



RECERTIFICATION MANUAL

QUALITY, INTEGRITY AND PROFESSIONAL
COMMITMENT IN MUSIC THERAPY



8th Edition
2025



The Certification Board for Music Therapists (CBMT)

Recertification Manual **TABLE OF CONTENTS**

Click to Explore

CONTACT US	Page 2
INTRODUCTION	Page 3
Accreditation	Page 3
Board Recertification	Page 3
This Recertification Manual	Page 4
PROCEDURES AND POLICIES	Page 5
The Recertification Cycle	Page 5
Maintenance Fee Structure	Page 6
Audit	Page 6
CMTE Credit Calculation	Page 7
CONTINUING MUSIC THERAPY EDUCATION (CMTE)	Page 8
CMTE Credits	Page 8
Ethics	Page 8
CMTE Options Overview (Credit Chart)	Page 9
Workshops/Courses/Conferences/Independent Learning	Page 11
Presentations	Page 14
Music Therapy Student Supervision	Page 14
Publications/Writings	Page 15
Professional Development	Page 17
Submitting Your Written Summary	Page 18
CBMT APPENDIX	Page 19
CBMT Board Certification Domains	Page 19
CBMT Code of Professional Practice	Page 19
Glossary	Page 19

CONTACT US

For more information:

Certification Board for Music Therapists (CBMT)

506 E. Lancaster Ave., Suite 102
Downingtown, PA 19335

Phone: 1.800.765.CBMT (2268)

Local 610.269.8900

Fax: 610.269.9232

Email: info@cbmt.org

Web: www.cbmt.org



INTRODUCTION

ACCREDITATION

CBMT is a member of the Institute for Credentialing Excellence. Our Music Therapist-Board Certification (MT-BC) program has been fully accredited by the [National Commission for Certifying Agencies \(NCCA\)](#) since 1986. Our accreditation ensures our unconditional compliance with stringent testing and measurement standards.

BOARD RECERTIFICATION

As a board-certified music therapist, you already understand the value and impact of what you do, and why board certification matters. Our recertification program is expertly designed to uphold that value by ensuring that your knowledge and skill sets remain current as methodologies evolve.

Music therapy is a dynamic profession that continues to expand with new theory and innovative approaches to clinical practice and research. The CBMT is charged with reviewing and modifying the board certification examination and recertification programs to accurately reflect the most recent developments and standards of proficiency in the practice of music therapy.

The music therapy professional who receives and maintains the [MT-BC credential](#) is responsible for demonstrating current knowledge and skills by participating in continuing education for recertification.

Maintaining your MT-BC credential through recertification not only exemplifies your commitment to excellence, but it also continuously enhances your confidence and competence, which can lead to higher job satisfaction, create new advancement opportunities and improve quality of care.

Continuing competence is a dynamic and multidimensional process of lifelong learning designed to maintain, enhance, and expand the ongoing ability of the board-certified music therapist to practice in a safe, ethical, culturally reflexive, and effective manner in accordance with current needs and standards. The certificant has the responsibility to integrate self-awareness, knowledge, and skills necessary for current practice as measured by the most recent practice analysis study and as defined by the [2025 CBMT Board Certification Domains](#).

CBMT supports your progress with user-friendly tracking tools and a network of Approved Providers offering convenient, affordable options for Continuing Music Therapy Education (CMTE) credits. We collaborate with our Approved Providers, practicing MT-BCs and our partners to ensure that CMTE opportunities reflect the requirements of real-life therapeutic settings.

CBMT is committed to helping you practice at the highest level throughout your career. By maintaining your board certification, you are empowered to integrate and apply new knowledge with current practice, further develop your interventional skill sets, and stay connected to a community of music therapists working together to advance the profession.

INTRODUCTION **continued**

THIS RECERTIFICATION MANUAL

This Recertification Manual details the most current CBMT recertification policies and procedures, reflecting our commitment to continually review the documents and publications that support our programs. The manual is designed to guide each certificant in the process of:

- Identifying CMTE options that are valuable for the advancement of knowledge aligning with the [2025 CBMT Board Certification Domains](#)
- Constructing a plan for continuing education that leads to recertification
- Implementing the plan within the certificant's five-year cycle
- Documenting the completed CMTE options in a manner consistent with accepted practice for national recertification programs accredited by the NCCA

Recertification contributes to the advanced proficiency of the MT-BC through a program of continuing education, professional development, and professional service opportunities. All recertification categories are reflective of the Practice Analysis Study and relevant to maintaining the high level of competence, skill sets and abilities required of the MT-BC.

Integrating and applying new learnings with current practice, developing enhanced skills in delivery of services to clients, and expanding the expertise of an MT-BC are direct outcomes of the recertification program. To support CBMT's commitment of ensuring the competence of the certificant and protecting the public, certification must be renewed every five years with the accrual of 100 recertification credits.



PROCEDURES & POLICIES

THE RECERTIFICATION CYCLE

The MT-BC credential is valid for five years and mandates adherence to the rules and regulations set forth by the [CBMT Board of Directors](#) in accordance with [NCCA Program Accreditation Standards](#). CBMT reserves the right to revoke the certification of any MT-BC found in violation of the standards set forth in the [CBMT Code of Professional Practice](#) or found practicing music therapy outside of the parameters defined by the [2025 CBMT Board Certification Domains](#).

QUICK REFERENCE FOR PROCEDURES Years 1-5:

- Pay the annual maintenance fee
- Enter and document CMTE credits and submit for recertification

There are four steps to meet recertification requirements during the certificant's five-year cycle.

1. Pay annual maintenance and any accrued late fees prior to expiration in your online account.
2. Earn 100 hours of CMTE credits. CMTE options are broadly categorized as Workshops/Courses/Conferences/Independent Learning; Presentations; Music Therapy Student Supervision; Publications/Writings; and Professional Development. There is an additional requirement that three of the 100 hours must be related to ethics.

Certificants can enter and maintain their recertification credits, view recertification status, pay maintenance fees, and update contact information through their online account accessed from the CBMT home page.

Retain documentation of completed cycle for at least one year beyond cycle completion date in order to comply with random audits conducted by CBMT. If audited, documentation will be requested.

3. Sign and date the Attestation in your online account.
4. When 100 credits are recorded, of which 3 relate to ethics, fees are paid up to date, and the Attestation is signed, "Submit" your Application for Recertification on the Summary tab.

Certification will expire if the conditions for recertification are not completed by the last day of the five-year cycle. Should certification expire, the individual must apply for re-entry, which includes applying, paying for, and passing the Board Certification Examination. Individuals forfeit the rights and privileges of the MT-BC certification status until they pass the Board Certification Examination (Refer to [cbmt.org](#)).

PROCEDURES & POLICIES **continued**

MAINTENANCE FEE STRUCTURE

During each year of the recertification cycle, the certificant will be assessed an annual maintenance fee. The annual maintenance fee covers the administrative costs of CBMT, including the reviewing and processing of recertification submissions, vendor fees and associated systems costs, maintenance and documentation of all certificant records, legislative assistance and other functions performed by CBMT on behalf of certificants. A late fee is assessed when the maintenance fee is overdue.

Board certification is granted when demonstrating competent knowledge and skills, not as a function of fee payment. The certificant remains board certified throughout the five-year cycle, whether or not credits are reported, and whether or not fees are paid. *However, Recertification* is only processed when credits are entered and maintenance fees and late fees are paid in full.

AUDIT

Ultimately, it is the responsibility of the CBMT to uphold and enforce the high standards that have been set for the recertification program. The random audit procedure is the mechanism used for this task and is conducted each year. Every certificant who has reported credits stands an equal chance of being audited regardless of previous audit history. Please note that it is possible that a given individual could be audited more than once in the same five-year recertification cycle. The following steps describe the audit process.

1. A computerized random selection process identifies the names of those persons to be audited from the pool of current certificants.

Notification is sent to those selected for audit, requesting that copies of documentation of all credits reported to date be submitted. Documentation can be uploaded and stored in the online account.

2. Through the audit process materials are examined for quality and accuracy. Established audit procedures ensure that all materials are evaluated according to the same standards and by means of identical procedures.

The procedure typically results in one of the following outcomes:

- Credits are accepted as reported;
- Some or all credits are denied (often due to lack of proper documentation);
- Errors in calculating amount of credits are corrected;
- Credits not placed in the proper category are moved

3. Notification is sent to the certificant indicating the results of the audit. Each certificant audited has the opportunity to request clarification or reconsideration of audit results. If there is no response or question regarding audit results within the specified time limit outlined in the notification from CBMT, the results of the audit are considered final. The record of credits is changed, if necessary, to reflect results of the audit.

PROCEDURES & POLICIES continued

AUDIT continued

The audit process is random and is not a reflection of doubt as to the honesty or accuracy of a certificant's reporting of credits. Financial and staffing limits do not allow the CBMT to audit every claim. It is important that each certificant maintain a complete file of documentation related to continuing music therapy education activities in case of audit selection. Responsible, accurate, and complete documentation by certificants will ensure the audit is a simple process of sending copies of materials when requested. A certificant who fails to respond to a request for audit documentation will have their board certification revoked.

CMTE CREDIT CALCULATION

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).

CMTE Credit Formula

$\text{Clock hours} \times 60 = \text{Actual Number of Minutes}$

$\text{Actual Number of Minutes} / 50 = \text{Number of CMTE credits}$

This formula will be used to automatically calculate the number of credits from the number of minutes entered in your online account for each opportunity.

CONTINUING MUSIC THERAPY EDUCATION (CMTE)

CMTE CREDITS

You must earn 100 CMTE credits during the five-year cycle. CMTE options are broadly categorized as Workshops/Courses/Conferences/Independent Learning; Presentations; Music Therapy Student Supervision; Publications/Writings; and Professional Development. **Three of these credits must relate to ethics.**

ETHICS

Three CMTE credits in ethics must be earned during the five-year cycle. The required three credits may be obtained in any combination of the options indicated with a asterisk on the chart on the next page.

Each certificant may select issues related to ethics that are relevant to their professional and personal development. These ethical topics may include, but are not limited to cultural reflexivity, end-of-life care issues, ethical supervision, sexual harassment, confidentiality (HIPAA), informed consent, business practices, academic integrity, citizenship, and client/civil rights.



CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

CMTE OPTIONS OVERVIEW

All Continuing Music Therapy Education (CMTE) Options Must Relate to the [2025 Board Certification Domains](#)

CMTE Options	Required Documentation	Credit Amount	Allowable Credits
Workshops/Courses/Conferences/Independent Learning			
*Approved Provider Opportunities	Certificate of Completion	1 Credit per 50 Minutes	100
*Graduate Courses	**Written Summary Official Transcript	10 Credits per 1 Quarter Hour 15 Credits per 1 Semester Hour	100
*Mentored Self-Study	CMTE Program Plan CMTE Final Evaluation	1 Credit per 50 Minutes for Mentor *1 Credit per 50 Minutes for Mentee	50 for Mentor 100 for Mentee
Attendance at AMTA National and Regional Conference	Certificate of Attendance	5 Credits per Regional 5 Credits per National	50
*Concurrent Sessions at AMTA National and Regional Conference	Proof of Attendance	1 Credit per 50 Minutes	100
*Read and Analyze Current Professional Publications	**Written Summary Full Citation Date Reading Completed	2 Credits per Journal Article 2 Credits per Book Chapter	100
*Other Continuing Education Opportunities	**Written Summary Proof of Completion Date Completed Proof of Duration	1 Credit per 50 Minutes	100
	Official Transcript for Undergraduate Courses	20 Credits per Course	100
Presentations			
Workshop, course, concurrent session, research poster, legislative testimony, round table, specialized digital media, specialized interview, or symposium to a professional audience	**Written Summary Proof of Development, Delivery and Duration	5 Credits for 15-49 Minutes of Delivery 10 Credits for 50-149 Minutes of Delivery 30 Credits for Equal to or More Than 150 Minutes of Delivery	100
Music Therapy Student Supervision			
Practicum Student and Intern	Verification from Music Therapy University or Facility Coordinator	5 Credits per Practicum Student 10 Credits per Intern	50

*Options eligible for ethics requirement credits.

**Written Summary must reference the [CBMT 2025 Board Certification Domains](#) Knowledge and Task Statements

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

CMTE OPTIONS OVERVIEW

All Continuing Music Therapy Education (CMTE) Options Must Relate to the [2025 Board Certification Domains](#)

CMTE Options	Required Documentation	Credit Amount	Allowable Credits
Publications/Writings			
Book (Author and/or Editor)	**Written Summary Full Citation Published Title Page Copyright Page	50 Credits per Book Chapter 50 Credits per Self-Published Book 100 Credits per Third-Party Published Book	100
Music Composition	**Written Summary Musical Score Audio Recording	5 Credits per Composition	50
Grant Awards	**Written Summary Letter of Award	10 Credits for Less than \$5,000 30 Credits for Equal to or Greater than \$5,000	100
Non-Peer-Reviewed Professional Publication	**Written Summary Full Citation	10 Credits per Article	50
Peer-Reviewed Professional Publication (Masked Review)	**Written Summary Full Citation	50 Credits per Article	100
Graduate Capstone, Thesis, or Dissertation	**Written Summary Certifying Documentation	50 Credits for Capstone 80 Credits for Thesis 100 Credits for Dissertation	100
Professional Development			
Develop a New AMTA Academic Program	Letter of Program Approval from AMTA	100 Credits per Academic Program	100
Establish a Music Therapy Internship	Verification from University or AMTA Approval Letter	30 Credits per University-Affiliated 50 Credits per National Roster	100
Service to Music Therapy Profession	**Written Summary Verification of Time from Chair or Executive Officer	1 Credit per 50 Minutes	50

*Options eligible for ethics requirement credits.

**Written Summary must reference the [CBMT 2025 Board Certification Domains](#) Knowledge and Task Statements

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS

Workshops/Courses/Conferences/Independent Learning

Approved Provider Opportunities – Allowable Credit 100 per Cycle

1 Credit per 50 minutes

Workshops, courses, conferences, digital media, and independent learning offered by [CBMT Approved Providers](#) may be claimed for CMTE credits. The Approved Provider is responsible for justifying the significance and validity of the learning experience in relation to the 2025 CBMT Board Certification Domains.

Workshops, courses, digital media, and independent learning experiences completed with non-CBMT Approved Providers may be claimed under the Other Continuing Education Opportunities option.

A current list of opportunities offered by Approved Providers is available on the [CBMT website](#).

Required Documentation:

- Certificate of Completion

Graduate Courses – Allowable Credit 100 per Cycle

10 Credits per 1 Quarter Hour, 15 Credits per 1 Semester Hour

Certificants may claim CMTE credit for graduate coursework in which they enroll for credit and receive a grade of “C” or higher. Graduate courses that are audited or for which credit is not given may be included as a component of a Mentored Self-Study program.

Required Documentation:

- Summarize the learning experience and its application to your music therapy practice and each of the relevant 2025 CBMT Board Certification Domains.
- Official Transcript with “C” grade or better

Mentored Self-Study – Allowable Credit 50 per Cycle for Mentor; 100 per Cycle for Mentee

1 Credit per 50 Minutes for Mentor, 1 Credit per 50 Minutes for Mentee

CMTE credit may be claimed for a Mentored Self-Study, which is an individualized course of study designed to meet a certificant’s specific educational goals as related to the 2025 CBMT Board Certification Domains. Mentored Self-Study is facilitated by a mentor, i.e., music instructor, music therapist, professor, more experienced colleague in another discipline, an expert on a subject, etc.

Certificants acting as the mentor for another MT-BC may claim CMTE credits for their part in the Mentored Self-Study. Both the mentor and the mentee must complete their own required documentation. Guidelines for use in developing Mentored Self-Study courses are outlined in the CMTE Program Plan.

Required Documentation:

- [CMTE Program Plan \(Mentee and Mentor\)](#)
- [CMTE Final Evaluation \(Mentee only\)](#)

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS continued

Workshops/Courses/Conferences/Independent Learning continued

AMTA National and Regional Conference Attendance – Allowable Credit 50 per Cycle

5 Credits per Regional, 5 Credits per National

Certificants may claim CMTE credits for attendance at AMTA National and Regional Conferences. Additional CMTE credits from AMTA National and Regional Conferences may be claimed separately under their respective CMTE Options, i.e., Approved Provider Opportunities, Concurrent Sessions, Other Continuing Education Opportunities, etc.

CMTE credits from other professional conferences are documented under Other Continuing Education Opportunities.

Required Documentation:

- Certificate of Attendance

AMTA National and Regional Conference Concurrent Sessions – Allowable Credit 100 per Cycle

1 credit per 50 minutes

Certificants may claim CMTE credit for attending concurrent sessions at AMTA National and Regional conferences. Concurrent sessions must be at least 50 minutes to earn 1 credit. AMTA National and Regional Conference planners are responsible for justifying the significance and validity of the learning experience in relation to the 2025 CBMT Board Certification Domains.

Required Documentation:

- Proof of attendance which could include signed verification of the title, date, and length of the concurrent session or the session attendance code. A canceled check, name tag, or copy of workshop material is not acceptable proof of attendance.

Read and Analyze Current Professional Publications – Allowable Credit 100 per Cycle

2 Credits per Journal Article, 2 Credits per Book Chapter

Certificants may claim CMTE credits for reading and analyzing publications, including peer-reviewed and non-peer reviewed literature. Publication date must be less than 5 years old from the time of reading it, or include in documentation a rationale if older than 5 years. Reading and analyzing journal articles for legislative testimony and drafting may be claimed in this section.

Required Documentation:

- Summarize your learning experience and its application to music therapy practice and each of the relevant 2025 CBMT Board Certification Domains.
- Date reading was completed
- Full Citation

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS **continued**

Workshops/Courses/Conferences/Independent Learning *continued*

Other Continuing Education Opportunities – Allowable Credit 100 per Cycle

1 credit per 50 minutes, 20 credits per undergraduate course

Other Continuing Education Opportunities provided by non-CBMT Approved Providers may be claimed for CMTE credits. These educational opportunities may include interactive, non-standardized, live online/distance-learning experiences. The certificant is responsible for justifying the significance and validity of the learning experience in relation to the 2025 CBMT Certification Domains.

Examples of Other Continuing Education Opportunities include: courses not provided by CBMT-approved providers, professional conferences, undergraduate coursework, professional in-services, digital media, employer-sponsored trainings, CPR training, grand rounds, crisis management training, etc.

Required Documentation:

- Summarize your learning experience and its application to music therapy practice and each of the relevant 2025 CBMT Board Certification Domains.
- Proof of completion and duration
- Official transcript for undergraduate courses

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS **continued**

Presentations

Workshop, course, concurrent session, research poster, legislative testimony, round table, specialized digital media, specialized interview, or symposium to a professional audience – Allowable Credit 100 per Cycle

5 Credits for 15-49 Minutes of Delivery, 10 Credits for 50-149 Minutes of Delivery, 30 Credits for equal to or more than 150 Minutes of Delivery

Certificants may claim CMTE credits for the first-time development and delivery of presentations. Presentations may take the form of a workshop, course, concurrent session, research poster, legislative testimony, round table, specialized digital media, specialized interview, or symposium. To be eligible for credit, these presentations should be provided to a professional audience.

Presentations should address a specific in-depth 2025 Board Certification Domain knowledge or tasks statement and may not be an introduction to music therapy for a general audience. Presentations to undergraduate students are not considered in this category as they are not a professional audience. Presentations to all other audience types (e.g., high school, undergraduate) may be claimed for credit through the Service to Music Therapy Profession option.

All certificants who participated in these presentations may claim credit.

Required Documentation:

- Provide a written summary or abstract of the presentation and identify how it relates to the 2025 CBMT Board Certification Domains
- Proof of delivery and duration

Music Therapy Student Supervision

Practicum Student and Intern – Allowable Credit 50 per Cycle

5 Credits per Practicum Students 10 Credits per Intern

Certificants may claim CMTE credits for supervising music therapy practicum students, including pre-interns and MT-BC graduate students, and interns. There is no provision for claiming CMTE credits for supervision provided to other individuals who are non-music therapy students, interns, etc.

All certificants who provided supervision may claim full credit.

Required Documentation:

- Verification letter from Music Therapy University or Facility Coordinator

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS **continued**

Publications / Writings

Book (Author and/or Editor) – Allowable Credit 100 per Cycle

50 Credits per Book Chapter, 50 Credits per Self-Published Book, 100 Credits per Third-Party Published Book

Certificants may claim CMTE credits for authoring or editing a book that is relevant to the field of music therapy, with the exception of songbooks (refer to Music Composition). Publications must be relatable to the 2025 CBMT Board Certification Domains. The publication date must be within the certificant's current cycle.

Required Documentation:

- Provide a written summary or abstract of the publication and identify how it relates to the 2025 CBMT Board Certification Domains (one summary for each chapter or book).
- Full Citation
- Published Title Page
- Copyright Page

Music Composition – Allowable Credit 50 per Cycle

5 Credits per Composition

Certificants may claim CMTE credits for original music compositions. Compositions must be a minimum of 16 measures and correctly notated by hand or computer software. The composition date must be within the certificant's current cycle. All musical, lyrical, and audio content must be created or performed by certificant. No content shall be created, owned, or performed by patients or clients. Please ensure there are no patient/client identifiers in your submission including client demographics, diagnoses, etc. Artificial Intelligence (AI), GenAI, or similar cannot be used for any portion of the composition submitted. Certificants must ensure compliance with current copyright law.

Required Documentation:

- Provide a written summary of the therapeutic use of the composition including client population, 2025 CBMT Board Certification Domain(s) addressed, therapeutic objective within the stated domain, and procedure for implementing the composition to meet the objective(s) (one summary for each composition).
- Musical score (notated by hand or computer software)
- Audio recording

Grant Awards – Allowable Credit 100 per Cycle

10 Credits for Less Than \$5000, 30 Credits for Equal to or Greater Than \$5000

Certificants may only claim CMTE credits for awarded grants. The acceptance date for grants must be within the certificant's current cycle. All certificants whose names appears on the letter of award may claim credit.

Required Documentation:

- Summarize your learning experience and its application to music therapy practice and each of the relevant 2025 CBMT Board Certification Domains.
- Letter of Award

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS continued

Publications / Writings

Non Peer-Reviewed Professional Publication – Allowable Credit 50 per Cycle

10 Credits per Article

Certificants may claim CMTE credits for authorship of non-peer reviewed publications that are selected by an editor for publication without blind review. Examples of acceptable publications may include both online and print versions of: book reviews, letters to the editor, or any other invited and accepted article. Publication date must be within the certificant's current cycle.

Required Documentation:

- **Provide a written summary or abstract of the publication and how it relates to the relevant 2025 CBMT Board Certification Domains.**
- **Full Citation**

Peer-Reviewed Professional Publication (Blind Review) – Allowable Credit 100 per Cycle

50 Credits per Article

Certificants may claim CMTE credits for authorship of peer-reviewed publications. Peer-reviewed publications are typically chosen by an editorial board using a blind review process. Publications may include those within the music therapy profession (e.g., Journal of Music Therapy, Music Therapy Perspectives, etc.) as well as other professional publications. Publication date must be within the certificant's current cycle.

Required Documentation:

- **Provide a written summary or abstract of the publication and how it relates to the relevant 2025 CBMT Board Certification Domains.**
- **Full Citation**

Graduate Capstone, Thesis or Dissertation – Allowable Credit 100 per Cycle

50 Credits for Graduate Capstone

80 Credits for Thesis

100 Credits for Dissertation

Certificants may claim CMTE credits for completion of a graduate capstone, thesis or dissertation. The date of the completed signature page must be within the certificant's current cycle.

Required Documentation:

- **Provide a written summary or abstract of the graduate capstone, thesis or dissertation and how it relates to the relevant 2025 CBMT Board Certification Domains.**
- **Certifying Documentation**

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

OPTIONS **continued**

Professional Development

Develop a New AMTA Academic Program – Allowable Credit 100 per Cycle

100 Credits per Academic Program

Certificants may claim CMTE credits for the approval of a new AMTA program (e.g., college or university degree program) at either the undergraduate or graduate level. The letter of approval date must be within the certificant's current cycle.

Required Documentation:

- Letter of Program Approval from AMTA

Establish a Music Therapy Internship – Allowable Credit 100 per Cycle

30 Credits per University-Affiliated, 50 Credits per National Roster

Certificants may claim CMTE credits for the approval of a new music therapy internship program, including both University-Affiliated and National Roster internships. The letter of approval date must be within the certificant's current cycle.

Required Documentation:

- Verification from University or AMTA Approval Letter

Service to Music Therapy Profession – Allowable Credit 50 per Cycle

1 Credit per 50 Minutes

Certificants may claim CMTE credits for their service to internal or external organizations. Internal organizations include national, regional, state, or local organizations whose primary purpose is the development or advancement of the field of music therapy. External organizations include non-music therapy focused organizations (e.g., serving as an advisor to hospital boards, community arts programs) where the music therapist's service role primarily includes music therapy advocacy and/or education. Testimony before state and federal legislative or executive bodies or committees and/or drafting legislation would also be included in this category.

Required Documentation:

- Summarize your learning experience and its application to music therapy practice and each of the relevant 2025 CBMT Board Certification Domains.
- Verification of Time from Chair, Executive Officer or Sponsoring Organization

CONTINUING MUSIC THERAPY EDUCATION (CMTE) **continued**

SUBMITTING YOUR WRITTEN SUMMARY

Submitting Your Written Summary in Relation to the [2025 Board Certification Domains](#):

Knowledge Statement:

- The knowledge needed to fulfill job responsibilities.

Task Statement:

- The underlying responsibilities of the music therapist within a domain area.

Written Summary:

- Identify the 2025 CBMT Board Certification Domain(s) and Sub-Domain(s) that relate to your submission.
- Identify the domain *Knowledge* and/or *Task(s)* that relate to your submission.
- Write a 250-word summary of the learning opportunity. Directly reference the corresponding *Knowledge* and/or *Task(s)* that you identified in Step 2.

Example: Knowledge & Task

- Knowledge 2A1: Referral system...
- Task 8: Develop, implement...
- Task 10: Evaluate and prioritize...

In your summary, write it as: (*Knowledge 2A1, Task 8, 10*)

CBMT APPENDIX

[CBMT Board Certification Domains](#)

[CBMT Code of Professional Practice](#)

GLOSSARY

A

Artificial Intelligence (AI): The simulation of human intelligence in machines that are programmed to think, learn, and make decisions. AI systems can perform tasks such as recognizing speech, understanding language, solving problems, and adapting to new information.

Applicant: A music therapist or Approved Provider (individual or group) seeking first time board certification or Approved Provider status.

Approved Provider: An institution, agency, or association that is approved by CBMT to issue CMTE credit to certificants for participation in continuing education courses. For more information, please contact the CBMT office.

Audit: A random review of recertification credit reports. Audit participants are selected randomly each year. Every certificant who has reported credits stands equal chance of being audited, regardless of previous audit history.

B

Board Certified Status: Credential recognition given to music therapists demonstrating competence through exam or accruing recertification credits.

Book Author: Refers to a certificant who has written a self-published book/chapter or book/chapter published by a 3rd party.

Book Editor: Refers to a certificant who has edited a self-published book/chapter or a book/chapter published by a 3rd party.

C

Capstone: The culminating academic experience that integrates and applies the knowledge, skills, and competencies students have developed throughout their graduate program.

CBMT: The Certification Board for Music Therapists, founded in 1983 to enhance the quality, integrity, and professional commitment to Music Therapy.

CBMT APPENDIX continued

GLOSSARY continued

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 2025 Board Certification Domains: This document 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 2025 CBMT Board Certification Domains is the product of a Practice Analysis, which is conducted every 5 years.

Certificant: A Board Certified Music Therapist.

Certification Exam: Standardized examination used to measure comprehensiveness of the current CBMT Board Certification Domains.

Certificate of Attendance: A dated form or certificate signed by the Continuing Education Director that provides proof of attendance at an AMTA Regional or National Conference.

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

Clock hour: 60 minutes, as differentiated from a contact hour for CMTE credits which is 50 minutes.

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.

Contact hour: 50 minutes spent in Continuing Music Therapy Education, a single CMTE credit.

Continued Competence: Continuing competence is a dynamic and multidimensional process of lifelong learning designed to maintain, enhance, and expand the ongoing ability of the board-certified music therapist to practice in a safe, ethical, culturally reflexive, and effective manner in accordance with current needs and standards. The certificant has the responsibility to integrate self-awareness, knowledge, and skills necessary for current practice as measured by the most recent practice analysis study and as defined by the 2025 CBMT Board Certification Domains.

Continuing education: A variety of professional courses and educational pursuits that may serve to enhance competence.

D

Digital media: Audio, visual, or audiovisual content published or streamed online that can be consumed, created, or programmed.

Dissertation: A culminating research manuscript completed by an individual who is pursuing a doctoral degree.

CBMT APPENDIX continued

GLOSSARY continued

Documentation: Specific records and information required by the CBMT in the event of an audit of recertification credits.

Domain area: A specific category within the content outline of the examination, e.g. “Safety,” “Referral, Assessment, Interpretation of Assessment, and Treatment Planning,” “Treatment Implementation and Documentation,” “Evaluation and Termination of Treatment,” “Professional Development and Responsibilities.”

G

Generative AI (GenAI): A subset of AI that focuses on creating new content—such as text, images, music, or code—based on patterns learned from existing data. It uses models like large language models (LLMs) or generative adversarial networks (GANs) to generate outputs that resemble human-created content.

Grant awards: Financial support provided by an organization or agency to a certificant to pursue a clinical or research-based activity or project.

K

Knowledge statement: The knowledge needed to fulfill job responsibilities.

L

Late fee: Cost assessed by the CBMT to the certificant for each year in which a maintenance fee is overdue.

M

Maintenance fee: Annual cost assessed by the CBMT to the certificant during the current year designed to cover costs of maintaining records and administering the recertification program.

M

Mentee: The certificant who is receiving guidance from a Mentor.

Mentor: A qualified person chosen by a certificant to serve as teacher or guide for a mentored self-study experience; an expert in the field of study.

Mentored Self-Study: An individualized program of study appropriate to specific educational goals of the MT-BC and relating to one domain of the 2025 CBMT Board Certification Domains. The individualized self-study is conducted under the supervision of a qualified mentor selected by the certificant.

CBMT APPENDIX continued

GLOSSARY continued

N

National Commission for Certifying Agencies (NCCA): A national organization that oversees and accredits certification programs in a variety of fields, including health care-related disciplines. The NCCA serves as an independent third-party reviewer of CBMT's board certification exam and recertification process and ensures that these meet national standards. For more information, refer to: www.credentialingexcellence.org/ncca

Non-Peer Reviewed Professional Publication: A publication where an editor selects items for publication.

Non-Respondent: A certificant who fails to respond to a request for documentation for audit.

O

Official Transcript: A secured document from the registrar of an educational institution that serves as proof of successful completion of academic work.

P

Panel: A presentation involving multiple individuals discussing/presenting on various facets of a single topic.

Peer-Reviewed Professional Publication: A publication which employs an editorial board to conduct a masked review of articles submitted for publication (e.g. Journal of Music Therapy; Nordic Journal of Music Therapy; Music Therapy Perspectives, etc.).

Practice Analysis: A process repeated every five years in which a committee surveys music therapists' current knowledge and skills of music therapy practice. This then generates a new list of knowledge, skills, and abilities considered essential for the successful practice of music therapy.

Practicum Student: A student in an American Music Therapy Association-approved academic program who is enrolled in a pre-internship clinical practicum placement.

P

Proof of attendance: A dated form or certificate signed by the instructor or presider of a concurrent session or Other Continuing Education Option that provides written verification of the title, date, and length of the Continuing Music Therapy Education option.

Proof of duration: A document or image that shows start and end time.

R

Recertification: The process by which a certificant meets the requirements to maintain certification every five years.

CBMT APPENDIX continued

GLOSSARY continued

Recertification cycle: A term of five years during which the MT-BC pursues recertification by accruing 100 recertification credits.

Re-Entry: The process by which an individual whose certification has expired applies to take the exam to become an MT-BC

Roundtable: Informational presentation(s) with organizer(s) engaging all those attending the session in group discussion.

S

Supervisor: An MT-BC who is training a music therapy intern or practicum student.

Symposium: A formal conference that typically involves experts presenting about a unifying or single topic or interest.

T

Task statement: The underlying responsibilities of the music therapist within a domain area.

Thesis: A culminating research manuscript completed by an individual who is pursuing a master's degree.

V

Verification of Time: Written proof of music therapy-related service in the form of volunteering time to a board, committee, or organization to promote or advocate for music therapy.

W

Workshop: Individual/s engaging participants in a process to gain experience and mastery over the material covered. Workshops typically have 20% didactic material and involve 80% experiential components.