

# 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

Providing Continuing Support for Our Graduates

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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 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 a melodic line instrument.

### **MHTP MISSION STATEMENT**

The Music for Healing & Transition Program (MHTP) professionally trains and certifies musicians to provide live therapeutic music at the bedside to create a healing environment. We collaborate with healthcare facilities and community organizations to educate about, and promote research in, the effectiveness of therapeutic music in the healing process and the life/death transition.

### **MHTP VISION STATEMENT**

The Music for Healing & Transition Program (MHTP) leads and sets standards in training musicians in, and educating healthcare professionals and the public about, therapeutic music. A Certified Music Practitioner (CMP) serves in hospital, hospice, and nursing home as an integral member of the healthcare team. Live therapeutic music is recognized as an essential service within the healthcare system.

### **PRINCIPLES OF 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 therapeutic music.
- To distinguish "healing" from "curing".
- To respect the distinction between ourselves as Certified Music Practitioners (CMP) and those who are licensed or certified to do other 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 class, 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 (CMP)**

*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.

#### 1. Patient Interaction

##### A CMP:

- Uses Unitative Listening 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.
- Refrains from proselytizing religious or political beliefs through choice of music or speech during a 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 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.
- Plays appropriate repertoire.

- C. Is able to improvise on modes, scales, and chord progressions as appropriate to the instrument used and with appropriate transitions.
- D. Can extend and adapt musical pieces to differing rhythm, meter, and tempo as required by the patient's condition in the moment.
- E. 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, therapeutic music, while always respecting the intellectual property rights of MHTP. Assesses one's own behavior and performance in the light of professional and ethical standards.
- I. 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.
- J. Strengthens practice as a Certified Music Practitioner through continuing education as strongly encouraged by MHTP.

### 4. Education

- A. Courses of study include but are not limited to: 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, and 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 therapeutic music. As of January 1, 2015, 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 Board of Directors 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 reserves the right to make changes to the Program, including but not limited to: policy, procedure and curriculum at any time. Changes are typically made post Annual Meeting of the Directors - 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 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.

### ***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 many melodic acoustic instruments are appropriate in MHTP at the discretion of the Registrar and/or other appropriate MHTP staff. Purely percussive, non-melodic instruments are not appropriate as primary instruments in the Program.

Since MHTP is a professional training organization, and since effectively working one-on-one with ill, dying, and other persons requires life experience and maturity, MHTP considers only applicants who are 18 years or older for participation and certification 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.

***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 Advisor Administrator. 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 the instructor. Before a student can attend the next module, 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 Area Coordinator and Teacher are available to answer student questions and concerns. If a student does not feel that the concerns have been satisfactorily addressed by their Advisor, the Area Coordinator or a Teacher, the student may next address concerns to the Advisor Administrator, and then lastly, to the Executive Director. (Contact information is given at [www.mhtp.org](http://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 may be 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 Advisor Administrator. 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 Advisor Administrator.

***What if I have exhausted both extensions and a hold?***

The student would be considered a “Returning Student”. MHTP’s Registrar 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](http://www.mhtp.org)) and abide by those policies/procedures/reading list.

***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](http://www.mhtp.org)), and will be fully covered during module classes.

- 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 ten book reviews
- Satisfactory score on the MHTP Exam
- Completion of a Repertoire List
- Pre-Independent Practicum 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 Advisor Administrator by On-site Liaison for each facility where student obtained Independent Practicum hours
- Submission of the student's Graduation Recording
- Submission of the Final Summary to their Advisor and MHTP Central Office
- Final approval and recommendation for graduation by their Advisor

In general, MHTP strongly encourages electronic submission of all forms and reports to the appropriate MHTP staff throughout all modules.

### ***Can I make playing/singing 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 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 and materials for all five MHTP modules ranges between \$2,250 and \$2,550, depending on which Payment Plan (detailed in the *MHTP Costs and Payment Plans* section of this Handbook) a student selects.

The standard cost of MHTP tuition and materials, based on the Five Payment Plan, is \$2,400. This includes:

- \$1840 (\$460 per module) for classes in Modules 1 through 4
- \$560 for classes in Module 5

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

### ***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. 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](http://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](http://www.mhtp.org)),
- via email ([mhtp@mhtp.org](mailto:mhtp@mhtp.org)), or
- via postal mail (MHTP Administrative Office, c/o Castaner, 17 Daniele Lane #30, Millbrook, NY 12545)

An application packet requires two documents (both are found at [www.mhtp.org](http://www.mhtp.org) or available from the MHTP Administrative Office), 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 or postal mailed directly by the writers to the MHTP Administrative Office (address above).*
- Application Fee of \$195 (\$25 is non-refundable).

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 and a Tuition Payment Agreement, and will be assigned an Advisor. The applicant must return the Tuition Payment Agreement to MHTP (online, via email, or postal mail, as explained above and at [www.mhtp.org](http://www.mhtp.org)) *within 10 days of receipt of the Welcome Packet*.

Ideally, the application process should begin at least one month 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 one month from the application date, email MHTP ([mhtp@mhtp.org](mailto:mhtp@mhtp.org)) to discuss the timing.

Modules may be taken at any site convenient for to a student. Some students choose to travel to multiple sites to complete the modules. MHTP classes 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**

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.mhtp.org](http://www.mhtp.org)) or by submitting a Module Registration Form (also available on the website) by mail or email to the MHTP 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 Central Office. A \$30 late fee is

charged for module registrations received after the one month advance deadline, except for first-time registrants.

MHTP 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 Application Registrar. 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, 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.

## 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 bring an instrument, music stand, and sheet music (if sheet music is needed) to each class 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 attend the module in a different area or wait until it is offered another time.
- Each class in the Program covers a separate topic. Medical classes focus on medical subjects, and music classes focus on music subjects. However, classes 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.
- As of January 2018, MHTP is teaching Modules 1, 3, and 4 as live, interactive videoconference. Modules 2 and 5 are taught in person. This mix of live, interactive videoconference and in-person modules is one of MHTP's great strengths. It provides benefits of both the in-person experience and the benefits of a live interactive experience in your own home. The live videoconference classes 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. These Modules are held as three-day teleconference class. These online classes will be taught in the same format and with the same content as in the past for Modules 1, 3 and 4; however, all students and Teachers will be "meeting" virtually through their personal computers. To virtually "attend", the student need a stable internet connection for the entire 15 hours of class, with adequate bandwidth to support live video. If the student calls in via phone to listen and talk during class (i.e., if their computer does not have a microphone), the student's phone plan needs enough minutes for the entire class. **Detailed information will be sent to registered students and is listed on the website about how to prepare for these remotely-taught class.** Computer system requirements can be found at <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac>

- Course titles, schedules, hours, and tuition are subject to occasional updating.
- After registering for a module, each student will receive information from the Area Coordinator and/or Teacher concerning class hours, directions to the module site, what to bring, housing options, and other pertinent information.
- Module 5 sites may have differing medical requirements for the Module 5 Clinical Practicum. The Area Coordinator will provide details (e.g., proof of vaccinations and/or TB tests that may be necessary prior to Module 5).

## **MHTP MODULE OVERVIEWS**

### **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 therapeutic music, as well as processes that develop the student's intuitive and objective assessment abilities. Each student is expected to participate fully in class exercises.

#### **Injury Prevention for Music Practitioners**

Because the prolonged playing of musical instruments and singing can lead to chronic physical discomfort and injury, this class 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, 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 class is an exploration of the scope of practice, methods, and attitudes of both alternative/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 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 class 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 class is planning for the Independent Practicum, completing patient assessments, and learning about clinical protocol and expectations by caregivers, patients, and their loved ones. The class 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 class 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 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 class 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 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 class in Module 1.

### **Care of the Dying**

This class explores palliative care issues, including expectations of the dying, survivors, and medical staff. An important part of this class 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, and will sing or play for patients in a clinical setting under supervision of the Teacher, Area Coordinator, and/or an experienced CMP. There will be opportunities for post-clinical discussion and evaluation.

## **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.

### ***Required Module Pre-work***

#### **Module 2 Pre-work**

*Prior to taking Module 2*, students are required to read *The Power of Sound* by Joshua Leeds, paying special attention in the First Edition to chapters 1 to 5, 11, and 13; and in the Second Edition to chapters 1 to 5, 14, and 16.

*Also prior to taking Module 2*, completion of the workbook, *Alfred's Essentials of Music Theory, Complete* by Andrew Surmani, Karen Farnum Surmani, and Morton Manus is required. 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 M2.

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.

### Module 3 Pre-work

*Prior to taking Module 3*, students are required to watch a video and complete a review quiz, which should be brought to class. 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, then sends the letter and quiz to the Area Coordinator.
- Area Coordinator sends the letter and quiz to all registered students of the upcoming Module 3.
- Students view the video.
- Students take 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 class.

### Module 4 Pre-work

Students are required to watch a YouTube video by Nick Jacobs, available at <https://www.youtube.com/watch?v=ITiQrHKyJdg>.

### Module 5 Pre-work

Students are required to watch

“Being Mortal” at: [www.pbs.org/wgbh/frontline/film/being-mortal](http://www.pbs.org/wgbh/frontline/film/being-mortal). Students are also given by the teacher ahead of the class a quiz to get them thinking about discussion points. It is at the discretion of the teacher whether to require that the students complete and return to the teacher one week prior to the first day of class the quiz about the video. Students should have all of the required immunizations in order to participate in the Clinical Practicum at the facility chosen for their module.

### ***Required Reading***

Each student must choose two books from selections listed below for each of the five modules. (Note that for Module 2, one of the two books is *required*. The student must read the required book, plus one other from Module 2’s list.) To enhance the student’s learning experience, both books must be read *before* each module, with the exception of the student’s first module. A brief, 300-word review of each book must be sent, before each module, to the student’s Advisor. In this review the student might discuss, for example, what was learned from the book. Was it exciting, enlightening, inspiring? What was useful (or not)? Would the student recommend it to others? Note: 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.

All ten book reviews must be submitted and approved by their Advisor before a student can begin the Independent Practicum.

## MODULE 1

*Making Music for the Joy of It* by Stephanie Judy  
*You are Your Instrument* by Julie Lyon Lieberman  
*A Soprano on Her Head* by Eloise Ristad  
*Effortless Mastery* by Kenny Warner  
*The Art of Being a Healing Presence* by James Miller with Susan Cutshall  
*The Tao of Sound* by Fabien Maman and Terres Unsoeld (available from MHTP)

## MODULE 2

*The Power of Sound, 2<sup>nd</sup> Edition* (2010) by Joshua Leeds (*required, with special emphasis on First Edition chapters 1-5, 11 and 13, Second Edition chapters 1-5 and 14 and 16*)  
*The Mozart Effect* by Don Campbell  
*Free Play: Improvisation in Life and Art* by Stephen Nachmanovitch  
*This is Your Brain on Music* by Daniel Levitin

## MODULE 3

*The Field* by Lynn McTaggart  
*Molecules of Emotion* by Candace Pert  
*The Power of Music* by Elena Mannes  
*The Yoga of Sound* by Russill Paul

## MODULE 4

*How Can I Help?* By Ram Dass and Paul Gorman  
*Taking the Hell out of Healthcare* by Nicholas Jacobs  
*The 36-hour Day* by Nancy Mace and Peter Rabins

## MODULE 5

*Final Gifts* by Maggie Callahan  
*The Needs of the Dying* by David Kessler  
*Awake at the Bedside: Contemplative Teachings on Palliative and End-of-Life Care*  
edited by Koshin Paley Ellison and Matt Weingast  
*Companioning the Dying* by Greg Yoder and Alan Wolfelt

Advisors and/or Area Coordinators may have some books available to lend; however, MHTP recommends purchasing them for reference. Most of the books can be ordered from [www.thriftbooks.com](http://www.thriftbooks.com), [www.half.com](http://www.half.com), [www.AbeBooks.com](http://www.AbeBooks.com) or [www.amazon.com](http://www.amazon.com). Amazon.com supports not-for-profit organizations through AmazonSmile. You can support MHTP by ordering at

<http://www.amazon.com/gp/feature.html?ie=UTF8&docId=1002402211> .

Books may also be available from the library, as audio books on CD, or as downloadable files to electronic readers.

### ***MHTP Exam***

This required written exam covers information from all five modules. The student takes the exam as soon as possible after completion of all modules and before beginning 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 Advisor Administrator, who requests that the Exam Administrator send the exam to the student. The student has 30 days after receipt of the exam to complete and return it to the Exam Administrator.

After reviewing the exam, the Exam Administrator sends it to the student and the student's Advisor. The student is given the opportunity to make corrections to the exam before receiving approval from their Advisor to begin the Independent Practicum. If there are so many errors that the student has failed the exam (35% of the answers wrong), further study will be required (to be determined on a case-by-case basis) before beginning the Independent Practicum. If a student has retaken the exam (or sections thereof) three times and is still unable to pass – they will have to retake the specific content modules at a reduced fee

### ***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 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 ten book reviews, submit the Repertoire List, successfully complete 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. Like 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). 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 therapeutic music session lasts 20 to 30 minutes; therefore an MHTP student typically plays for 100 to 120 patients during the Practicum.
- 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. 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 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 Logs appropriately throughout the Independent Practicum or to follow the Advisor's feedback may 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 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 Advisor Administrator to assess the student's performance- in that facilities' envelop. Failure to follow these guidelines can lead to the Independent Practicum hours obtained at a facility being discounted and additional Independent Practicum hours required.

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.

### ***Graduation Recording***

This is a CD 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 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 one-page 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. It may be more than one page. The student sends the Final Summary Report to their Advisor and MHTP at ([mhtp@mhtp.org](mailto:mhtp@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 have received a favorable evaluation from their Advisor, the Graduation Administrator advises Directors to approve and issue the Certified Music Practitioner (CMP) 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 pin, 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 Advisor Administrator assigns each student an Advisor after the student's application has been approved by the Application Registrar. All Advisors are qualified CMPs who work with the Advisor Administrator, Area Coordinators, 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 classes, etc.
- Makes the initial assessment of the student's musical ability with advice from MHTP Teachers who observe the student's playing/singing during module training, and recommends additional musical study if necessary.
- Monitors the student's progress as all modules are completed.
- Reads and evaluates the student's book reviews.
- Notifies the Advisor Administrator when the student has completed all five modules, and is therefore ready to receive the MHTP Exam from the Exam Administrator.
- Reviews results of the MHTP Exam and holds a Pre-Independent Practicum Interview with the student.
- May issue an Advisory Notice to the student, with a copy to the Advisor Administrator, 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 Advisor Administrator 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 Advisor Administrator.
- If necessary, provides a Hold Request Form to the student, fills out the Advisor section, and forwards it to the Advisor Administrator.
- Informs the Advisor Administrator that the student is ready for graduation upon successful completion of all requirements.
- Advises the student of successful graduation from the Program.
- Notifies the Advisor Administrator and the Administrative Office 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 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 two required book reviews to their Advisor prior to taking each module.
- Sends Repertoire List to their Advisor prior to beginning the Independent Practicum.
- Corrects the MHTP Exam as recommended by their Advisor.
- 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 Administrative Office 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 Advisor Administrator, 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 to the MHTP Administrative Office.

- If necessary, notifies their Advisor in writing if withdrawing from the Program – email is acceptable.
- 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 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 therapeutic music from student's own repertoire.
- Ability to distinguish and play 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 therapeutic music sessions.
- Familiarity with curative and palliative care environments, medical conditions, and issues.
- Familiarity with alternative 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 recommend corrective action to the student.

### **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 class 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, either through music lessons with a teacher of the student's choice, or with an MHTP-approved music teacher, as well as from MHTP classes.

- Response within 48 hours to all MHTP communication with Advisor, staff, teachers, etc.
- Willingness to be supportive of fellow Music Practitioners.
- Attendance of *all* class 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 Advisor Administrator. If the Advisor Administrator is unable to resolve the issue, then the student is to contact the Executive Director.
- 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 focused on topics regarding the Program and 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. An Advisory Notice may be issued to a student by the Advisor Administrator, Advisor, Area Coordinator, 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), or inappropriate conduct during class or the Independent Practicum. Repeated Advisory Notices will lead to a Disciplinary Notice and expulsion from the Program.

## **MHTP COSTS AND PAYMENT PLANS**

The total cost of tuition and materials for all five MHTP modules ranges between \$2,300 and \$2,550, depending on which Payment Plan (detailed below) the student selects.

The standard cost of MHTP tuition and materials, based on the Five Payment Plan (below), is \$2,400. This includes:

- \$1840 (\$460 per module) for classes in Modules 1 through 4

- \$560 for classes in Module 5

In addition, an Application Fee of \$195 must be paid at the time of application, regardless of which payment plan is chosen. A portion of this fee may be refunded if the student decides not to enter the Program. Of the Application Fee, \$25 is non-refundable unless the student states on the application that the student can only take MHTP modules at one site and that site is canceled.

Total tuition and materials cost varies based on choice of Payment Plan. These include one lump sum payment in full prior to beginning the modules or stretching payments out over time.

- **Five Payment Plan:** This is the standard—and most commonly chosen—payment plan, requiring a Tuition and Materials Fee payment every two months. The first payment must be made before taking the first module, and subsequent payments must be received a month before each module. Tuition and Materials Fees of \$460 each for Modules 1 through 4 plus \$560 for Module 5 = total cost of **\$2,400**.
- **Two Payment Plan:** By agreeing to two payments, the student receives a \$100 reduction over the Five Payment Plan cost. The first payment must be made before taking the first module and the second, final payment is due four months later. Each payment is \$1,150. Tuition and Materials Fees, reduced by \$100 over Five Payment Plan = total cost of **\$2,300**.
- **Ten Payment Plan:** When choosing this plan, the student pays \$150 more than the Five Payment Plan cost, to help cover additional administrative effort. The first two payments must be received before taking the first module, and subsequent payments are due by the first of each month for eight more months. Each payment is \$255. Tuition and Materials Fees, increased by \$150 over Five Payment Plan = total cost of **\$2,550**.

## TUITION REDUCTION & SCHOLARSHIPS

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

A limited number of scholarships, of \$150 tuition reduction per module, are available for MHTP students. To be considered for a scholarship, the student:

- Must have been accepted into the Program
- Must have completed a Tuition Payment Agreement
- Must have satisfactorily completed one module

Each scholarship is applied as a credit toward tuition for a specific module. Scholarships are awarded on the basis of need, availability of funds, and commitment to

complete all MHTP requirements within three years after completing the first module.

*Scholarship applications must be received via postal mail at least 45 days before the start date of the module for which a scholarship is being requested.* To apply for a scholarship, complete the Scholarship form and follow the instructions on the form to submit it. The student will be notified promptly of results of the scholarship application, either by e-mail or postal mail no later than 30 days before the requested module date.

Anyone who has received a scholarship should contact the MHTP Financial Administrator ([mhtp@mhtp.org](mailto:mhtp@mhtp.org)) when paying for modules.

### ***Some Fine Print on Costs***

Not included in the Tuition and Materials Fees of MHTP are any travel costs (e.g., transportation, food, lodging) associated with attending Modules 2 and 5; 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 \$5 per day will be added for late module registration and late payments. Late fees are waived for students entering their first module. The student must contact MHTP's Financial Administrator ([mhtp@mhtp.org](mailto: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**

### ***General Policy***

- MHTP refunds advance tuition payment for modules minus any discounts given, including tuition reductions, *only* if there is an emergency or sickness that prevents a student from taking classes or applying the already-paid tuition to a later module. There is a \$25 processing fee for refunds.
- Refunds must be requested within a year of the tuition payment.
- If the student must cancel attendance of a module for any other reason, MHTP will apply the entire tuition paid to subsequent modules at any site.

### ***Application Fee and Payment Plan Details***

- **Application Fee:** Of the \$195 Application Fee, \$25 is not refundable. The remaining amount of the Application Fee is refundable *only* if a student states *in the application* that they cannot travel to another site, and modules at the site for which the student wishes to register are canceled due to low enrollment.
- **Five Payment Plan:** Since payment is made only one month before each module, refunds are rarely requested. If a student cannot attend a module because of emergency or illness, the amount already paid is applied to the next module taken. With advance notice of change of plans, the payment may also be transferred to another module.

- **Two Payment Plan:** Once a student begins taking modules, a refund will be given minus the \$100 reduction for this plan (if both payments have been made), any tuition reductions, and non-refundable \$25 from the Application Fee.
- **Ten Payment Plan:** Once a student begins taking modules, a refund will be given for any payments made above the cost of modules already taken, any tuition reductions, and non-refundable \$25 from the Application Fee. If a student drops out of the Program and owes monies to MHTP, the student is still responsible for payment of fees to cover all modules taken.

## IMPORTANT INFORMATION FOR GRADUATES OF MHTP 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.

### 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](http://www.mhtp.org)), 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* (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](http://www.mhtp.org)) and a quiz or questions requested from [mhtp@mhtp.org](mailto: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](http://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](mailto: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.

### **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](mailto: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. Advisors and Area Coordinators may retake modules for free (small materials fee is required) and receive CEUs from module retakes once every four years.

## **F. 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* (in Section 7 below) gives details of eligible and ineligible activities.

- CMPs may contact [mhtp@mhtp.org](mailto: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](http://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.

## **G. 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](mailto:mhtp@mhtp.org) for information or find forms on the MHTP website ([www.mhtp.org](http://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.

- 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.
- 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 the website ([www.mhtp.org](http://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.
  - 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](mailto:mhtp@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 therapeutic music in the world. Our organization and the 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](mailto:mhtp@mhtp.org)) with your ideas.

### **Possibilities for involvement include:**

#### ***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 Advisor Administrator ([harperkris@hotmail.com](mailto:harperkris@hotmail.com)). 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:***

- Write a *Day in the Life of a CMP* story for the MHTP Newsletter
- Join a Committee: Research, Events, Ethics, or Alumni
- Research abstracts for the MHTP website and bibliography
- Help sponsor a CMP Retreat or Enrichment Day in your area
- Put on a 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 an MHTP-recognized music teacher
- Become an MHTP-recognized Job-Coach
- Become an Area Coordinator
- Serve on the Advisory Board
- Become an MHTP Teacher
- Serve on the Board of Directors

- If any of the above interests or excites you, please contact [mhtp@mhtp.org](mailto:mhtp@mhtp.org) for further details.