

Handbook for Students & Graduates



Music for Healing & Transition Program™

An International Educational Certification Program

For Musicians and Music Students

Who Wish to Become a

Certified Music Practitioner (CMP)®

And for

Providing Continuing Support for Our Graduates

Revised March, 2024

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Established in 1994, the **Music for Healing & Transition Program, Inc. (MHTP)** is one of the oldest organizations that trains and certifies musicians in the art and science of providing live therapeutic music for body, mind, and spirit. MHTP recognizes the transformative power of music as a therapeutic enhancement to the healing process and the life-death transition. A graduate of MHTP's extensive, scientifically based program is called a **Certified Music Practitioner (CMP)**. MHTP has always accepted and certified many types of instrumentalists and singers; the guideline is that the instrument to be certified is an acoustic melodic line instrument.

IMPORTANT STAFF CONTACT INFORMATION

Carol Spears, Chief Executive Officer, ceo@mhtp.org

- Policy and procedure questions that are not specific to the topics listed below
- Funding opportunities, partnership opportunities, and suggestions, including branding and marketing suggestions
- Organization questions, suggestions, or concerns that are not specific to the topics listed below
- Curriculum and instruction
- Non-administrative aspects of CEUs (e.g., approval for non-MHTP CEU hours, assignment of reviewers for book reviews and adding an instrument to certification, requests to present an MHTP-sponsored CEU workshop)
- Concerns or questions regarding a student's MHTP experience overall, or a particular experience with staff or faculty
- Module Exam and related matters
- Program-related questions, suggestions, or concerns
- Primary contact for Faculty, Advisors and Clinical Practicum Coordinators
- Questions, suggestions, or concerns related to Advisors, Clinical Practicum Coordinators and Faculty and their role within the MHTP network
- Upon graduation, contact if you are interested in serving as an Advisor

Mindy Cutcher, Program Coordinator, mhtp@mhtp.org

Student applications (process and questions)

- Student enrollment support
- General program inquiries
- Student application and module enrollment status
- Questions regarding modules
- Questions regarding the 40-hour CEU recertification process
- Invoice submission and follow-up or questions
- Payments received or pending
- Student fees and tracking of student payment plan, including status and establishment of payment plans

MHTP MISSION STATEMENT

We train and certify musicians to provide personalized live therapeutic music at the bedside to create a healing environment.

MHTP VISION STATEMENT

Personalized, live, therapeutic music, provided by a Certified Music Practitioner (CMP), is recognized as an essential service within the healthcare system.

PRINCIPLES FOR STUDENTS, STAFF, & GRADUATES OF MHTP

- To approach our work in a caring manner, with the concept of service to each patient at the forefront of our intention
- To approach our service and our study with responsible medical and musical principles in mind
- To take advantage of continuing education and keep abreast of current research in the application of live therapeutic music
- To distinguish “healing” from “curing”
- To respect the distinction between ourselves as Certified Music Practitioners and those who are licensed or certified to do other live therapeutic music work, and to use only our credential title
- To respect the roles and responsibilities of healthcare professionals and to work cooperatively with them as a healing team
- To represent MHTP responsibly and accurately in all verbal and written interactions

COMPETENCIES FOR CERTIFICATION

- Demonstrate the ability to play or sing in tune, smoothly, with good tonality, appropriate expression, and rhythm
- Demonstrate the ability to improvise on modes and chord progressions (as appropriate to the instrument)
- Demonstrate a basic understanding of music theory
- Demonstrate willingness to comply with the MHTP Scope of Practice and the Code of Ethics and Conduct
- Demonstrate collegiality by listening well and cooperating in modules, following directions, participating in role plays, and supporting other students
- Demonstrate an understanding of healthcare protocol, etiquette, and confidentiality, as well as an ability to work harmoniously and unobtrusively with a healthcare team
- Demonstrate an understanding of the MHTP philosophy of service.
- Demonstrate an understanding of the scientific basis of music as medicine
- Demonstrate the ability to be centered, receptive, and open to information

- Demonstrate an understanding of the importance of and regularly practice some form of self-care, such as meditation, yoga, contemplation, journaling, Tai Chi, etc

SCOPE OF PRACTICE OF A CERTIFIED MUSIC PRACTITIONER

Purpose: To define the application of live therapeutic music as it is presented in healthcare delivery of services by a Certified Music Practitioner as a graduate of MHTP or by a student of MHTP.

The definitions listed below represent the Scope of Practice of a Certified Music Practitioner (CMP).

1. Patient Interaction

A CMP:

- Uses Heart Centered Awareness or another suitable transpersonal process to be centered in oneself, open and receptive to the patient's physical, emotional and/or spiritual needs that may be supported with live therapeutic music
- Approaches the patient from the stance of being of service, rather than as a performer
- Assesses the patient and the patient's environment objectively and subjectively
- Applies the specific healing elements of music in a manner taught by MHTP for specific types of conditions of patients
- Refrains from proselytizing religious or political beliefs through choice of music or speech during a live therapeutic music session
- Refrains from utilizing music or the musical instrument in a manner that solicits patient participation
- Uses only simple statements for self-introduction, patient orientation to the live therapeutic music session, and for obtaining the patient's permission when initiating the session and during the session
- Refers patient needs to other members of the healthcare team when the needs are not within the Scope of Practice of a CMP

2. Musical Proficiency

A CMP:

- Plays or sings in tune, with good intonation, and appropriate musical expression and dynamics
- Uses appropriate repertoire in the manner taught by MHTP for specific conditions of patients
- Is able to improvise on modes, scales, and chord progressions as appropriate to the instrument used and with appropriate transitions
- Can extend and adapt musical pieces to differing rhythm, meter, and tempo as required by the patient's condition in the moment
- Has a basic understanding of music theory

- F. Understands and uses silence as an integral part of each musical offering
3. Ethical and Professional Behavior
- A CMP:
- A. Adheres to the MHTP Code of Ethics and Conduct (see below)
 - B. Practices within healthcare protocol, etiquette, and the facility's policies, structure, and procedures
 - C. Demonstrates a responsible attitude about personal identification, documentation, scheduling, infection control, hospital equipment, and privacy
 - D. Maintains patient rights, as well as confidentiality, within HIPAA rules
 - E. Works harmoniously and unobtrusively with the healthcare team
 - F. Obtains referrals following appropriate protocols
 - G. Responds appropriately to public inquiries about the profession of Certified Music Practitioner and therapeutic musicianship
 - H. Conducts information-sharing sessions (in-services, etc.) providing accurate and appropriate information about, and within the scope of, live therapeutic music, while always respecting the intellectual property rights of MHTP
 - I. Assesses one's own behavior and performance in the light of professional and ethical standards
 - J. Regularly practices a form of self-care which fosters self-development and self-understanding, and provides a method to relieve the emotional and physical stresses of working in a therapeutic environment
 - K. Strengthens practice as a Certified Music Practitioner through continuing education as strongly encouraged by MHTP and required to maintain certification (for graduates from January 1, 2015 to present).
4. Education
- A. Courses of study include but are not limited to: understanding and applying the healing elements of music as taught by MHTP for specific conditions of patients, understanding the basics of healthcare and terminology, clinical protocols, hospital etiquette, deepening perceptual awareness, physics of sound, fundamentals of music theory, the effects of sound and music on human physiology, understanding palliative and curative care, the profession of a Certified Music Practitioner, and live therapeutic music presentation
 - B. Having met the requirements for graduation, CMPs are strongly encouraged to remain current on research and new developments in the field of live therapeutic music. All CMPs who graduated between 1996 and the end of 2014 are required to obtain 40 hours of approved CEUs every four years from their graduation year to be recognized publicly as Certified Music Practitioners by MHTP on the MHTP website and elsewhere. These CMPs will NOT lose their certification if they do not maintain CEUs. Students graduating after January 1, 2015, are required to obtain 40 hours of approved CEUs every four years from their graduation date to maintain their

certification as a Certified Music Practitioner and to be listed on the MHTP website. Otherwise, their certification will expire

Public Protection Mechanism and Disclaimer

Any person representing himself or herself as a Certified Music Practitioner shall behave within the Scope of Practice as defined previously and adhere to the MHTP Code of Ethics and Conduct. Any complaints made by the public against the CMP should be brought to the attention of the MHTP Chief Executive Officer for investigation and possible disciplinary action.

Any person representing himself or herself as a Certified Music Practitioner must hold the credential awarded by MHTP, an international educational certification program that is accredited through the National Standards Board for Therapeutic Musicians.

MHTP CODE OF ETHICS AND CONDUCT

As a student or graduate of the Music for Healing & Transition Program, Inc., I agree to conduct myself in accordance with the following principles:

- I will conduct live therapeutic music sessions consistent with the process and curriculum as developed and taught by the Music for Healing & Transition Program
- I will perform my work as a Certified Music Practitioner with integrity, always keeping the interest of the patient I am serving as my priority
- I will obtain the patient's and/or family's/caregiver's permission for a therapeutic music session or obtain permission from facility staff members
- I will respect the patient's rights and dignity, providing therapeutic music based upon each patient's unique needs and with respect for individual patient differences
- I will keep my interactions with people non-exploitive and will not discriminate against any patient based on nationality, race, creed, color, age, gender, sexual orientation, or status
- I will work harmoniously with nurses, physicians, and other members of the patient's healthcare team and staff in those facilities where I serve
- I will hold all information shared during a therapeutic music session as confidential and uphold all HIPAA requirements. I will refrain from incorporating other healing modalities into my therapeutic music sessions unless I have the qualifications to do so and unless I have the patient's and/or the family's/caregiver's permission
- I will refrain from proselytizing my religious beliefs through choice of music or speech during a therapeutic music session
- I will refrain from discussing my personal problems or issues with those seeking my professional services
- I will strengthen my abilities as a Certified Music Practitioner through continuing practice, education, and mentoring from my peers
- I will be supportive of fellow Certified Music Practitioners. I will not infringe upon the intellectual property of MHTP and will not inappropriately use any copyrighted materials from the MHTP curriculum, nor will I teach MHTP copyrighted materials to others

The MHTP Board of Directors and Chief Executive Officer reserve the right to make changes to the Program, including but not limited to: policy, procedure, and curriculum at any time. Should any changes occur, staff, students, and graduates will be informed of such via electronic communication: posting to the MHTP website, List Serve, and/or electronic newsletter.

SOME FREQUENTLY ASKED QUESTIONS

How does MHTP define healing?

MHTP defines healing as the restoration, realization, and/or maintenance of physical, mental, emotional, and/or spiritual wholeness. MHTP makes a distinction between “healing” and “curing,” with no claims to cure illness with music, even though research indicates that music is useful in a healing environment.

What patients do MHTP students and graduates serve?

MHTP students and graduates serve the critically, chronically, and temporarily ill, elderly, children, birthing mothers, the dying, and any others who may benefit, in any clinical care, hospice, or home care setting. CMPs serve all people regardless of religion, age, race, gender, physical ability, sexual orientation, or ethnicity.

How exactly does music influence healing?

Answers to this complex question are still being explored, but scientific studies have shown that use of music can lower blood pressure and respiration rates and affect basal metabolism. Music can increase production of endorphins, which reduces the perception of pain. Salivary immunoglobulin, which speeds healing, may also be increased. Music may reduce infection, affect heart and respiratory rate, aid digestion, and reduce stress. Music is also becoming a part of drug and alcohol detoxification therapy. It is used with Alzheimer’s and comatose patients and as an aid for those with learning disabilities, as well as in many other situations.

May medical staff also benefit from live therapeutic music?

Certified Music Practitioners, and students of MHTP during their Independent Practicum, are encouraged to offer their services to medical staff. Nurses, physicians, clinicians, housekeepers, office staff and others who support patients often do not have time to engage in successful stress relief while working in trying conditions. Providing live therapeutic music at a nurse’s station, in the hallway or other locations allows staff to continue working while benefiting from the relaxing effects of live therapeutic music being provided with intention to them.

Who is accepted to study in MHTP?

MHTP accepts amateur and professional musicians who are serious about learning how to provide live therapeutic music as a service. Voice and most melodic acoustic instruments, including keyboard, are appropriate in MHTP at the discretion of the Program Coordinator and/or other appropriate MHTP staff. Purely percussive, non-melodic instruments are not appropriate as primary instruments in the Program.

For students to gain the highest benefit from their training and be able to participate fully in them, MHTP requires that before attending the first module, all students are able to properly tune, and keep in tune, their instrument(s), and to play/sing smoothly, rhythmically, and expressively, with good tone. Vocalists must be able to maintain appropriate pitch and sing songs that demonstrate melody and rhythm. Simple toning is not sufficient.

Due to the nature of this profession, not all people are suited for work as a CMP. MHTP reserves the right to make this assessment at any point during a student's course of study. Students are individually screened by MHTP faculty and staff for appropriate musical and interpersonal skills during each student's training and prior to graduation.

What is MHTP's age policy?

It is the policy of MHTP that a student must have attained the legal age of eighteen years, and show proof if requested, when commencing their first module of training to become a Certified Music Practitioner. This policy ensures that the hospital or clinical setting that provides practicums opportunities and/or future opportunities for employment is in full compliance with the Federal Fair Labor Standards Act and the institution is not placed in a liability situation due to a legally minor's incompetency or immaturity. This policy assures also that the Music for Healing and Transition Program as the educating body is acting in the best interest of all students and providing safeguards in all places where students are conducting themselves while completing all parameters of the training program of the Music for Healing and Transition Program.

How long does it take to complete the Program?

MHTP prefers that a student complete the Program in two years and requires that it be completed within three years from the date of the first module attended. If a student is approaching the three-year completion deadline and is unable to complete the Program, the student must request an extension from their Advisor at least two weeks prior to the deadline and also complete a Six-Month Extension Form, which will be reviewed by MHTP's Chief Executive Officer. Because of the extra work required of their Advisor, the student must pay \$100, directly to their Advisor, for each extension once the extension is approved. A maximum of two six-month extensions may be requested. If the student still has not completed the Program after two extensions (i.e., one year), the student is required to re-apply to the Program and meet any new requirements, which may include repeating modules.

What if, during my course of study, an MHTP Teacher decides I do not have the musical skills necessary to pursue certification?

Because of MHTP's careful screening of all applicants, this is a rather rare situation. If it were to occur, the student would be considered a "Stopped Student." The three-year deadline (explained above) does not apply to a student working on improving the area(s) identified by a Teacher or the student's Advisor. Before a student can move forward, that student must be re-evaluated by the appropriate staff.

What if, during my course of study, an MHTP Teacher, Advisor decide that up through Module 4 I have not learned and applied the appropriate types of music that correspond to the conditions of patient as taught by MHTP, as is necessary to pursue certification?

If this were to occur, the student would be considered a “Stopped Student.” The three-year deadline (explained above) does not apply to a student working on improving the area(s) identified by a Teacher or the student’s Advisor. Before a student can move forward, that student must be re-evaluated by the appropriate staff.

What is the Program Grievance Policy?

A student may express concerns and request clarification of MHTP policies and procedures from their Advisor at any time. During modules, the Teacher is available to answer student questions and concerns. If a student does not feel that the concerns have been satisfactorily addressed by their Advisor or a Teacher, the student may next address concerns to the Chief Executive Officer. (Contact information is given at the beginning of this Handbook and at www.mhtp.org). MHTP expects each student to comply with the policies and procedures set forth in this Handbook and the MHTP curriculum. Non-compliance and falsification of completion of requirements is cause for dismissal from the Program.

What if I experience a life-altering event during my time as a student?

During a student’s course of study, the student may be faced with a life-altering situation (e.g., life-threatening illness for themselves or significant other/family; death of significant other/family; loss of home due to natural disaster). If a student feels that current life circumstances prevent that student from *temporarily* pursuing certification requirements, the student must request a Hold Request Form from their Advisor, and submit it to their Advisor. Their Advisor completes the appropriate portion of it and submits the form to the Chief Executive Officer. Upon review and approval, the student will be required to check in with their Advisor on a monthly basis. As a student on “Hold,” the student is exempt from graduation time restrictions for up to one year, as indicated on the Hold Request Approval Form the student will receive from the Chief Executive Officer or Advisor.

What if I have exhausted both extensions and a hold?

The student would be considered a “Returning Student.” MHTP’s Chief Executive Officer will determine what modules the student needs to retake, at half-price. Specifically, the student will need to retake modules that have changed most from when the student previously took them. The student must meet all new graduation requirements (e.g., book reviews, Independent Practicum hours, etc.) in the Handbook under which the student returns to the Program. The student is also required to pay the application fee and may be assigned a new Advisor.

What if I have registered as an MHTP student, but for whatever reason, I am unable to start a module cycle?

The student would be considered a “Non-Starting Student.” Then, when the student is able to begin, the student must read the current version of this Handbook (at www.mhtp.org) and abide by those policies/procedures/reading lists.

I play multiple instruments; may I be certified in all of them?

Students may be certified initially in a maximum of two instruments or voice. Singers may use an instrument to support their singing *if* the supporting instrument is appropriate for therapeutic bedside music, as determined by MHTP Teachers and the student's Advisor. A student may pursue certification in any two of the following: instrument *alone*, voice *alone*, or a combination of voice *with supporting instrument*. In the latter case, the student *must* always use voice and supporting instrument together. A student certified in a combination may not use the instrument or the voice alone.

To be certified in more than one instrument, a student must:

- Demonstrate each instrument or instrument/voice combination in at least one of the first four modules and receive a positive evaluation from an MHTP Teacher; play both instruments in Module 5 and receive a positive evaluation from the Module 5 Teacher
- Declare all instruments or instrument/voice combination in which the student would like to be certified by the end of Module 3 or the third module the student attends, after consultation with their Advisor
- Receive a positive recommendation from their Advisor in the Pre-Independent Practicum Interview (see below)
- Use all instruments equally during the Independent Practicum (see below)
- Include all instruments equally in the Graduation Recording (see below)

MHTP offers a simple post-certification process for adding appropriate instruments to the certification, and this process also awards continuing education units (CEUs).

How much repertoire must each graduate have?

A student must develop a repertoire of approximately 90 minutes, appropriate for all patient conditions as taught in the MHTP curriculum. Repertoire does not have to be memorized, and improvisation is acceptable as an important part of a CMP's repertoire and skills. MHTP does not require specific prescriptive music but does instruct students on what is considered appropriate music for each student's style of playing/singing and level of skill.

What are the requirements for graduation and certification?

Graduation requirements listed below are more or less in order of required completion. A more detailed version of this list is handed out in Module 1 to be used as a checklist to help a student track completion toward graduation requirements. Each of these requirements is detailed in this Handbook and on the MHTP website (www.mhtp.org) and will be fully covered during modules.

- Full payment of all required fees
- Satisfactory completion of all five modules with acceptable Teacher evaluations
- Recommendation from the student's Module 5 Teacher and the student's Advisor to proceed to the Independent Practicum

- Submission of all book reviews
- Passing score on the MHTP Exam
- Completion of a Repertoire List
- Mid-Module Interview with their Advisor
- Pre-Independent Practicum interview with their Advisor
- 20-Hour Interview with their Advisor
- Submission of acceptable Patient Logs completed during the Independent Practicum
- Satisfactory completion of the 45-hour Independent Practicum
- Submission of On-site Liaison Forms to the Chief Executive Officer by On-site Liaison for each facility where student obtained Independent Practicum hours
- Submission and acceptance of the student's Graduation Recording
- Submission of the Final Summary to their Advisor, Chief Executive Officer and MHTP Central Office
- Final approval and recommendation for graduation by their Advisor

Does MHTP have a communications policy?

In an effort to increase efficiency, MHTP has created the following electronic communications policy:

Students, graduates, and staff shall be expected to download/upload documents as necessary and are expected to maintain active electronic mail accounts. Special accommodations will be made as necessary.

Can I make playing/singing live therapeutic music my career?

CMPs find jobs and create practices on their own. They are employed in a variety of healthcare settings such as hospitals, nursing homes, and residential and in-home hospices. CMPs work independently, and MHTP does not control their jobs or incomes.

Is MHTP religiously oriented?

MHTP recognizes and supports religious and spiritual freedom. MHTP does not discriminate on the basis of religion, ethnic heritage, race, age, sex, or sexual orientation. MHTP's educational program addresses and fosters respect for religious and cultural differences among students and patients. The organization does recognize and support the fact that many students and patients consider music to be a spiritual experience, and that spirituality is often a component of healing. MHTP also recognizes and supports those who do not make spiritual connections with music. To be certified as a CMP, a graduate of MHTP must agree to refrain from proselytizing religious beliefs through choice of music or speech during a live therapeutic music session. Students and graduates may use religious music only when the patient requests it.

How much does the Program cost?

The total cost of tuition starts at \$3,920. Students often receive some reductions in the full tuition cost based on their education and work experiences. The application fee is not included in this initial figure. At times MHTP offers a sale on tuition.

Upon completing the Program, are MHTP graduates called music therapists?

MHTP does not lead to a degree in music therapy. The title of a graduate of MHTP is Certified Music Practitioner (CMP®). Our graduates may not call themselves music therapists, harp therapists, or any other title used by programs from which they have not graduated.

Does MHTP require Continuing Education to maintain certification?

As of January 1, 2015, all CMPs who graduated between 1996 and the end of 2014 are required to obtain 40 hours of approved Continuing Education Units (CEUs) every four years from their graduation year to be recognized publicly as Certified Music Practitioners by MHTP on the MHTP website and elsewhere. These CMPs will NOT lose their certification if they do not maintain CEUs. Students graduating after January 1, 2015, are required to obtain 40 hours of approved CEUs every four years from their graduation date to maintain their certification as a Certified Music Practitioner and to be listed on the MHTP website (www.mhtp.org). Otherwise their certification will expire. Any MHTP graduate working with students is required to be current in regards to their CEU status. MHTP Directors have developed a flexible CEU policy to support graduates in obtaining CEUs from many sources. Complete CEU details are given near the end of this Handbook in the section on *Information for Graduates of MHTP*.

Can I lose my Certification?

MHTP's Board of Directors reserves the right to remove the certification from any graduate who may be in breach of the MHTP Scope of Practice, Code of Ethics and Conduct, Statement of Agreement, or this Handbook.

BECOMING AN MHTP STUDENT

Anyone wishing to take MHTP modules and become a Certified Music Practitioner must apply to and be accepted into the Program. Detailed instructions for application are found on the MHTP website (www.mhtp.org), including links to application materials and how/where to submit the full application.

As detailed on the MHTP website, the application can be completed:

- online (www.mhtp.org), PREFERRED METHOD
- via email (mhtp@mhtp.org), or
- via postal mail (MHTP Administrative Office, 712 H Street NE, Suite 1420; Washington, DC 20002) NOTE: THIS METHOD WILL DELAY PROCESSING OF YOUR APPLICATION

An application packet requires two documents (both are found at www.mhtp.org or available from the MHTP Program Coordinator), submitted at the same time:

- MHTP Student Application Form
- Statement of Agreement (final page of Application Form)

In addition, an application requires:

- Two letters of reference, describing the applicant's personal qualities and musical abilities. These should come, for example, from a supervisor, music teacher, or

clergy person. *These letters should be emailed to mhttp@mhttp.org or postal mailed directly by the writers to the MHTTP Administrative Office (address above).*

- Application Fee of \$195

After the Administrative Office receives the entire Application packet (Student Application Form, Statement of Agreement, Application Fee, and two letters of reference), the information will be carefully assessed.

If accepted, the applicant will be sent a welcome packet with instructions for setting up tuition payments and will be assigned an Advisor.

Ideally, the application process should begin at least six weeks prior to the date of the first module that an applicant wishes to attend. However, exceptions can be made. To apply when a module start date is less than six weeks from the application date, email the Program Coordinator (mhttp@mhttp.org) to discuss the timing.

MHTTP modules generally are limited to 15 students so that our Teachers can best serve our students. Submitting the application well in advance of scheduled modules will help ensure a student's place in the Program at the time and place that the student wishes to attend.

MODULE REGISTRATION

MHTTP offers classes based on three regions, which correspond to three of the US time zones:

- Eastern Region, on Eastern Time Zone
- Mountain Region, on Mountain Time Zone
- Pacific Region, on Pacific Time Zone

Students are able to select their preferred modules based on their own schedule and time zone(s) that are most comfortable. Students may select different regions for different modules.

After being accepted to the Program, a student must register for each module at least one month prior to the start date of a module by registering on the website (www.mhttp.org) or by submitting a Module Registration Form (also available on the website) by mail or email to the MHTTP Administrative Office according to the instructions on the form. Tuition must be paid according to the student's chosen Payment Plan (explained below). First-time registrants may be exempt from registering one month in advance, with permission from the Administrative Office. A \$30 late fee is charged for module registrations received after the one-month advance deadline, except for first-time registrants.

MHTTP strongly recommends that students begin study with Module 1, taking all modules in order. Occasionally students may enter at Modules 2 or 3, at the discretion of the Program Coordinator. Modules 1 through 3 may be taken in any order before taking Module 4 but *must* be completed before taking Module 4; *no exceptions*.

After successful completion of Module 4, and with approval of the Module 4 Teacher, *and once all tuition payments are made*, a student may then take Module 5. A minimum of seven months must elapse between a student's first module and the start date of Module 5, to allow for optimum understanding and learning of MHTP concepts and practices. Exceptions to the seven-month time period are made only when a student attends at least 3 out of modules 1 – 4 via a residential module format, which is described below.

OTHER MODULE CONSIDERATIONS

Serving as a Certified Music Practitioner is joyful, challenging, serious, and inspiring work for which the best preparation is imperative.

- Each student must have with an instrument, music stand, and sheet music (if sheet music is needed) for each module and should be prepared to sing or play at least four selections
- Each student must attend an entire module to receive credit, and must not plan to arrive late or leave early for any module. If this is unavoidable, the student must reach out to the CEO at ceo@mhtp.org to request prior approval for an excused absence. If the approval is given by the CEO, the student **must** make up the time by attending the missed portion of the module during the next scheduled time for that module. The makeup of time must occur prior to attending their next module.
- During videoconference modules students must inform their module teacher of the reason if their camera is turned off for more than 10 minutes.
- Each module in the Program covers separate major topics. Medical and science modules focus on medical and science subjects, and music modules focus on music subjects. However, modules are integrated, and music is woven into all of them. It is important and mandatory to complete the entire course of study to gain a perspective on the entirety of this profession of Certified Music Practitioner
- MHTP usually schedules Modules 1, 2, 3, 4 and 5 as live, interactive videoconference classes (Modules 1 – 4 Friday evening through Sunday), Module 5 (Friday morning through Sunday). **All modules via videoconference**, as they have been taught since April 2020.
- The live videoconference modules reduce the time and money spent in travel for both the students and MHTP, while still being able to see, hear, and build camaraderie among the students and faculty. For the interactive videoconferencing, all students and Teachers meet virtually through their personal computers. To virtually attend, the student needs a stable internet connection for the entire 15 – 20 hours of the module, with adequate bandwidth to support live video. If the student calls in via phone to listen and talk during the module (i.e., if their computer does not have a microphone), the student's phone plan needs enough minutes for the entire module. Detailed information will be sent to registered students and is listed on the website about how to prepare for these videoconference modules. Computer system

requirements can be found at

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac>

- For videoconference classes you will be sent documents that outline the changes that you **must** make on your Zoom settings in order to get the best quality sound over Zoom. **Module teachers need to be able to clearly hear you and your instrument in order to support your needs during class**
- Students are sent, prior to each videoconference module, this thorough description of required changes for them to complete in order to allow for the best sound for their instrument on Zoom. If students have not done so, and do not make the adjustments when reminded to do them by the module teacher, the teacher must notify by phone or text the MHTP CEO, who will then make a call to the student. **You may be asked to leave the module until you have finalized the adjustments and make up any time missed at a later date.**
- Course titles, schedules, hours, and tuition are subject to occasional updating
- After registering for a module, each student will receive information from the Teacher concerning module start and end times and any pre-module requirements.

TOPICS YOU WILL LEARN ABOUT IN EACH MODULE

Module 1

Patient Assessment for Live Therapeutic Music

The CMP must be able to choose appropriate music based on a patient's condition and environment. Additionally, a CMP must be flexible enough to change the music according to a patient's immediate needs and response to the music. Instruction, discussion, demonstration, and practice are given for matching conditions of patients to suggested types of live therapeutic music, as well as processes that develop the student's intuitive and objective assessment abilities. Each student is expected to participate fully in module exercises.

Injury Prevention for Music Practitioners

Because the prolonged playing of musical instruments and singing can lead to chronic physical discomfort and injury, this portion of the module is designed to educate the musician in the pitfalls of poor posture and stressful uses of voices and instruments. It includes explanation, demonstration, and experiential learning of neutral posture and relaxation techniques to prevent potential problems.

Module 2

Music as a Language

Students will learn the language of music as it applies to serving as CMPs, while delving into music theory, modes, improvisation, composition, memorization, and experiential playing/singing. When the "moving" language of music is fundamentally understood, appropriate uses of music may be applied to meet the immediate needs of a patient. By breaking down the elements of music and realizing each element's power, students

learn to appreciate the simplicity of this work as CMPs. Students learn that music is a human birthright which naturally elicits responses in the human body.

Module 3

Paradigms of Healing

This module is an exploration of the scope of practice, methods, and attitudes of both complementary and conventional medical practices that CMPs are likely to encounter as they interact with their patients and healthcare professionals. Students will understand how practice as live therapeutic musicians fits into the wide spectrum of the healing arts, and the unique contribution CMPs make in conventional medical settings.

Music, Sound, and Healing

This module is the exploration and experience of the basic physics of sound and music, its effect upon the human body, and multicultural approaches to the use of music for healing the human being. Students will learn the uses of music as a healing art through the ages; review the basic elements of music, and how these elements can be used for healing body, mind, spirit, and soul. Students will learn how to understand and how to find current music research to form a logical and persuasive justification for this work. With this background, students can confidently approach the healthcare community to provide service as CMPs.

Module 4

Note: Modules 1 through 3 *must be completed* before taking Module 4.

Etiquette & Independent Practicum

The focus of this module is planning for the Independent Practicum, completing patient assessments, and learning about clinical protocol and expectations by caregivers, patients, and their loved ones. The module includes role playing by all students using instruments and voices, with debriefing afterwards. Students will explore rules of conduct via role playing in clinical situations in which CMPs will be singing and playing live music at the bedside. The module presents key methods for introducing and maintaining a therapeutic session and addresses the decision of what music should be sung or played first for a patient.

Profession of a Certified Music Practitioner

Students will learn where CMPs fit into the healthcare community and in the hierarchy of other clinicians and healthcare workers. Students will learn what defines a CMP, and how to go about starting one's own practice including promotional strategies and sample documents to use in obtaining paid work as a CMP. Students will learn how to address the practical aspects of CMP work: setting fees, creating networks, approaching institutions, giving presentations, marketing, and more.

Module 5

Note: Modules 1 through 4 *must be completed* before taking Module 5. A minimum of *seven months must elapse* between the student's first module and the start date of Module 5.

Alterations in Health

This module is an introduction to major diseases and injuries, symptoms, and treatments, as well as commonly used medications and how they affect the body, mind, behavior, and awareness of a patient. This knowledge helps the CMP understand a patient's response to live therapeutic music. It also helps with the selection of appropriate therapeutic music for an individual patient and is directly related to the Patient Assessment for Live Therapeutic Music module in Module 1.

Care of the Dying

This module explores palliative care issues, including expectations of the dying, survivors, and medical staff. An important part of this module is discussion of the issues CMPs might have with care of the dying. This includes grief, signs and symptoms of approaching death, gifts the dying may bring, and coping with stress, loss, and death. Students will learn about hospital policies, advanced care directives (e.g., living wills), Do Not Resuscitate (DNR) orders, ethics, legal documents, insurance issues, patient privileges, and issues for healthcare choices. This will help the CMP understand end-of-life choices made by patients and their families. Appropriate therapeutic music repertoire will be reviewed.

Clinical Practicum

This is an introduction to, and experience of, clinical work in a nursing home, hospice, or hospital. Students will be oriented to clinical work in a healthcare facility, learn about infection control, safety and confidentiality policy and requirements as part of the healthcare team. **During class students will virtually play for patients in a clinical setting under supervision of the Teacher, Clinical Practicum Coordinator, and/or an experienced CMP.** There will be opportunities for post-clinical discussion and evaluation.

PRE- AND POST MODULE ASSIGNMENTS

Required Module Pre-work

All modules have pre-work assignments that **MUST** be completed prior to attending the modules. Failure to do so will result in the student being required to schedule a meeting to discuss the material with the teacher for that module, paying that teacher for their time at \$20.00 per hour, one hour minimum. The student will not be allowed to attend the next module until all pre-work requirements have been satisfactorily completed.

Additionally, each student must read one required book for each module. To enhance the student's learning experience, books must be read *before* each module, with the exception of the student's first module. A brief review of each book must be sent, before each module, to the student's Advisor. **Advisors will send to the student a form as guidance for completing the book reviews.** Note: All of the views expressed in these

books do not necessarily reflect the views or teachings of MHTP, and MHTP does not always agree with all content of these books. MHTP believes there is benefit in students gaining a broad background in the tenets of live therapeutic music.

MHTP recommends purchasing the required books for reference. Most of the books can be ordered from www.thriftbooks.com, www.half.com, www.AbeBooks.com, or www.amazon.com. Books may also be available from the library, as audio books on CD, or as downloadable files to electronic readers. All book reviews must be submitted and approved by their Advisor before a student can begin the Independent Practicum.

Required Module Post-work

MHTP knows that practice and peer-to-peer interaction between the modules helps students retain what they have learned about some core principles that are part of the essence of being a Certified Music Practitioner. By having another student to practice with, give you feedback and discuss, you may also develop additional questions about what you have learned, and get to know your fellow students better.

To facilitate these learning and connection experiences, MHTP developed Post-Module Study-Buddy assignments for Modules 1, 2, 3 and 4. Post-Module work must be completed prior to the student taking their next module.

Each Module's Pre- and Post-Module Assignments

MODULE 1

Required book:

The Art of Being a Healing Presence by James Miller with Susan Cutshall

Required pre-module assignment:

From the information that you gain from completing the reading of the article that your Module 1 teacher will send you (Musician Health and Safety: Preventing Playing-Related Musculoskeletal Disorders), prepare a short synopsis to present during the module, showing with your instrument how to maintain proper posture and playing as you present in module. You will receive feedback from the teacher as to whether you are incorporating good posture and playing techniques to help you avoid injury.

Required Post-Module Assignment:

Your Module 1 teacher will assign you a Study-Buddy (along with their contact information) who is another student in your module. You and your Study-Buddy will practice with one another, over Zoom videoconference, improvisation techniques that you learned in Module 1. You will also discuss and practice the Patient Conditions and

Types of Music. You will receive detailed directions from your Module 1 Teacher, as well as in your handouts for the module.

MODULE 2

Required book:

Free Play: Improvisation in Life and Art by Stephen Nachmanovitch

Required pre-module assignment:

Prior to taking Module 2, students are required to complete the workbook, *Alfred's Essentials of Music Theory, Complete* by Andrew Surmani, Karen Farnum Surmani, and Morton Manus. Note that ear-training in this workbook is not required by MHTP, and neither the ear-training CDs nor the answer key is provided in this edition. *Alfred's Essentials of Music Theory: A Complete Self-Study Course for All Musicians* (workbook and 2 CDs) includes both the ear-training CDs and the answer key. **The only exception** to a student completing this workbook is if the student has a very strong music theory background (e.g., a degree in music). Each student should discuss this with their Advisor prior to Module 2.

Students will need to have one piece of music memorized (a piece that they can play without sheet music present). There needs to be a comfort level with this piece that will allow it to be altered during a variety of exercises in Module 2.

Required Post-Module Assignment:

Your Module 2 teacher will assign you a Study-Buddy (along with their contact information) who is another student in your module. You and your Study-Buddy will practice with one another, over Zoom videoconference, two topics you learn about and discuss in Module 2. You will play/sing to your Study-Buddy in the mode that you select as your practice mode during the Module 2 class. You will also practice using music to gently connect between musical pieces during a session. Your Study-Buddy will then do the same by playing/singing to you. Questions that come out of the practice can then be asked of your Module 2 Teacher. You will receive detailed directions from your Module 2 Teacher, as well as in your handouts for the module.

MODULE 3

Required book:

Integrative Medicine: The Return of the Soul to Healthcare, Bonnie McLean, OMD, with emphasis on these chapters: Preface, Introduction, 2, 4 – 11, 13, and 14

Required pre-module assignment:

Prior to taking Module 3, students are required to watch a video and complete a review quiz, which you should have with you during the module. The video is *The Mystery of Chi*, available at <http://billmoyers.com/content/the-mystery-of-chi/> . To complete this pre-work:

- Students register for Module 3.
- Teacher writes a preparatory letter for students and includes the quiz
- Students email the completed quiz to both the Module 3 Teacher and to their Advisor one week prior to attending the module.
- Students bring their completed quiz to the module.

Required Post-Module Assignment:

Your Module 3 Teacher will assign you a Study-Buddy (along with their contact information) who is another student in your module. You and your Study-Buddy will view on your own the following recording on the MHTP restricted YouTube Channel: 2020 MHTP Biennial Conference: *Integrative Medicine in the 21st Century and the Experience of Health & Illness* by Donald Levy, M.D. The Module 3 Teacher will send you the link to the recording during your module. After viewing the presentation on your own, you will then meet with one another, over Zoom videoconference, to discuss the top three things that you each thought were the presentation's most insightful and helpful information. Questions that come out of the discussion can then be asked of the teacher. Detailed directions will be provided to you by your Module 3 Teacher.

MODULE 4

Required book:

You're the Boss! Entrepreneurial Strategies for Music Therapists, Cathy Knoll

The e-file includes a PDF workbook and audio discussion for each chapter, allowing you to download to your own device, to study on your own schedule. While this book is tailored towards Music Therapists, most of the information is directly applicable for CMPs developing their businesses. This link will be provided by the Module teachers.

Required pre-module assignment:

Required: Students must complete pre-module work of writing a 3 – 5 minute “in-service” presentation that describes the work of a CMP and what is live therapeutic music. Students will present this in class during Module 4.

In addition to the verbal information, students must include in their in-service presentation an example of the type of live therapeutic music a CMP may share with a particular condition of patient. Your Module 4 Teacher will send you specific instructions about what kind of music to demonstrate.

Required Post-Module Assignment:

Your Module 4 Teacher will assign you a Study-Buddy (along with their contact information) who is another student in your module. You and your Study-Buddy will meet with one another, over Zoom videoconference, to practice presenting your introductions to patients, elevator speeches, and presentations to potential employers, including adjustments suggested by your teacher in Module 4. Support one another by objectively and gently critiquing the other's presentations, help your Study Buddy present themselves in the best way they can. Questions that come out of the discussion can then be asked of the teacher. Detailed directions will be provided to you by your Module 4 Teacher.

MODULE 5

Required book:

Companioning the Dying: A Soulful Guide for Caregivers by Greg Yoder

Required pre-module assignment:

Students have the option to watch "Being Mortal" at: www.pbs.org/wgbh/frontline/film/being-mortal .

For all videoconference Module 5s, prior to the class students will sing or play for individuals and record those experiences prior to class both virtually and in their homes with in-class discussion of the recordings. Specific instructions will be provided by the Module 5 Teacher.

OTHER REQUIREMENTS FOR CERTIFICATION

Self-Nurturing

Students are required to practice daily some form of self-nurturing, such as meditation, guided imagery, journaling, contemplation, exercise (e.g., walking, running, Tai Chi, yoga, aerobics), or whatever best suits each individual. This is for stress management, self-discovery, and the well-being that is essential in doing effective healing work.

Music Lessons

If the student is not yet musically ready to play or sing for patients, lessons with a teacher are required. This decision will be made by MHTP Teachers and staff during the student's course of study. If the student is uncertain whether or not lessons are needed, the MHTP staff (Advisor, teachers) will help determine this. Students are responsible for arranging and paying for their own lessons.

Passing the MHTP Module Exam

This required written exam covers information from all five modules. The exam is provided to you through Google Forms. You do not have to have a Google account or email to access the exam.

The student should request the exam as soon as possible after completion of all modules. Students must pass the exam and complete all module work before starting the Independent Practicum. The exam is “open book:” the student may use any notes, handouts, readings, etc. from all modules. However, a student may not consult with another person before submitting the completed exam.

When the student has completed all modules, the student informs their Advisor. The Advisor reviews the student’s module evaluations to ensure that the student has satisfactorily completed all module requirements. The Advisor then contacts the Chief Executive Officer who provides access to the exam to the student. The student has 30 days after receipt of the exam to complete the exam.

The exam will be made accessible to the student through an invitation email link from the Chief Executive Officer. The email will direct the student to Google Forms. Follow the instructions on the exam and make the answer choices using the Google Form. If the student for some reason cannot access Google Forms, they are to ask the Chief Executive Officer for help with this step.

STUDENTS MUST ANSWER AND SUBMIT THE TEST WITHIN THE 30-DAY PERIOD FROM THE DATE THEY HAVE BEEN SENT THE EMAIL ACCESS LINK. The due date will be noted on the email sent from the Chief Executive Office. ***If the student is unable to meet this time frame, please refer to the Failure to Meet the 30-Day Deadline for Completion and Submission of the MHTP Module Exam Policy below.***

NOTE THIS IMPORTANT INFORMATION: Google Forms is designed such that once the student opens the link and accesses the test; **they cannot save it and return to it. The student must not close out of Google Forms until they are finished with the exam.** The student must plan accordingly to allow for several hours of undisturbed time to begin and finish the test and submit it through the Google Forms program. When the student hits the “submit button” after completing the test, it is graded by Google Forms and then sent to the Chief Executive Officer. The student **MUST** be sure to be satisfied with the answers before submitting it

For Multiple Choice questions, carefully read the question and choices. There is only one correct answer. Enter the letters in the questions with charts where applicable. For fill-in, short answer questions, simply type the answers into the Google Forms where indicated.

To facilitate the grading process, proofread the exam and check for coherence, spelling, grammar, and punctuation in the short answer questions.

Students are not permitted to consult with any other CMPs, MHTP students, or their Advisor about this exam at any time.

When the student has completed the exam follow the instructions to submit the exam. REMEMBER: When the “submit button” is hit after completing the test, it is graded by Google Forms, **so students must be sure they are satisfied with their answers before submitting it.** After submitting the exam, send an email to the Chief Executive Officer to say you have completed the exam. Every portion of the exam except for the short answer questions will automatically be graded by Google Forms. The Chief Executive Officer will access the completed exam and review the short answer questions to obtain the final score.

Depending on the grade on the test, the following will occur:

- **Unconditional passing of the exam.** If the final grade for the test is with 70% or higher correct answers, the Chief Executive Officer will release the Google Forms access to the graded exam to the student and their Advisor, who will then review the exam with them.
- **Conditional passing of the exam.** If the final grade for the test is with 60% - 69% correct answers, the Chief Executive Officer will release the Google Forms access to the graded exam to the student and their Advisor. The Chief Executive Officer will inform the Advisor that the student has conditionally passed the test; the Advisor will review the exam with the student, quizzing the student on their understanding and acceptance of the correct answers. Part of the Advisor’s recommendation that the student is ready for their Independent Practicum will include the Advisor’s feeling that the result of the discussion with the student was positive and constructive for the student, and the student has a clear understanding and acceptance of the correct information. If for any reason the student does not still understand or accept the correct information, the Advisor will notify the Chief Executive Officer, who will counsel the student and issue an Advisory Notice if necessary.
- **Failing the exam.** If the final grade for the test is 59% and below of correct answers, the Chief Executive Officer will not release the Google Forms access to the graded exam to the student or their Advisor. The Advisor and the student will be notified that the student has failed the exam. The student will have a second opportunity to pass the test within a two-week time frame. The Chief Executive Officer will create for the student another personal access to the Google Forms MHTP Module Exam. The due date will be noted for the student in the email from the Chief Executive Officer (two weeks from the date of the email)
- **Failing the exam twice.** If the student again fails the exam (score of 59% or below) they will be required to take either all or some mixture of Modules 1 – 4 again. The Chief Executive Officer will make the determination of which module(s) they have to retake based on which portion(s) of the exam had the predominance of incorrect answers. Any travel costs and materials cost would be borne by the student. MHTP’s goal is to educate the student about the critical components of being a CMP, which is the purpose of the exam as a monitoring

tool. Thus, the price for the student to register and re-take each module is nominal, \$30.00 per module.

The student's Advisor will be informed by the Chief Executive Officer that the student is placed into remedial status and of which module(s) they are required to re-take. The student and their Advisor will have the same responsibilities to each other as when they first took the modules. When the student has completed the required modules, they will have two opportunities to pass the exam, using the same process as outlined above. If they are unable to do so, they will be terminated from the MHTP program.

Policy for Failure to Meet the 30-Day Deadline for Completion and Submission of the MHTP Module Exam

Students are strongly encouraged to request the exam only when they know, barring any unforeseen circumstances, that they will have available the full 30 days to complete the exam. Only on very rare occasions, MHTP will grant an extension of the 30-day deadline.

If a student feels that he or she qualifies for an emergency extension, the following steps will be taken by email.

1. A student must write to his or her Advisor stating the reason for the need of an extension, showing clearly that there had been full intention to abide by the 30-day deadline when the request was first sent for the exam. The student must show a true emergency has occurred that is preventing the student from returning the completed exam by the 30-day deadline.
2. The Advisor must confirm and agree that there is a need for an extension and then forward the request to the Chief Executive Officer. The student and the Advisor will work together to determine a new deadline based on the conditions of the emergency requiring an extension.
3. The Chief Executive Officer will make the decision as to acceptance or denial of the request for an extension.

If a student fails to meet the 30-day deadline without a viable excuse and an approved extension, the following will be considered by the Chief Executive Officer and the student's Advisor.

1. If the student is granted an extension without an emergency, he or she will be assessed a penalty of \$50.00 and allowed another 7 days to complete the exam.
2. If the student fails to meet the deadline in 7 days, he or she will be assessed a second penalty of \$100.00 and allowed another 7 days to complete the exam.
3. If the student fails to meet the second 7-day deadline and/or refuses to pay the \$50.00 and/or \$100.00 penalty fee, the exam will not be accepted, and the student will be dismissed from the program.

Repertoire List

A written list of therapeutic music the student plays/sings must be completed before beginning the Independent Practicum. This list must be organized according to the patient conditions and therapeutic music types taught in the MHTP modules. At least 90

minutes of playing/singing must be learned (but not memorized) and practiced regularly for the patient conditions.

The list may include music that can be lengthened through repetition or improvisation. Some overlap may occur from one type of music to another. After completion of all modules, the list must be sent to the student's Advisor, who will assess it before the student's Independent Practicum begins.

Pre-Independent Practicum Interview with Advisor

The student must have a mandatory phone or Zoom interview with their Advisor before beginning the Independent Practicum. The student will be asked to play/sing for all patient conditions and to answer some questions to determine readiness for the Independent Practicum.

Independent Practicum, Patient Logs, and On-Site Liaison Form

A student is required to complete all five modules, sign the MHTP Scope of Practice and the Code of Ethics and Conduct, submit all book reviews, submit the Repertoire List, successfully pass the MHTP Exam, and have a Pre-Independent Practicum Interview with their Advisor before beginning the Independent Practicum. The Advisor and Module 5 Teacher determine if the student's musical skills are adequate for the student to proceed to Practicum. As in Module 5, some health care facilities/settings may have medical requirements for students doing their Independent Practicum (e.g., proof of vaccinations and/or TB tests). Getting the vaccination records/titers, and Hep. B series may take as much as nine months. It is the student's responsibility to determine and comply with any such requirements for each of their Independent Practicum sites.

The Independent Practicum is an **unpaid**, independent study at approved facilities. All aspects of the Practicum are covered in detail in Module 4. Students are not allowed to "shadow" an existing CMP. Details for this policy are covered in Module 4.

- For graduation, 45 hours of clinical experience in approved medical facilities/settings are required. The 45 hours of Independent Practicum consist **ONLY** of actual playing/singing time at the bedside, not time spent walking from room to room, writing patient logs, talking with patients and medical staff, taking breaks, etc. A typical live therapeutic music session lasts 20 to 30 minutes; therefore, an MHTP student typically plays for 100 to 120 patients during the Practicum
- **At the end of this section there is the MHTP policy on the Independent Practicum During Pandemic Restrictions which will be in place until students have free access to going into medical facilities to complete their practicum hours**
- MHTP requires that all 45 hours be done one-on-one with individual patients. If this is not possible, at least 30 Practicum hours *must* be one-on-one, and up to 15 hours, *with Advisor's pre-approval*, may be for small groups of no more than three patients as long as each patient can be separately observed and documented
- At least 20 hours of the Practicum must be completed in a hospital. **NOTE: this requirement of at least 20 hours in a hospital is temporarily waived during the**

COVID-19 pandemic, see below. Students are encouraged to experience playing/singing in a variety of departments during their hours in a hospital

- An Independent Practicum Packet is given to each student and explained in Module 4. The packet contains a copy of all forms needed by the student, as well as materials to be presented to healthcare facility personnel where the student is conducting the Practicum
- The student must document all Practicum hours by completing one MHTP Patient Log for each patient. The student must send (by email attachment) Patient Logs to their Advisor within a week of playing/singing for patients during the course of the Independent Practicum, in batches of no more than 10, with an updated Cumulative Hours Form. The Advisor reviews each Patient Log and gives the student feedback on any needed changes. Only after the Advisor has approved a log can the time on it be applied to the 45 hours required for the Practicum
- Failure to submit Patient Logs appropriately throughout the Independent Practicum or to follow the Advisor's feedback will result in rejected Independent Practicum hours. The student must keep in close touch with their Advisor during the Independent Practicum. Students are strongly encouraged to submit Patient Logs electronically
- The student may not use more than three visits to one patient toward Independent Practicum hours unless given special permission by their Advisor

Upon completion of Independent Practicum hours at each facility, an On-site Liaison Form must be completed by the student's liaison at the facility and be sent by the On-site Liaison directly to the Chief Executive Officer to assess the student's performance- in that facility's envelope or through that facility's email program (Gmail, Hotmail, Yahoo etc. addresses are not accepted for electronic submission of this form). Failure to follow these guidelines can lead to the Independent Practicum hours obtained at a facility being discounted and additional Independent Practicum hours required.

Students must fill in their own names and the name of their MHTP Advisor prior to giving the form to the on-site liaison.

Responsibilities of the student to Independent Practicum facilities include:

- The student must act in a responsible and professional manner, such as arriving on time, dressing appropriately, being prepared, and interacting well with the staff
- The student must display the ability to be compassionate and caring with patients and families
- The student must adhere to all policies and procedures of the facility
- The student must adhere to the MHTP Scope of Practice and the Code of Ethics and Conduct

MHTP Independent Practicum During Pandemic Restrictions

Following is MHTP's policy to allow Independent Practicum (IP) hours for students who were either in their IP prior to COVID-19 or have since completed requirements to start their IP after COVID-19. This information applies also to any other type of future

pandemic restrictions. The options below are all for virtual (telehealth) provision of live therapeutic music and must be provided to individual patients, not in group settings where it would be much more difficult to assess patients. Exceptions are noted below for group settings when applied to medical staff.

As noted above, the requirement for 20 hours of IP be in hospitals has been waived temporarily due to the pandemic. Non-hospital hours can be used for the entire 45-hours of IP work, if necessary. These hours can be through either virtual or onsite hours. The parameters for this change include:

- Students must show to their Advisor that they have attempted to gain access either virtually or onsite to at least three hospitals, but have been denied because of the pandemic restrictions.
- Students have been able to secure other medical facility access, e.g., hospice, assisted living areas, rehab facilities, etc.

For students who have not completed any in-facility live therapeutic music:

1. To provide students with practice using virtual devices, students play a minimum of 2 and maximum of 3 hours of 20-minute virtual sessions using Zoom to family or friends, one-on-one, and record the sessions. Students are provided by their Advisors patient scenarios to assign to their mock patients, and do not repeat the scenarios. The scenarios are provided to Advisors by the Chief Executive Officer. Students provide their Advisor the link to the recordings and students must fill out patient logs and submit them to their Advisors for feedback. Patient logs are submitted immediately after each session so the students get a chance for a quick response from their Advisor as to any changes/improvements necessary. Advisors determine if the patient log hours are acceptable and count those as IP hours for the student.

2. Once students have successfully completed the above, they are permitted to provide telehealth live therapeutic music one-on-one to patients in a healthcare facility with the following requirements:

- Students provide to their Advisor a copy of the written permissions from facility staff to provide remote telehealth playing directly one-on-one with patients. Within this written agreement there must be the following information.
 - Hospital staff guarantees that there is an appropriate virtual device for patients to use so the students can make full assessments as necessary to determine the condition of patients
 - Hospital staff guarantees that there is hospital staff or patient's friends/family to set up and transport if necessary virtual devices
 - Hospital and students have a plan for how students receive referrals to patients and how to connect with the patient's devices at the appointed time
 - Students and hospital staff have discussed HIPPA and facility privacy issues for telehealth sessions

- o Students have demonstrated in the exercise from number 1 above that their Zoom settings are appropriate for high quality music sound
- Students submit their patient logs as required on a weekly basis
- Students may provide up to a maximum of 3 hours of live therapeutic music hours to hospital and/or non-hospital medical facility staff. Playing for staff is limited to 20 minutes maximum per day. This may be in a group setting, e.g. device placed in a common work area, for which the student must submit group patient logs that demonstrate the student is observing the staff individually and assessing their needs and responses. Students may also play for individual staff. Staff must remain visible in the video that the student is viewing
- Patient logs must show to the Advisor that the student is learning from their telehealth IP work the teaching objectives of the IP, which are: that the student has demonstrated the ability to properly enter a patient's room/virtual space, assess the patient's condition, determine what type of music to play, observe changes in the patient, adjust music if necessary, conclude a session, and complete the patient log correctly

For students who have completed in-facility IP hours of live therapeutic music prior to COVID-19:

1. The Advisor recommends to the CEO that the student has learned from their IP work prior to the pandemic the teaching objectives of the IP, which are: that the student has demonstrated the ability to properly enter a patient's room, assess the patient's condition, determine what type of music to play, observe changes in the patient, adjust music if necessary, conclude a session, and complete the patient log correctly
2. Students have applied the suggestions, recommendations and requirements from his/her Advisor based on their patient log submissions
3. Once students are approved by their Advisors for the requirements in numbers 1 and 2 above they are permitted to provide telehealth live therapeutic music one-on-one to patients in a healthcare facility with the following requirements:
 - Students provide to their Advisor the written permissions from facility staff to provide remote telehealth playing directly one-on-one with patients. Within this written agreement there must be the following information. A form has been created for students to use for this agreement, given to students by their Advisor:
 - o Hospital staff guarantees that there is an appropriate virtual device for patients to use so the students can make full assessments as necessary to determine the condition of patients
 - o Hospital staff guarantees that there is hospital staff or patient's friends/family to set up and transport if necessary virtual devices

- o Hospital and students have a plan for how students receive referrals to patients and how to connect with the patient's devices at the appointed time
 - o Students and hospital staff have discussed HIPAA and facility privacy issues for telehealth sessions
 - o Students have demonstrated in the exercise from number 1 above that their Zoom settings are appropriate for high quality music sound
 - o Students must NOT take any photos or screenshots of the telehealth session due to HIPAA regulations
 - o Students must NOT make audio recordings of the telehealth session due to HIPAA regulations and copyright laws when applicable
 - o Hospital staff might capture images, video recordings, or audio recordings of the telehealth session in accordance with their internal policies. If so, MHTP would appreciate receiving any copies that the medical facility is able to share by sending to: ceo@mhtp.org
- Students submit their patient logs as required on a weekly basis
 - Students are required to provide a minimum of 20 hours of live therapeutic music to hospital patients, with a mix of pre and post COVID-19 hours
 - Students may provide up to 25 hours of live therapeutic music to patients in a non-hospital medical facility, with a mix of pre and post COVID-19 hours
 - Students may provide up to a maximum of 3 hours of live therapeutic music hours to hospital and/or non-hospital medical facility staff. Playing for staff is limited to 20 minutes maximum per day. This may be in a group setting, e.g. device placed in a common work area, for which the student must submit group patient logs that demonstrate the student is observing the staff individually and assessing their needs and responses. Students may also play for individual staff. Staff must remain visible in the video that the student is viewing.
 - These hours can be added into hours already completed for patients pre-COVID-19.

Graduation Recording

This is a CD, MP3 or MP4 recording or other easily accessible format (agreed upon with the Advisor), no longer than 30 minutes, with sufficient sound quality so that all music is clearly discernible. The recording is to demonstrate the student's ability in, and understanding of, live therapeutic music as taught in MHTP modules, rather than the extent of the student's repertoire. It should be expressive, with suitable dynamics, but does not have to be mistake-free. The recording must equally include music for all patient conditions as taught by MHTP. Improvisation may be used in part as long as understanding and ability are demonstrated in each patient condition.

- The recording must be labeled with the student's name and the student must submit a list of its contents, including separate conditions and titles of pieces in each
- The recording and list must be sent to the student's Advisor after completion of the Independent Practicum. The Advisor will approve the recording or discuss with the student any changes that may be needed

- The recording must include and demonstrate proficiency in all instruments/voice in which the student wishes to be certified. All instruments must also have been assessed by one or more Teachers during modules, approved by the Advisor during the Pre-Independent Practicum Interview, and used equally during the Independent Practicum

Final Summary

This report summarizes the student's experiences with MHTP, including what the student learned, a description of the student's own self-nurturing practices, and especially any constructive criticism or feedback for improving the Program. The student sends the Final Summary Report to their Advisor and to the Chief Executive Officer at ceo@mhtp.org.

Final Approval and Certification

When the student has satisfactorily completed all requirements: modules, submitted all book reviews, MHTP Exam, Repertoire List, Independent Practicum hours and all Patient Logs, On-site Liaison Forms, Graduation Recording, and Final Summary; and has received a favorable evaluation from their Advisor, the Advisor forwards a recommendation for graduation to the Chief Executive Officer, who will instruct the Program Coordinator to confirm there are no outstanding funds owed to MHTP. Once that is ascertained, the student is approved and issued the Certified Music Practitioner certificate. This certificate indicates to healthcare professionals that the student has the clinical and musical knowledge necessary to effectively and competently do CMP work. MHTP certification is restricted to only the instrument(s)/voice used during a student's module training, Clinical Practicum, and Independent Practicum. Upon graduation, the student will receive a CMP name badge, certificate, and post-graduation information.

MHTP ADVISOR PROGRAM

MHTP's Advisor Program provides each student with professional guidance throughout the student's training. An Advisor guides each student through the Program, and helps ensure that the student completes all certification requirements in a timely fashion.

The Chief Executive Officer assigns each student an Advisor after the student's application has been approved by the Program Coordinator. All Advisors are qualified CMPs who work with the Chief Executive Officer and MHTP Teachers for the well-being and timely progression through the Program for each student. With the exception of registration materials, a student sends all Program materials to their Advisor for review.

Responsibilities of the Advisor to the Student

The Application Fee submitted with the Student Application pays for an Advisor's initial phone consultation and guidance throughout the student's study. If additional meetings are needed, the cost is determined by the Advisor and the student and, because of the Advisor's extra work, is paid by the student directly to their Advisor.

Advisors have responsibilities to their Advisees. Specifically, a student's Advisor:

- Holds an initial consultation with the student by phone and discusses the student's application materials
- Provides expectations of the student's actions through the course of the Program and solicits questions the student may have at any time
- Helps the student create and define personal goals for completing the Program in a reasonable length of time and reviews the student's learning plan
- Provides guidance, through phone conversations, email, and/or postal mail, so that the student understands proper procedures for registering for modules, etc.
- Makes the initial assessment of the student's musical ability during the first phone call. If the Advisor has concerns about a student's musical ability, they will notify the Chief Executive Officer. Advisors (and Teachers) may require additional musical study as necessary
- Monitors the student's progress as all modules are completed
- Reads and evaluates the student's book reviews
- Holds a Mid-Module interview with the student between Modules 3 and 4 (between Modules 2 and 3 for residential students)
- Notifies the Chief Executive Officer when the student has completed all five modules and is therefore ready to receive the MHTP Exam
- Reviews results of the MHTP Exam and holds a Pre-Independent Practicum Interview with the student
- Holds a 20-Hour Practicum Interview soon after the students has completed 20 hours in the Independent Practicum
- May issue an Advisory Notice to the student, with a copy to the Chief Executive Officer, to address any student performance concerns that violate the MHTP Scope of Practice, Code of Ethics and Conduct, or any expectations of the student as outlined in this Handbook and curriculum. The Advisor may ask the Chief Executive Officer to write an Advisory Notice or Disciplinary Notice (if required). The Advisory Notice and Disciplinary Notice will initiate any corrective action necessary. Failure by the student to follow the corrective action will result in the student being expelled
- Guides the student throughout the Independent Practicum, provides advice and support as needed, and reviews and provides timely feedback on the student's Patient Logs
- Assesses the student's Graduation Recording and Repertoire List
- If necessary, provides a Six-Month Extension Request Form to the student, fills out the Advisor section, and forwards it to the Chief Executive Officer
- If necessary, provides a Hold Request Form to the student, fills out the Advisor section, and forwards it to the Chief Executive Officer
- Informs the Chief Executive Officer that the student is ready for graduation upon successful completion of all requirements
- Advises the student of successful graduation from the Program
- Notifies the Chief Executive Officer and the Program Coordinator if a student drops out of the Program

Responsibilities of the Student to their Advisor and MHTP

Students (advisees) have responsibilities to their Advisor and MHTP. Specifically, the student:

- Answers emails, letters, and/or phone calls from their Advisor promptly
- Responds to communications from their Advisor or any MHTP staff within 48 hours
- Accepts and immediately implements direction from their Advisor in a respectful manner
- Notifies their Advisor of the date and location of each completed module and provides feedback on module experience
- Reads the Student Assessment from each Module Teacher and acknowledges receipt of the assessment to their Advisor
- Sends the required book reviews to their Advisor prior to taking each module
- Sends Repertoire List to their Advisor prior to beginning the Independent Practicum
- Follows MHTP Exam policy and procedure
- Throughout the Independent Practicum, submits Patient Logs within a week of playing/singing for patients, no more than 10 logs at a time, along with the updated Cumulative Hours Form
- Follows through on their Advisor's advice and constructive feedback from submitted logs. Failure to do so may result in subsequent logs and hours not being counted toward the 45 hours needed to complete the Independent Practicum
- Sends the MHTP Student Completion of First 20 Hours of Independent Practicum Form to both their Advisor and Program Coordinator (mhtp@mhtp.org) at the appropriate time
- Notifies their Advisor 30 days in advance of the intended completion of all requirements
- Provides On-site Liaison Form to each facility where Independent Practicum hours were obtained. The completed On-site Liaison Form is sent directly by the On-site Liaison to MHTP's Chief Executive Officer, either in a facility envelope or via facility's email (personal email is not acceptable)
- Sends the Graduation Recording to their Advisor
- Sends the Final Summary to their Advisor and the Chief Executive Officer
- If necessary, notifies their Advisor in writing if withdrawing from the Program and completes the Student Initiated Drop form given to them by their Advisor
- Monitors the deadline date for graduation. Students have three years from the date of the first module taken to complete all certification requirements. If this is not possible, it is the student's responsibility to contact their Advisor and request a Six-Month Extension Form no later than two weeks prior to the initial graduation deadline

WHAT THE STUDENT CAN EXPECT FROM MHTP

The result of completed study in this Program is empowerment in the use of each student's innate ability to create a live therapeutic musical connection with ailing patients, and education in the necessary skills to work responsibly and effectively in clinical settings.

The necessary skills in which a student will be educated include:

- Ability to develop appropriate live therapeutic music from student's own repertoire
- Ability to distinguish and play live therapeutic music for patient conditions

- Understanding of self-care and its importance in healing work
- Preparedness in assessing patient and family needs
- Preparedness in working with other disciplines in the healthcare arena
- Basic knowledge of sound and music as they apply to healing therapies
- Use of applicable methodologies to begin and maintain live therapeutic music sessions
- Familiarity with curative and palliative care environments, medical conditions, and issues
- Familiarity with complementary and comfort care healing modalities
- Training and preparation to assist the student in locating and securing work as a Certified Music Practitioner

These are the results of quality instruction with specially certified Teachers using a comprehensive, science-based curriculum and bedside training, combined with appropriate musical skills and acknowledgment of the student's previous applicable education and experiences.

MHTP staff continually assesses each student's progress throughout the Program. If, at any time, MHTP staff has concerns about a student's musical ability, module training, or interpersonal skills, the staff will communicate those concerns, which may include an Advisory Notice and/or a Disciplinary Notice and will communicate the corrective action to the student that **must** be completed prior to moving on in the program.

WHAT MHTP EXPECTS FROM THE STUDENT

MHTP expects dedication and integrity of each student, expressed through:

- Development of the student's own learning plan (which module dates the student will attend, a timeline for reading and writing book reviews, a plan for the Independent Practicum and completing it, etc., according to all requirements in this Handbook)
- Development of appropriate musical skills through music lessons with a teacher of the student's choice if necessary, as well as from MHTP modules
- Demonstrated development of the appropriate use of live therapeutic music for the specific patient conditions as taught by MHTP
- Understanding and use of the method taught by MHTP to enhance the student's abilities to connect with the patient's state of well being
- Response within 48 hours to all MHTP communication with Advisor, staff, teachers, etc.
- Willingness to be supportive of fellow Certified Music Practitioners
- Attendance of *all* module hours, fully prepared (required reading and pre-work completed, music prepared, etc.)
- Active, respectful, and appropriate participation in group discussion, role plays, and musical sharing during module training
- Communication of the student's own needs, disabilities, and/or concerns by first contacting their Advisor. If the need or concern remains unaddressed, then the student is to contact the Chief Executive Officer

- Adherence to all policies and procedures in this Handbook, as well as those presented in all curriculum materials
- Recognition that what the student gets out of the Program is directly proportional to what the student puts into it, and that achievement comes from within the student
- Recognition and respect for the intellectual property of MHTP
- As a student and as a graduate, timely notification of current contact information, (e.g., name, email, telephone, and/or address changes)

MHTP encourages a flow of communication among students, graduates, and staff. MHTP expects all communication to be free of offensive material and words and focused on topics regarding the Program and live therapeutic music. Communications of a personal nature must be agreed upon between the sender and the receiver. MHTP forbids use of our communication systems for personal gain or promotion.

STUDENT NON-COMPLIANCE WITH MHTP POLICIES, PROCEDURES, AND GUIDELINES

MHTP expects each student to be familiar with the policies and procedures in this Handbook, Scope of Practice of a CMP, and Code of Ethics and Conduct, as well as to comply with them. MHTP expects each student to participate in all of the module and Independent Practicum educational experiences with an open mind. An Advisory Notice may be issued to a student by the Chief Executive Officer, their Advisor or Teacher when non-compliance becomes an issue. Some examples of non-compliance include non-communication with the Advisor, non-completion of book reviews in a timely manner, not following Independent Practicum guidelines (as detailed in this Handbook and in curriculum materials), non-compliance of module assignments, or inappropriate conduct during modules, communications with teachers and advisors, or the Independent Practicum. Repeated Advisory Notices will lead to a Disciplinary Notice and expulsion from the Program.

If a Disciplinary Notice is issued, and the student wishes to remain in the program, the student will contact the Chief Executive Officer to schedule a Zoom interview. Failure to follow corrective actions will result in expulsion from the Program.

MHTP COSTS AND PAYMENT PLANS

The total cost of tuition for all five MHTP modules is \$3,920, depending on which Payment Plan (detailed below) the student selects.

The standard cost of MHTP tuition is \$3,920. Occasionally MHTP also offers sales on the tuition costs, please check the website for information.

In addition, an Application Fee of \$195 must be paid at the time of application, regardless of which payment plan is chosen.

- **Five Payment Plan:** This is the standard—and most commonly chosen—payment plan, requiring a Tuition payment every two months. The first payment must be

made before taking the first module, and subsequent payments are due every two months. Each of the five payments is **\$784**.

- **Two Payment Plan:** Students may choose to pay in two payments. The first payment must be made before taking the first module and the second, final payment is due four months later. Each payment is \$1,960 = total cost of **\$3,920**.

TUITION REDUCTION

Up to \$200 tuition reduction is occasionally given to acknowledge advanced musical education and/or professional healthcare experience. This is determined by the Program Coordinator when each application to MHTP is reviewed, and the student will be promptly notified if a reduction is approved.

SCHOLARSHIPS

Scholarships are awarded on the basis of need, your commitment to complete all MHTP requirements within three years after completing the first module, and the availability of MHTP scholarship funds. Other parameters may apply based on donor sources for the full scholarships, as described below.

Scholarship applications must be received at least 45 days before the start date of the module for which a scholarship is being requested.

A limited number of scholarships may be available for MHTP students. ***There is no guarantee from MHTP for the availability of scholarship funds.***

MHTP Scholarship (partial tuition covered for separate payment plans): A limited number of partial-tuition payment plan scholarships, of \$250 per payment plan, may be available for MHTP students. To be considered for a scholarship, you:

- Must have been accepted into the Program
- Must have made at least one tuition payment with the plans above
- Must have satisfactorily completed one module

Each partial-tuition payment plan scholarship is applied as a credit toward tuition for a specific tuition payment.

To apply for a partial-tuition payment scholarship, [complete the MHTP Scholarship Application](#). Follow the instructions on the form to submit it. You will be notified promptly of results of your scholarship application by email no later than 30 days before the requested module date.

Music in Medicine Scholarship (tuition covered for all modules): To be considered for a Music in Medicine Scholarship, the recipient must have been accepted into the

Program and reside in Florida in one of the following counties: Citrus, Hernando, Levy, Marion, Sumter or Lake. Apply by completing the [Music in Medicine, Inc. Scholarship Application \(PDF\)](#). Follow the instructions on the form to submit. These scholarships are applied as a credit to MHTP toward the cost of tuition for each training module as you register for them. Funds for this scholarship are provided by a collaborative non-profit called Music in Medicine.

Louise Trotter Memorial Scholarship (tuition covered for all modules): This donor-funded scholarship is not guaranteed to be available each year. To be considered for a Louise Trotter Memorial Scholarship **which is awarded to one person per year if funds are available**, the recipient must have been accepted into the Program. New students accepted into the program, [apply by completing the Louise Trotter Memorial Scholarship Application \(PDF\)](#). Follow the instructions on the form to submit. These scholarships are applied as a credit to MHTP toward the cost of tuition for each training module as you register for them.

Some Fine Print on Costs

Not included in the Tuition of MHTP are any travel costs (e.g., transportation, food, lodging) associated with attending in-person modules. (NOTE: currently no travel is required to attend modules as all modules are taught via live videoconference); books on the required reading list, private music lessons (if required), and extra meetings with their Advisor that a student may choose or be requested to have.

Each student must submit a Tuition Payment Plan before attending the first module and must pay tuition as specified in this Agreement. A late fee of \$30 is added if a student registers for a module less than 30 days prior to the start date. Late fees are waived for students entering their first module. The student must contact MHTP's Program Coordinator (mhtp@mhtp.org) if there is a need to adjust the Tuition Payment Agreement because of a change in the student's financial situation.

TUITION REFUND POLICY

Tuition and fees are nonrefundable. MHTP strongly encourages prospective students to carefully research the program and benefits of becoming a Certified Music Practitioner. Questions are welcomed before making a final decision to apply to the program. For questions and assistance, email mhtp@mhtp.org

Fees, including the Application Fee, are not refundable nor do they qualify for credit for future expenses. Applicants may place a hold on their application process for a period of up to two years from the date of application and have their application remain active.

Credits

Credit for payments received shall be maintained in MHTP records for a period of up to two years from the date of the student's request for a credit.

IMPORTANT INFORMATION FOR GRADUATES OF MHTP

Graduates are required to keep the Central Office up to date on alterations in their contact information. Please notify mhtp@mhtp.org with any changes.

CONTINUING EDUCATION POLICY

1. CEU Requirements and Due Dates

- As of January 1, 2015, all CMPs who graduated between 1996 and the end of 2014 are required to obtain 40 hours of approved Continuing Education Units (CEUs) every four years from their graduation year *to be recognized publicly as Certified Music Practitioners* by MHTP on the MHTP website and elsewhere. *These CMPs will NOT lose their certification if they do not maintain CEUs.* MHTP will reinstate the CMP to a “current” status on the website CMP listing when MHTP receives and approves the CEU submission. *Submission date does not affect or change the next CEU due date.* Example: If the CEU due date for a CMP was 12/31/14, but the CMP submits CEUs sometime in 2016, the CEU due date for the next submission will be 12/31/18, not 12/31/20.
- All CMPs graduating after January 1, 2015, are required to obtain 40 hours of approved CEUs every four years from their graduation date *to maintain their certification as a Certified Music Practitioner* and to be listed on the MHTP website. Otherwise their certification will expire. As above, each subsequent CEU deadline will be based on graduation year.
- Individual CEU due dates are given in CMP listings found on the MHTP website.
- Any graduate of the Program interacting with MHTP students on a professional level are expected to be current with their CEU requirements.
- If a graduate completed more than 40 CEUs within a four-year period, the additional CEUs do not carry over into the next four-year period.

2. Submitting Completed CEUs

Submitting Completed CEUs

Earned CEUs are submitted to MHTP as a unit once every four years when all 40 hours are completed. Complete documentation includes the MHTP Earned CEU Summary Form found in the CEU section of the MHTP website (www.mhtp.org), all documents or certificates supporting the 40 CEU hours, and a \$75 CEU Filing Fee. Complete the submission online, including payment and uploading your documents at: <https://www.mhtp.org/purchase/ceu-filing-fee>. Partial documentation (for less than the total required 40 hours) will not be accepted or kept on file.

3. Defining MHTP-Accepted Continuing Education Units (CEUs)

An MHTP CEU is based on a “learning seat hour.” A “learning seat hour” is the elapsed time of presentation of content as defined or assigned by the in-service, workshop, or conference organization offering the activity, and approved or assigned by MHTP.

4. Types of CEUs accepted by MHTP

At least 20 CEUs per four-year period must be earned by attending group activities such as in-services, MHTP modules, webinars, workshops, and conferences. Included in this “group” category are MHTP Biennial Conference CDs. All 40 CEUs may be earned from group activities. MHTP will also award up to 20 CEUs per four-year period earned in an individual activity, such as book reports and music lessons. Appropriate non-MHTP training activities can be awarded up to 20 CEUs per four-year period. The *MHTP Continuing Education Guidelines* (in Section 7 below) clearly explain what types of activities are/are not eligible for CEUs. This section is required reading before inquiring about the suitability of a particular activity for CEUs.

5. CEU Options

A. MHTP Biennial Conference

Attending an MHTP Conference awards 20 CEUs. Therefore, graduates may complete the entire four-year CEU requirement by attending two Biennial Conferences.

B. MHTP Conference CDs

Biennial Conference plenary sessions are recorded. If a graduate did not attend the Conference, listening to Conference CDs and answering a short quiz or questions for each CD set awards a number CEUs that are assigned depending on length of sessions. Conference recordings may be ordered from the MHTP website (www.mhtp.org) and a quiz or questions requested from mhtp@mhtp.org

C. MHTP Enrichment Days/Workshops

Regional MHTP Enrichment workshops award CEUs based on their length and may be used to fulfill all 40 CEUs.

D. MHTP Repertoire Development Webinars

MHTP Repertoire Development webinars may account for up to 20 hours of your required 40 hours of CEUs per four-year period.

E. MHTP Approved Book/Video Reports

The *Book Report Submission Guidelines* gives a full description of requirements. Books or videos are to be chosen from the Bibliography on the MHTP website (www.mhtp.org). Each book report must be submitted to a reviewer with a review fee of \$10. The book reviewer will acknowledge satisfactory completion of the book review with a Certificate of Completion. This activity awards 4 CEUs per book or video report. Contact the Chief Executive Officer at ceo@mhtp.org to be assigned a book reviewer

F. Music Lessons on MHTP Principles

The *Verification Form for Music Lessons* on the MHTP website (www.mhtp.org) gives a full description of requirements. CEUs awarded for book reviews and music lessons are limited to 20 CEUs (total across both activities) per four-year period

G. Retaking MHTP Modules

Graduates may retake modules or parts of modules to stay current with advances and changes in MHTP curriculum as long as there is space at the

desired site. CEUs are awarded based on module hours and modules may be retaken for all 40 CEUs. Contact the Program Coordinator at (mhpt@mhpt.org) to determine if space is available in a particular site and module. Check the website for the fee. Active Advisors (having three or more students currently enrolled), Teachers and Clinical Practicum Coordinators may retake modules for free (small materials fee is required) and receive CEUs from module retakes once every four years

H. **Non-MHPT-Sponsored Training or Hospital, Hospice, and Nursing Home In-Services**

Non-MHPT-sponsored in-services, conferences, training, webinars, and workshops are accepted if their content does not duplicate MHPT curriculum content and if their content is *directly* related to the graduate's work as a CMP and within the Scope of Practice of a CMP. *Continuing Education Guidelines* (in Section 7 below) gives details of eligible and ineligible activities

- CMPs **must** contact ceo@mhpt.org to be sure that content is appropriate for MHPT CEUs. MHPT also notifies CMPs via the MHPT e-list and Newsletter about non-MHPT CEU possibilities, and CEU offerings are posted at www.NSBTM.org as well
- **A description of training objectives and a CEU certificate identifying number of learning seat hours from the sponsoring organization or an MHPT generic certificate signed by the course Teacher must be submitted as part of the unit submitted to MHPT for CEUs**

I. **CEUs for Adding an Instrument to a Certification**

CMPs may add an instrument to their Certificate of Graduation and earn 15 CEUs. This recognizes CMPs for increasing their proficiency and enhancing the types of services they offer to patients. Contact mhpt@mhpt.org for information, or find forms on the MHPT website (www.mhpt.org) to begin the process for adding an instrument. The Chief Executive Officer will be notified and assign you a reviewer once you submit your initial form (to mhpt@mhpt.org).

6. Acknowledgement of CEU Completion

[Submit your CEU documentation and filing fee of \\$75 online](#). When MHPT receives the completed unit (all completed forms and supporting documentation for 40 CEUs) plus \$75 CEU Filing Fee and approves the CEUs, MHPT will send a CEU Completion Certificate to the CMP for that four-year period and will maintain the CMP's CEU status as "current" on the MHPT website.

7. Continuing Education Guidelines for Non-MHPT-Sponsored Activities

Before inquiring to MHPT about whether a non-MHPT-sponsored workshop, in-service, or module is eligible for MHPT CEUs, please read these guidelines carefully.

- Course content that is *NOT* eligible for MHPT CEUs:
 - Content that duplicates MHPT curriculum or the module books reviewed during MHPT modules. If some workshop content duplicates material already

- covered in the MHTP curriculum or is not applicable to CMP work, but there is at least some new material presented, then the number of CEUs requested may represent only the total learning seat hours of new, directly applicable information
- o Content that directly applies to other clinical professions and is beyond the Scope of Practice of a CMP
 - o Content required by the CMP's employer and not directly related to CMP practice
 - o Content that is not *directly* applicable to the CMP's practice
 - o Music modules taken to learn an instrument in which the CMP is not certified or that the CMP intends to learn for certification
 - o Modules about instrument care or regulation
 - o Music workshops focused on developing technique, performance skills, and complex repertoire rarely used in CMP work
 - o Information on patient care that is beyond a CMP's practice, such as wound care, restraint policy, pharmaceutical policy, etc.
 - o Music Therapy modalities that are beyond the Scope of Practice of a CMP.
 - o Yearly HIPAA, Safety, Policy, or corporate mission education required by the CMP's employer
- **Course content that *IS* eligible for MHTP CEUs:**
 - o Content that *directly* supports and deepens CMP work
 - o Music theory and skill modules that are *directly* related to the specifics of CMP work. The *CEU Verification Form for Music Lessons* in the CEU section the website (www.mhtp.org) gives details
 - o Musical approaches not covered in the MHTP curriculum but that are useful for CMP practice. Examples: culture-specific musical technique, ethnic scales or modes, accompaniment patterns and repertoire, improvisation technique and development useful for CMP work
 - o Modules in injury prevention and ergonomics related to playing the CMP's certification instrument(s) that contain content beyond the MHTP curriculum
 - Self-Care or Training in Related Modalities

All training on a topic directly related to deepening CMP practice or self-care that require extensive study or hours are limited to 20 CEUs in one four-year period. Contact the Chief Executive Officer at ceo@mhtp.org to determine if such training is eligible for MHTP CEUs before assuming that it may award 20 CEUs

GET INVOLVED; GIVE BACK...

MHTP is a large community of people sharing a common imagination of the possibilities of live therapeutic music in the world. Our organization and the live therapeutic music community depend on those willing to participate in many different ways, sharing their enthusiasm and talents. If you would like to become more involved, please let us know! There are many possibilities, depending on your skills and desires. Please email us (mhtp@mhtp.org) with your ideas.

Supporting MHTP financially

MHTP is a 501c3 not-for-profit educational organization, and depends on donations and grants, as well as tuition, to continue to grow. All donations are tax-deductible, according to US law. MHTP would love to be able to offer more scholarships to students in need and begin to sponsor research, as well as spend more time and money educating healthcare workers and institutions about the benefits of employing CMPs. These things depend on the generosity of our community. Please keep MHTP in mind when you are making charitable donations, and remember MHTP when doing bequest-planning.

Becoming an MHTP Advisor

As all MHTP graduates know, Advisors are an important part of the MHTP experience; Advisors guide students through the Program. The Advisor Program welcomes any CMP who would like to contribute and is willing to follow Advisor guidelines. Advisors are paid for their service. If you would be interested in serving as an Advisor, please contact the Chief Executive Officer at ceo@mhtp.org. After completing the first year of service, Advisors can attend MHTP modules for review and CEUs every four years for only a small materials fee.

Other activities you can do as a CMP:

- Play live on Facebook for an MHTP Thursdays with Therapeutic Music
- Join the Research Committee
- Share research abstracts for the MHTP website and bibliography
- Help sponsor a CMP Retreat or Enrichment Day in your area
- Put on a Live Therapeutic Music House Concert with CMP colleagues to raise MHTP scholarship funds in your area
- Represent MHTP on the Representative Council of the National Standards Board for Therapeutic Musicians (NSBTM)
- Become a Clinical Practicum Coordinator
- Become an Advisor
- Serve on the National Program Council
- Become an MHTP Teacher
- Serve on the Board of Directors
- If any of the above interests or excites you, please contact mhtp@mhtp.org for further details.