

## **CBMT INTERNATIONAL EXAM APPLICATION POLICIES AND PROCEDURES**

An international applicant for the Certification Board for Music Therapists (CBMT) Examination is an applicant who has completed their Music Therapy degree at a university accredited in a country outside the USA or Canada. Applicants for Board Certification must have successfully completed all academic and clinical training requirements for their music therapy degree to apply for the board exam.

### ***Graduates of Music Therapy Degree Programs Outside of the USA and Canada***

To apply as an applicant with a music therapy degree from an academic university outside of the USA or Canada:

1. Log in to the CBMT website at [CBMT.org](http://CBMT.org) as a New Customer and create an account. Click on the Candidate section to create an Exam Application to apply for the exam.
2. Contact each college/university you attended and have a copy of your official transcripts sent to either WES (<https://www.wes.org/>) or ECE ([www.ece.org/welcome](http://www.ece.org/welcome)) for evaluation. You must order a Course-by-Course Evaluation of your transcript.
3. After CBMT receives your evaluated transcript and determines that the degree is from an accredited university, you will be contacted with the information to send to your accredited Music Therapist supervisor, who has professionally supervised you in clinical practice for a total of 1,200 hours. They will need to complete a *Verification Letter* and the *Verification Form*, with the instructions and form provided by CBMT. At the time of your supervision, this individual must have held a professional credential or designation in Music Therapy.

The completed letter and form must be sent directly from the supervisor to the CBMT and must be in English or include an English translation. The applicant waives the right to see the verification letter and form.

If you do not have one person who has supervised you in music therapy clinical practice for a period of 1200 hours, contact other professional credentialed music therapists who have supervised you in other music therapy clinical settings.

No other documentation will be accepted in place of these forms.

4. After all required documentation has been received and approved, you will be notified to pay the \$325.00 USD exam fee.
5. After payment has been received, your testing record will be set up, and you will be emailed the instructions to arrange your exam appointment with our testing company, PSI/AMP. You can view a list of CBMT testing centers by visiting the Candidate FAQ page on the CBMT website.