs may utilize that is specific to continuing music therapy education opportunities. It is not necessary to include the Grievance Policy and Procedure in advertising materials. However, it is the AP's responsibility to inform participants of its existence during the opportunity **and where it can be found**. Each AP's CMTE Grievance Policy and Procedure must include:
  - a) **how and where participants are informed** that a grievance policy and procedure exists,
  - b) specific steps on how to and to whom to address the grievance, timelines to be observed in filing a grievance,
  - c) participant's right to have a grievance addressed by the Continuing Education Committee of CBMT in the event that the AP's Grievance Procedure is exhausted

**Refer to page 25 for guidelines on creating a grievance policy.**

3. **Instructor Qualifications:** Please indicate how the organization or individual will select qualified instructors. This should include what requirements must be met in order to offer valid continuing education to MT-BCs.

All promotional materials must include a short description of the instructor's relevant qualifications, credentials, and professional experience. APs must obtain and retain current (updated within the past year) résumés or curricula vitae for each instructor and keep them on file. If audited, instructors' qualifications are also documented by means of 2-3 page résumés or curricula vitae submitted to and reviewed by the Continuing Education Committee. **Brief biographical summaries are not accepted as substitutes for résumés or curricula vitae.**

4. **Approved Provider Opportunity**

- 1) Date of opportunity
- 2) Title of opportunity
- 3) Opportunity Type – synchronous or asynchronous
- 4) Number of credits being offered
- 5) Does the opportunity include ethics credits?
- 6) Is this a specialty opportunity?
- 7) Keywords to identify the opportunity in the CMTE search (select from dropdown menu)
- 8) Upload promotional materials – **see promotional materials requirements on page 11.**
- 9) Upload **Opportunity Evaluation - use electronic version:** The Opportunity Evaluation form must be used as a method for determining whether the stated objectives were met and can also include any additional evaluative information the AP deems appropriate.
- 10) Upload Opportunity Evaluation Summary Form- **use electronic version:** Summarize participants responses on this form.
- 11) Upload **Participant Reporting Form - use electronic version** It is the AP's responsibility to ensure completion and submission of the Participant Reporting Form for each opportunity. A completed Participant Reporting Form must be submitted to the CBMT Login within 30 days of the completion of each opportunity. Do not include names of participants who did not receive credits.
- 12) **Objective(s):** Insert the objective (up to four) and its corresponding Board Certification Domain. Objectives can be obtained from or in collaboration with the opportunity instructor. Objectives must be stated in simple measurable terms and presented in all program announcements, advertisements, and brochures.
- 13) **Abstract:** The AP must identify detail of the content of the opportunity.
- 14) **Schedule:** A detailed schedule must be provided including breaks.
- 15) **Method of evaluation:** Describe your method of evaluating the opportunity objectives. This must, at minimum, consist of the Opportunity Evaluation Form, but can also include additional assessment method(s) appropriate for the opportunity content (e.g., experimental in nature within the opportunity, a self-graded oral group review led by the presenter, written pre- and post-tests, or another appropriate assessment method).

## Promotional Material Requirements

The following information must be included in the main promotional source.

- **Objectives:** At least one statement must be included relating the topic and objectives to the CBMT Board Certification Domains. For example, if offering a CMTE on the use of music therapy for pain management, a sample opportunity objective could be: “Participants will be able to identify at least two music therapy interventions for pain remediation.” (BCD II.A.2.af)
- **Prerequisites**, if any: Skills, experience, or credentials that are prerequisite to participation. Also, may include any required reading or purchases needed to participate.
- **Qualifications and Credentials:** A short 50-word description of a) credential b) qualifications, and c) background of instructor(s).
- **Opportunity Schedule and Format:** The schedule and format for each opportunity includes start and end times, as well as scheduled breaks. Breaks, meals, registration, and other non-instructional time is excluded from time calculated for credits. Identify where a detailed schedule is available to participants.
- **Number of Credits Offered:** The AP must state the number of credits to be awarded to participants. 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).
- **Opportunity Cost:** Participant fees must clearly be indicated along with a detailed list of items included in the fee and any submission deadline(s).
- **Cancellation and Refund Policy:** CBMT requires a statement explaining what circumstances constitute opportunity cancellation and under what conditions a participant may be entitled to a full or partial refund of opportunity fees. Partial CMTE credit cannot be granted for the opportunity.
- **Statement of relationship to CBMT:** The following statement must appear in promotional materials and on certificates:

[Title of Opportunity] 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.

It is the AP’s responsibility to submit all promotional materials for opportunities by accessing the CBMT Login for the AP. **Promotional materials must be uploaded to CBMT before they are released to the public.** While APs may post or distribute “save the date” information for the opportunity, 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 AP’s major promotional medium used to advertise an opportunity, whether that medium is a hard copy brochure or the AP’s website. Postcards or email reminders of an upcoming opportunity may contain less detailed information and refer the reader to the AP’s website for complete information.

**\*A promotional materials checklist is available on page 26 of this manual.**

## **Five-Year Application – available in CBMT Login**

At the end of the two-year provisional cycle, the AP will be granted five-year AP status upon the successful completion of the following:

- 1) a mandatory audit of all opportunities offered during the provisional period which includes:
  - a) submission of all CMTE promotional materials;
  - b) submission of the participant reporting form and opportunity evaluation summary form; and
  - c) remittance of yearly opportunity fees.
- 2) the submission the five-year application
- 3) Remittance of the five-year application fee

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 to renew their five-year status by completing a five-year application. After the first five-year cycle, audits will occur randomly, at least once every ten years.

## **Maintaining Approved Provider Status**

**Approved Providers must submit all opportunities offered during their provisional or five-year cycle. Please use the following directions to submit all opportunities:**

In your personal CBMT Login, click on Approved Provider Applications in the menu section and follow these directions:

- a) Under the "Additional Opportunities" section at the top of the page click on [Create a New Submission](#) to submit a new opportunity.
- b) Submit the following information (each opportunity must be submitted individually even if part of a larger conference):
  - Date
  - Title
  - Course Type
  - Ethics – does this opportunity include ethics credits?
  - Specialty – is this a specialty opportunity?
  - Select keyword for certificant search
  - Upload promotional materials (must be a Word or PDF, please do not upload links to websites only)
  - Scroll to the bottom of the page and click "Save" and then click "Next" to submit the opportunity for review. Screen must say "Submit for staff review".
- c) After the opportunity has been reviewed you will receive email notification of either approval or additional information needed. If additional information is needed please review the comments listed to provide the requested changes.

- d) Once approved, the opportunity will appear in the Approved Opportunities Section of the Main Menu. You can now log in to enter the dates the opportunity will be offered for the one-year approval period.
- 2) **Payment of Fees:** When an opportunity is approved, an invoice will be created and added to your account and can be found in the Open Invoices section of the main menu. All invoices are due upon receipt. The following table outlines the annual fee by opportunity, based upon credit hours awarded:

Number of Credits Being Offered:	Total Fee per Opportunity:
1	\$40
2	\$60
3-10	\$80
11-20	\$120
21 and up	\$150

- 3) Please submit the following documents in your CBMT Login in the section listed **Approved Provider – Approved Opportunities**. Select the opportunity and add:
- a) **Opportunity Evaluation Summary Form:** Submit completed summary of MT-BC responses to the CBMT office within 30 days of the completion of each opportunity.
- b) **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 opportunity. Do not include names of participants who did not receive CMTE credits.

### Maintaining Approved Provider Status

**Approved Providers must submit all opportunities offered during their provisional or five-year cycle. Please use the following directions to submit all opportunities:**

In your personal CBMT Login, click on Approved Provider Applications in the menu section and follow these directions:

- c) Under the “Additional Opportunities” section at the top of the page click on [Create a New Submission](#) to submit a new opportunity.
- d) Submit the following information (each opportunity must be submitted individually even if part of a larger conference):
  - o Date
  - o Title
  - o Course Type
  - o Ethics – does this opportunity include ethics credits?
  - o Specialty – is this a specialty opportunity?
  - o Select keyword for certificant search
  - o Upload promotional materials (must be a Word or PDF, please do not upload links to websites only)
  - o Scroll to the bottom of the page and click “Save” and then click “Next” to submit the opportunity for review. Screen must say “Submit for staff review”.
- e) After the opportunity has been reviewed you will receive email notification of either approval or additional information needed. If additional information is needed please review the comments listed to provide the requested changes.
- f) Once approved, the opportunity will appear in the **Approved Opportunities** section of the Main Menu. *In this section you can enter additional dates and locations for this opportunity during the one-year approval period.*

4) **Payment of Fees:** **When an opportunity is approved, an invoice will be created and added to your account and can be found in the Open Invoices section of the main menu. All invoices are due upon receipt. The following table outlines the annual fee by opportunity, based upon credit hours awarded:**

<b>Number of Credits Being Offered:</b>	<b>Total Fee per Opportunity:</b>
1	\$40
2	\$60
3-10	\$80
11-20	\$120
21 and up	\$150

5) **Please submit the following documents in your CBMT Login in the section listed Approved Provider – Approved Opportunities. Select the opportunity and dates it was offered to upload:**

- a) **Opportunity Evaluation Summary Form:** Submit completed summary of MT-BC responses to the CBMT office within 30 days of the completion of each opportunity.
- b) **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 opportunity. Do not include names of participants who did not receive CMTE credits.

**Renewal Applications:** APs will receive notification 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 Continuing Education Committee may request that materials submitted for renewal be revised to meet CBMT AP requirements. When requested, revised materials must be re-submitted within 30 days of Continuing Education Committee request.

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

### **Approved Provider Profile**

Your AP information is available in the menu section of the CBMT Login. To view and update your information select "Approved Provider Profile". This page contains the following information:

- Company Name
- Approved Provider Number (provided by CBMT)
- Cycle Expiration Date: Date your provisional or five-year cycle ends
- Application Type: Provisional or five-year cycle
- Email address
- Website
- Work address
- Work phone

It is the APs responsibility to make sure all contact information in this section is current. To make changes select the "edit" button.

## QUICK REFERENCE SECTION

Access your CBMT Login to submit the following materials for each opportunity:

1. Promotional materials prior to advertising CMTE credits.
2. Fees: The following table outlines the annual fee by CMTE opportunity, based upon credit hours awarded. Once promotional materials are submitted you will be invoiced based on this table.

Number of Credits Being Offered:	Total Fee per Individual Opportunity:
1	\$40
2	\$60
3-10	\$80
11-20	\$120
21 and up	\$150

3. Opportunity Evaluation Summary Form within 30 days of completion of opportunity.
4. Participant Reporting Form within 30 days of completion of CMTE opportunity.

Notify the CBMT office within one week of any of the following changes:

1. AP Continuing Education Director and/or AP's contact information
2. Mission Statement
3. Grievance Policies and Procedures
4. Criteria for selecting qualified instructors
5. Certificate of Completion Template



## Glossary

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

**Approved Provider Opportunity:** Any one of a variety of workshops, courses, conferences, and/or independent learning offered by an Approved Provider for CMTE credit. There are three categories of AP Opportunities: synchronous, asynchronous, and specialty.

**CBMT Code of Professional Practice:** The document by which all MT-BCs 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.

**Certificate of Completion:** A dated form or certificate signed by the instructor and Continuing Education Director of an Approved Provider opportunity that provides written verification of the title, date, and length of the Continuing Music Therapy Education option.

**Certificant:** A music therapist who holds the MT-BC credential.

**Certification 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 APs on Participant Reporting Forms and can be found at [www.cbmt.org](http://www.cbmt.org) by completing a search for Board Certified Music Therapists.

**Clock hour:** 60 minutes, as differentiated from a contact hour for CMTE credits which is 50 minutes. (See **Contact hour**)

**CMTE:** A unit of continuing education time spent in educational experiences that are counted towards recertification of a MT-BC. One CMTE is equal to 50 minutes of instruction or learning.

**Computation of CMTE Credits:** A CMTE credit is equal to one 50-minute hour of direct work 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, a single CMTE credit.

**Continuing Education Director:** Person designated by an AP 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 opportunities and adherence to the CBMT policies and criteria as stated in the *Approved Provider Manual*.

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

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

**Curriculum Vitae:** an overview of one's academic career and training, typically used in academia. For the purposes of CBMT, please submit a brief (2-3 page) curriculum vitae that highlights information that is relevant to the opportunity.

**Five-Year Status:** A designation given to an organization or individual approved by the CBMT to offer opportunities 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.

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

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

**Opportunity Evaluation Form:** Form to be completed by each participant.

**Opportunity Evaluation Summary Form:** Compilation of Opportunity Evaluation Form results (from MT-BCs' forms only) to be submitted to CBMT office by the AP within 30 days of completion.

**Outcomes:** Measurable assessments of CMTE participants' learning that address the objectives.

**Participant Reporting Form:** Attendance record that is sent to the CBMT office by the AP within 30 days of completion.

**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.

**Promotional Materials Checklist:** Reference list of items required for website, email, and/or hard copy promotions.

**Recertification:** The process by which board certification is maintained by an MT-BC (certificant) by 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 (2 pages) and current (updated within the last year) account of an instructor's personal, educational and professional qualifications and experience related to the opportunity being offered. Minimum content required: education, certifications, qualifications, and special training, professional work experience, and presentations.

**Two-Year Provisional Status:** The initial designation given to an organization or individual approved by CBMT to offer continuing education opportunities for CMTE credit.

**CBMT Approved Provider  
Certificate of Completion Template**

TEMPLATE  
Electronic version  
available on CBMT  
Website

[Name of Approved Provider]

certifies that

---

(Participant's Name)

has earned \_\_\_\_ CMTE credits  
for successful completion of

---

(Title of Opportunity)

This opportunity fulfills \_\_\_\_\_ credits towards CBMT's ethics requirement.  
(# of credits)

---

Name of Instructor

---

Date(s)

---

Signature of Continuing Education Director

[Title of Opportunity] 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 opportunity 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](http://www.cbmt.org).**



TEMPLATE  
Electronic version  
available on CBMT  
Website

## CBMT Approved Provider CMTE Opportunity Evaluation Form

**Approved Provider:**

**CMTE Opportunity Title:**

**Opportunity 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 opportunity objectives for this opportunity were met:***

<i>Insert Opportunity Objective 1</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insert Opportunity Objective 2</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insert Opportunity Objective 3</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Insert Opportunity 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?	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
Was the length of the program appropriate?	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
Was the amount of material presented sufficient?	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
Were my educational needs and expectations met?	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>

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

2. This CMTE opportunity could be improved by:

3. Please suggest topics for future CMTE opportunities.

**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 opportunity)	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"/>



TEMPLATE  
Electronic version  
available on CBMT  
Website

## CBMT Approved Provider CMTE Opportunity Evaluation Summary Form

Approved Provider: \_\_\_\_\_  
 AP Number: \_\_\_\_\_  
 CMTE Opportunity Title: \_\_\_\_\_  
 Opportunity Date(s): \_\_\_\_\_

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

Number of MT-BC participants who successfully completed this opportunity and received a CMTE certificate: \_\_\_\_\_

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

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

Specific Opportunity 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 opportunity did MT-BC participants identify as most useful in their practices?

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

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

*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 Participant s	Rating Score	# of Participant s	Rating Score	# of Participant s	Rating Score	# of Participant s
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 Participant s	Rating Score	# of Participant s	Rating Score	# of Participant s	Rating Score	# of Participant s
Quality of relevant information	4		3		2		1	
Quantity of relevant information	4		3		2		1	
Organization of material	4		3		2		1	







## **Approved Provider Guidelines for Grievance Policy and Procedure**

- I. Identify where the Approved Provider (AP) Grievance Policy can be found by participants, e.g., website, hard copy at registration table.
  
- II. A Grievance Policy must include:
  - A. The mission and purpose of the organization specific to Continuing Music Therapy Education
  
  - B. Grievance Procedures
    1. Statement of participant's right to file a grievance
    2. Content of grievance, i.e., aspects of the AP's continuing education program covered by the policy
    3. Outline of procedure and timelines for participant to follow, i.e., who to contact and by what means (letter, e-mail), within how many days/weeks from completion of opportunity
    4. Outline of procedure that the AP 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 AP regarding grievance
    2. Outline of procedure for participant to follow in filing an appeal, i.e., who to contact and by what means (letter, e-mail) within a defined period of time
    3. Outline of procedure the AP 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 AP's Grievance Procedure has been exhausted.)



## **Approved Provider Promotional Materials Checklist (for quick reference)**

- |   |  |
|---|--|
| Objectives  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Prerequisites   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Qualifications & Credentials                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Schedule  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of CMTEs Offered                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can Correct Number of CMTEs Be Calculated from Schedule | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cost  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cancellation & Refund Policy                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Statement of Relationship:                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |

[Title of Opportunity] 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.