



Approved Provider Manual

PROGRAM FOR BOARD CERTIFICATION IN MUSIC THERAPY



8th Edition 2025



The Certification Board for Music Therapists (CBMT)

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CONTACT US

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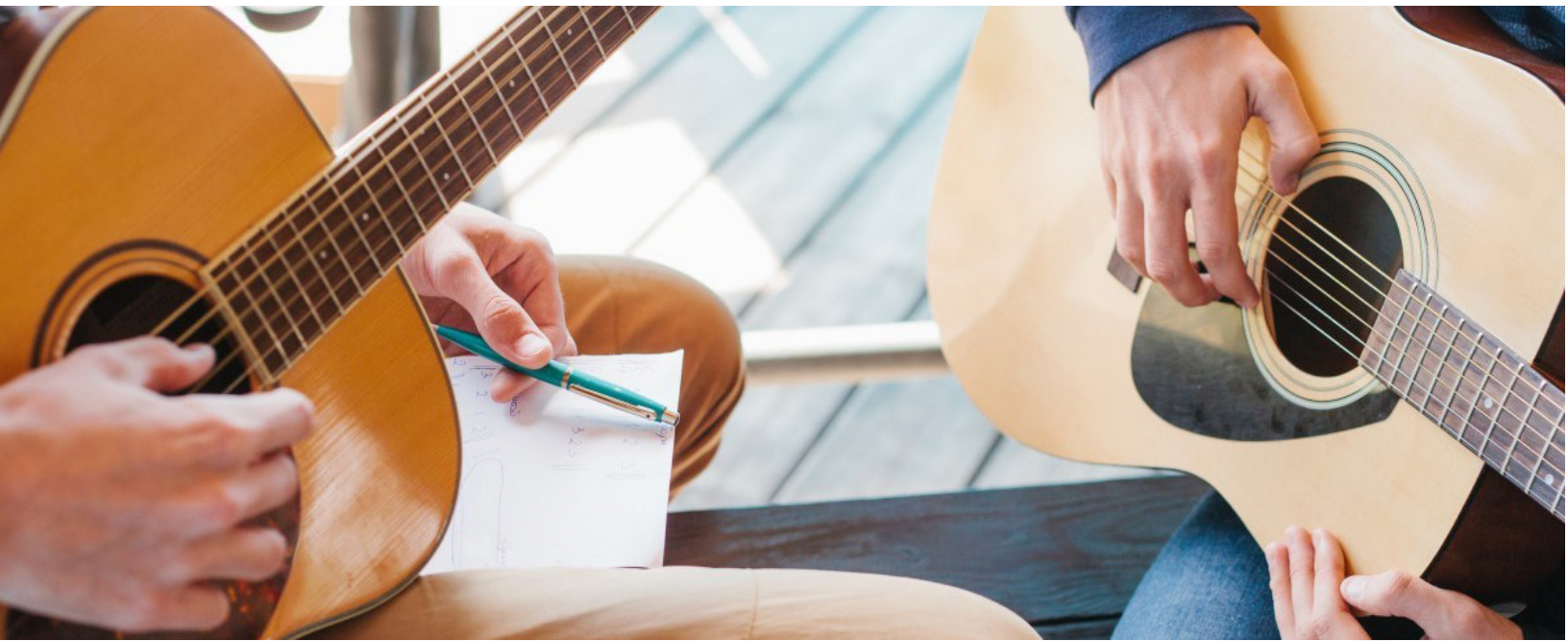
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INTRODUCTION

CBMT 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 2025 Board Certification Domains](#) document. The CBMT examination and recertification programs are based on the most recent 2025 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.

INTRODUCTION **continued**

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.



INTRODUCTION **continued**

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 professional knowledge and practices change, it is necessary for each practitioner to keep pace with current music therapy practice. In line with this, the subject matter of a CMTE is derived from the knowledge and skill areas indicated in the current **CBMT 2025 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.

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**.

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:
 - a) Provide MT-BCs interaction with a learning resource
 - b) 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
 - c) Utilize information that is current to the field of music therapy, as defined by the **CBMT 2025 Board Certification Domains**.

INTRODUCTION **continued**

All educational opportunities must provide an in-depth learning experience. The opportunity must directly inform music therapy practice and relate to one or more 2025 Board Certification Domain knowledge and/or task statements. No more than one objective for an opportunity may relate to the Professional Development Domain.

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

SYNCHRONOUS OPPORTUNITIES

All AP Opportunities must directly relate to specific areas of the **CBMT 2025 Board Certification Domains.**

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.

HYBRID OPPORTUNITIES

Hybrid continuing education opportunities combine synchronous and asynchronous learning components to create a blended educational experience that maximizes flexibility while maintaining interactive engagement.

TYPES OF APPROVED PROVIDER OPPORTUNITIES **continued**

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 2025 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

COURSE DEVELOPMENT

1. Identify your area of expertise.
2. Read the [CBMT 2025 Board Certification Domains](#) (2025 BCDs) and decide which Domain represents this opportunity. At least one objective must relate to Domains I, II, III, or IV.
3. Identify whether this opportunity addresses Knowledge and/or Tasks in music therapy practice.
4. Write objectives specific to this opportunity. Objectives inform opportunity design and content.
5. Reference the 2025 BCD Knowledge and/or Task statements that relate to each objective.

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 (refer to "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. The fee is for evaluation and consideration – not approval – of the application and is non-refundable. 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.

CBMT APPROVED PROVIDER APPLICATION PROCESS **continued**

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.

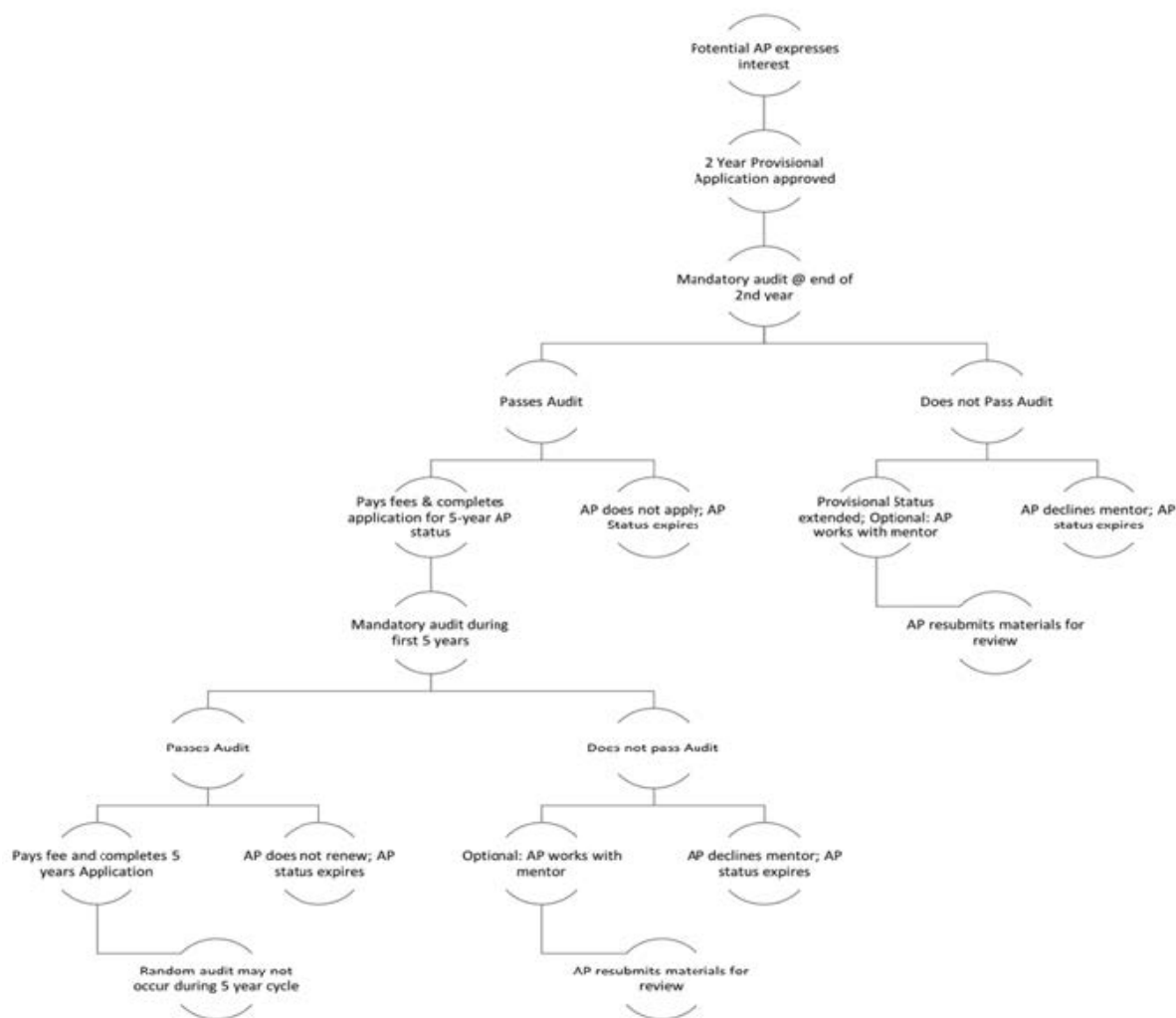
The Approved Provider Process Flow Chart on the following page outlines the application and maintenance requirements ([refer to Figure 1](#)).

Please also review the [new Quality Assurance information on page 21](#) and [Appendix B](#).



CBMT APPROVED PROVIDER APPLICATION PROCESS **continued**

FIGURE 1. APPROVED PROVIDER PROCESS FLOW CHART



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 [Appendix E](#) for guidelines on creating a grievance policy.

APPLICATION REQUIREMENTS **continued**

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**
- a) Date of opportunity
 - b) Title of opportunity
 - c) Opportunity Type – synchronous or asynchronous
 - d) Number of credits being offered
 - e) Does the opportunity include ethics credits?
 - f) Is this a specialty opportunity?
 - g) Keywords to identify the opportunity in the CMTE search (select from dropdown menu)
 - h) Upload promotional materials – refer to promotional materials requirements on page 12 and Appendix F.
 - i) 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
 - j) **Objective(s): All AP's must follow the guidelines listed below.** Insert two to four objectives and the corresponding [2025 Board Certification Domains](#). Objectives can be obtained from - or in collaboration with - the opportunity instructor. Objectives must be presented in all program announcements, advertisements, and brochures. At least one objective must relate to a knowledge or task statement in Domains I, II, III, or IV.
 - i) **Sample objective draft:** Participants will create a referral form that captures all basic information (referral person, contact information, reason for referral) for their setting.
Knowledge 2A1: Referral system...(Knowledge 2A1)
Task 8 & 10: Develop, implement...; Evaluate and prioritize (Task 8, 10)
This would be written as: Knowledge 2A1; Task 8, 10

Final objective format: "Participants will create a referral form that captures all basic information (referral person, contact information, reason for referral) for their setting. (Knowledge 2A1; Task 8, 10)."

APPLICATION REQUIREMENTS - APPROVED PROVIDER OPPORTUNITY continued

ii) Do not copy and paste Knowledge or Task statements from the CBMT 2025 Board Certification Domain document.

iii) When writing measurable objectives and referencing the 2025 Board Certification Domains for your continuing education opportunity, please follow these guidelines:

Who (e.g., participants, etc.) will ____ (how? active verb such as- identify, list, create, etc.)
____ (what? -interventions, assessments, etc).

Example: Participants will identify at least three (3) interventions for addressing emotional concerns in older adults with memory loss for immediate use following this opportunity.

iii) You must use active, measurable verbs when creating your objectives. These allow the reviewers and the participants to understand exactly how learning will take place. We recommend using the following link to a list of measurable verbs related to the learning process: [Blooms Taxonomy of Measurable Verbs](#).

- a) **Abstract:** The AP must identify details of the content of the opportunity.
- b) **Schedule:** A detailed schedule must be provided including breaks.
- c) **Method of evaluation:** Describe your method of evaluating the opportunity objectives. This can include assessment method(s) appropriate for the opportunity content, 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.

1. **Objectives:** Two to four objectives must relate to the topic and reference the [CBMT 2025 Board Certification Domains](#). All AP's must follow the guidelines listed in the objectives section of the manual.
2. **Prerequisites**, if any: Skills, experience, or credentials that are prerequisite to participation. Also, may include any required reading or purchases needed to participate.
3. **Qualifications and Credentials:** A short 50-word description of a) credential b) qualifications, and c) background of instructor(s).
4. **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.
5. **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).
6. **Opportunity Cost:** Participant fees must clearly be indicated along with a detailed list of items included in the fee and any submission deadline(s).
7. **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.
8. **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.
9. 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 hard copy or digital. 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 in [Appendix E](#) 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. CBMT may consider that some proposals require extended review due to legal, ethical, or other implications. The CEC Coordinator would communicate this to the AP as soon as it is noticed. Please consider this information when submitting time-sensitive proposals.

Please use the following directions to submit all opportunities.

1. In your personal CBMT Login, click on Approved Provider Applications in the menu section.
2. Under the "Additional Opportunities" section at the top of the page click on Create a New Submission to submit a new opportunity.
3. Submit the following information (each opportunity must be submitted individually even if part of a larger conference):
 - a) Date
 - b) Title
 - c) Course Type
 - d) Ethics – does this opportunity include ethics credits?
 - e) Specialty – is this a specialty opportunity?
 - f) Select keyword for certificant search
 - g) Upload promotional materials (must be a Word or PDF, please do not upload links to websites only)
 - h) 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".
4. 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.

MAINTAINING APPROVED PROVIDER STATUS **continued**

5. 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 using the following direction:

- a) In the Approved Opportunities section, select the opportunity by clicking the "opportunities" button on the line of the opportunity name
- b) Click "add" button on the right-hand side to add the date for your forms, do not use the date already listed, it has to be added again
- c) Add the date and location (you can skip location for online opportunities), upload the forms to each upload option.
- d) You can add dates throughout the year as needed to upload additional forms.

6. 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. Table 1 outlines the annual fee by opportunity, based upon credit hours awarded.

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

- a) **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.

**Please note the Opportunity Evaluation Summary Form is no longer required, see new Quality Assurance process.*

Table 1.

Fees per Credit and Opportunity

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

MAINTAINING APPROVED PROVIDER STATUS **continued**

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:

1. Company Name
2. Approved Provider Number (provided by CBMT)
3. Cycle Expiration Date: Date your provisional or five-year cycle ends
4. Application Type: Provisional or five-year cycle
5. Email address
6. Website
7. Work address
8. 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.

QUALITY ASSURANCE

As part of our ongoing efforts to support high-quality continuing education, CBMT is releasing a new **Quality Assurance process** for Approved Providers (APs). This process replaces the Opportunity Evaluation Form and Opportunity Evaluation Summary Form and is designed to streamline participant feedback, reduce paperwork for APs, and ensure that opportunities meet professional standards.

NEW FOR THE 8TH EDITION

- CBMT will share a link to the **new electronic Quality Assurance survey** (refer to Appendix B for a screenshot) with all current Approved Providers.
- After completing a CMTE opportunity, provider will share this link with all participants.
- The survey link will also be available in the “workshops/courses/conferences/independent learning” category in the Application for Recertification where certificants enter approved CMTE credits.
- APs will receive **aggregate feedback reports** from CBMT to support continuous improvement.

WHAT DOES THIS MEAN FOR APPROVED PROVIDERS?

- You do need to provide the link to the Quality Assurance survey.
- You no longer need to collect evaluation forms yourself but should still be tracking participant attendance, issuing certificates and evaluating your own courses for feedback.
- You will receive regular summaries of participant feedback for your opportunities.
- If concerns are raised, CBMT will contact you directly to discuss next steps.

ENSURING ACCESS TO SAFE, EFFECTIVE MUSIC THERAPY SERVICES FOR ALL

The Board has also approved implementation of a red flag process for opportunities that receive concerning responses on the Quality Assurance survey. The Continuing Education Committee now has a designated Audit Coordinator to review such responses and support APs in addressing quality concerns.

We appreciate your partnership in helping us strengthen the quality and safety of continuing education for certificants and the clients they serve.

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 Opportunity:
1	\$40
2	\$60
3-10	\$80
11-20	\$120
21 and up	\$150

3. **Participant Reporting Form** within 30 days of completion of a synchronous CMTE opportunity and by the end of the calendar year for asynchronous opportunities.

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 four categories of AP Opportunities: synchronous, asynchronous, hybrid, 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 2025 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 2025 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 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. (Refer to 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). (Refer to Clock Hour, Contact Hour)

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

Continuing 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**.

GLOSSARY continued

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.

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

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.

Knowledge Statement: The knowledge needed to fulfill job responsibilities.

MT-BC: Music Therapist-Board Certified. (Refer to Certificant)

Objectives: Specific, measurable, and active statements that define the outcome of the continuing education opportunity and reference the [CBMT 2025 Board Certification Domains](#).

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 is a process of surveying practicing music therapists, analyzing their responses, and reviewing the [Board Certification Domains](#). This process ensures that the board certification exam aligns with current practices and remains relevant for the following five years.

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

GLOSSARY continued

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 educational and professional qualifications and experience related to the opportunity. Minimum content required: education, certification(s), and relevant expertise, professional work experience, and presentations.

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

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

APPENDIX A: 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.

APPENDIX B: NEW! ELECTRONIC AP QUALITY ASSURANCE SURVEY

For reference only! Please contact the CBMT office directly for the link upon approval as an Approved Provider.

Approved Provider CMTE Opportunity Evaluation

CMTE Evaluation Form

Please complete the following CMTE Evaluation Form if you have completed a CMTE offered by a current [CBMT Approved Provider](#).

* 1. Are you a current MT-BC?

☐ Yes

☐ No

CMTE Opportunity Information

* 2. Name of Approved Provider:

* 3. Name of CMTE Opportunity:

* 4. Date of Opportunity:

Date:

Date

APPENDIX B: NEW! ELECTRONIC AP QUALITY ASSURANCE SURVEY **continued**

Basic Quality Assurance

* 5. Which [Board Certification Domains](#) were addressed by the opportunity content? Check all that apply.

- ☐ I. Safety
- ☐ II. Referral, Assessment, Interpretation of Assessment and Treatment Planning
- ☐ III. Treatment Implementation and Documentation
- ☐ IV. Evaluation and Termination of Treatment
- ☐ V. Professional Development and Responsibilities

* 6. Were all specific opportunity objectives for this opportunity met?

- ☐ Yes
- ☐ No

7. If you indicated that specific opportunity objectives were NOT met, please provide a brief explanation.

* 8. Did the opportunity content relate to current clinical practice as defined by the [Board Certification Domains](#)?

- ☐ Yes
- ☐ No

9. If you indicated that the opportunity content did NOT relate to current clinical practice, please provide a brief explanation.

APPENDIX B: NEW! ELECTRONIC AP QUALITY ASSURANCE SURVEY

continued

* 10. Was the opportunity modality (asynchronous, synchronous online, or synchronous in person) appropriate for the learning objectives?

- ☐ Yes
- ☐ No

11. If you indicated that the opportunity modality was NOT appropriate for the learning objectives, please provide a brief explanation.

Satisfaction with Opportunity

* 12. How satisfied were you with this opportunity based on advertised or promoted content?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 13. How satisfied were you with the entire opportunity?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

APPENDIX B: NEW! ELECTRONIC AP QUALITY ASSURANCE SURVEY **continued**

* 14. How satisfied were you with the relevance of the content to your professional development?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 15. How satisfied were you with the accessibility of the content?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 16. How satisfied were you with the accessibility of the delivery?

- ☐ Very satisfied
 - ☐ Satisfied
 - ☐ Neither satisfied nor dissatisfied
 - ☐ Dissatisfied
 - ☐ Very dissatisfied
-

APPENDIX B: NEW! ELECTRONIC AP QUALITY ASSURANCE SURVEY **continued**

* 17. How satisfied were you with the instructor(s)' subject knowledge?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 18. How satisfied were you with the clarity of the information provided?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 19. Do you have any quality, safety, bias, and/or ethics concerns about this opportunity?

- ☐ Yes
- ☐ No

APPENDIX B: NEW! ELECTRONIC AP QUALITY ASSURANCE SURVEY **continued**

* 20. Have you reported this quality, safety, bias, and/or ethics concern to the AP following their grievance policy?

☐ Yes

☐ No

* 21. Please explain the quality, safety, bias, and/or ethics concern.

* 22. Please share if you have been provided an opportunity to file a grievance with the AP's grievance policy or anything else that will help us understand your situation.

23. If you contacted the Approved Provider with your concerns, please explain the outcome of following the grievance policy.

24. Thank you for reporting your concern. The CBMT Continuing Education Coordinator will review your concern. If you provide your email address and/or phone number, they will contact you. The Continuing Education Coordinator may bring your concern to the Continuing Education Committee and/or elevate it to the Executive Director for review within the policies of the CBMT Code of Professional Practice.

Additional Feedback (Optional)

25. Please provide any additional comments regarding this opportunity or provider.

APPENDIX C: CBMT APPROVED PROVIDER CMTE PARTICIPANT REPORTING FORM

TEMPLATE
Electronic version
available on
CBMT Website

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

Total Number of CMTE Certificates Issued:

Certification Number	Last Name	First Name	Credit Amount

APPENDIX D: CBMT 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.)

APPENDIX E: CBMT APPROVED PROVIDER PROMOTIONAL MATERIALS CHECKLIST

(for quick reference)

Objectives & Domain References	☐ Yes ☐ No
Prerequisites	☐ Yes ☐ No
Qualifications & Credentials	☐ Yes ☐ No
Schedule	☐ Yes ☐ No
Number of CMTEs Offered	☐ Yes ☐ No
Can Correct Number of CMTEs Be Calculated from Schedule	☐ Yes ☐ No
Cost	☐ Yes ☐ No
Cancellation & Refund Policy	☐ Yes ☐ No
Statement of Relationship:	☐ Yes ☐ 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.