

The Music for Healing & Transition Program™

Continuing Education Policy

Revised 3/17

1. CEU Requirements and Due Dates

- A. 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.
- B. 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 and status 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.
- C. Individual CEU due dates are given in CMP listings found on the MHTP website.

2. 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) and at the end of this document), all documents or certificates supporting the 40 CEU hours, and a \$50 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, 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* (see Section 7) 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 CDs 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 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 mhtp@mhtp.org to be assigned a book reviewer.

E. Music Lessons on MHTP Principles

The *Verification Form for Music Lessons* 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.

F. 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 class hours and modules may be retaken for all 40 CEUs. Contact (mhtp@mhtp.org) to determine if space is available in a particular site and module. Cost is half the standard class price, and sales are offered periodically to help make this a good option. MHTP Board, Teachers, Advisors and Area Coordinators may retake modules for free and receive up to 40 CEUs from module retakes once every four years.

G. Non-MHTP-Sponsored Training or Hospital, Hospice, and Nursing Home In-Services

Non-MHTP-sponsored in-services, conferences, training, webinars, and workshops are accepted if their content does not duplicate MHTP 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* (see Section 7 below) gives details of eligible and ineligible activities.

- CMPs may contact mhtp@mhtp.org to be sure that content is appropriate for MHTP CEUs. MHTP also notifies CMPs via the MHTP e-list and Newsletter about non-MHTP 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 MHTP generic certificate signed by the course instructor must be submitted as part of the unit submitted to MHTP for CEUs.

H. 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 mhtp@mhtp.org for information or find forms on the MHTP website (www.mhtp.org).

6. Acknowledgement of CEU Completion

When MHTP receives the completed unit (all completed forms and supporting documentation for 40 CEUs) plus \$50 CEU Filing Fee and approves the CEUs, MHTP 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 MHTP website.

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

Before inquiring of MHTP about whether a non-MHTP-sponsored workshop, in-service, or class is eligible for MHTP CEUs, please read these guidelines carefully.

I. Course content that is *NOT* eligible for MHTP CEUs:

- Content that duplicates MHTP curriculum or the module books reviewed during MHTP 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.

- Content that directly applies to other clinical professions and is beyond the Scope of Practice of a CMP.
- Content required by the CMP's employer and not directly related to CMP practice.
- Content that is not *directly* applicable to the CMP's practice.
- Music classes taken to learn an instrument in which the CMP is not certified or that the CMP intends to learn for certification.
- Classes about instrument care or regulation.
- Music workshops focused on developing technique, performance skills, and complex repertoire rarely used in CMP work.

Some general examples of content *not* acceptable for MHTP CEUs:

- Information on patient care that is beyond a CMP's practice, such as wound care, restraint policy, pharmaceutical policy, etc.
- Music Therapy modalities that are beyond the Scope of Practice of a CMP.
- Yearly HIPAA, Safety, Policy, or corporate mission education required by the CMP's employer.

II. Course content that *IS* eligible for MHTP CEUs:

- Content that *directly* supports and deepens CMP work.
- Music theory and skill classes that are *directly* related to the specifics of CMP work. The *CEU Verification Form for Music Lessons* in the CEU section of the website (www.mhtp.org) gives details.
- 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.
- Classes in injury prevention and ergonomics related to playing the CMP's certification instrument(s) that contain content beyond the MHTP curriculum.

III. 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 mhtp@mhtp.org to determine if such training is eligible for MHTP CEUs before assuming that it may award 20 CEUs.

MHTP Earned CEU Summary

This form must be submitted when you have completed the requirement of 40 continuing education units (CEUs) over a four-year period.

Submit this completed form with:

- Attachments (see below: certificates of completion, etc.; all CEUs must be verified) and
- \$50 CEU Filing Fee

To: MHTP Administrative Office, c/o Castaner, 17 Daniele Lane #30, Millbrook, NY, 12545.
For any questions, contact mhtp@mhtp.org

Name: _____

Address: _____

Telephone Number(s): _____ Email: _____

Four-Year Period: _____

<u>CEU Option</u>	<u>CEUs Earned</u>
MHTP Biennial Conference (20 CEUs) (attach CEU certificate)	_____
MHTP Enrichment Days / Workshops (attach CEU certificate(s))	_____
*MHTP Approved Book Reports (2 to 20 CEUs) (attach Book Report form(s))	_____
*Music Lessons on MHTP Principles (0.5 to 10 CEUs) (attach signed Music Lesson form & certificate)	_____
MHTP Modules (attach Module certificate(s))	_____
MHTP Conference CDs / DVD Reports (attach MHTP Certificate of Completion)	_____
Adding an Instrument to Certification (attach CEU certificate)	_____
Non-MHTP Sponsored Training (attach description of training objectives and CEU certificate from sponsoring organization or signed MHTP generic certificate specifying number of learning seat hours)	_____
Total	_____

* Total CEUs for Book Reports and Music Lessons are limited to 20 CEUs per four-year period.