

Accredited by the



## **Directions for Program Applications for Accreditation by the NSBTM**

Dear Applicant

Thank you for your interest in becoming accredited through the National Standards Board of Therapeutic Musicians (NSBTM) as a therapeutic music training program. The links provided with these directions will give you the necessary information to complete the application process. Accredited programs are able to add the “Approved by NSBTM” branding to their communications and certificates, in addition to their own titling, among other benefits.

We are in exciting times as our field grows and develops increased credibility and visibility. We recognize that each program has its unique focus, delivery methods, structure, maturity and personality; the accreditation process is designed to ensure that all meet minimum standards of training and ethics. We would be happy to assign an NSBTM mentor to answer questions you may have as you prepare your submission and to support you in this process. Please e-mail [emailaddress@whatever.com](mailto:emailaddress@whatever.com) to request a mentor before you start.

### **New Program Application Process Overview**

Your completed application will be treated confidentially and will be reviewed by the NSBTM, a body of knowledgeable professionals active in the field. The NSBTM will assess your program to ensure that it meets all of the standards set forth by the NSBTM. The review process may result in approval or a request for clarification, additional information and/or deficiencies that need to be addressed prior to approval. You will be asked to respond within 30 days to keep your application in active status.

Submitting the most complete information available to you will enable your program to move through the process efficiently. Once the application process is complete, you will be asked to maintain a copy of your approved submission. Programs will be asked to renew their accreditation every 4 years.

### **Application fees**

The application fees are designed to cover the cost of the application process.

1. New program application fee: \$350
2. Renewing program application fee: \$ 250 (every four years)
3. Yearly dues: \$175

**Application Completion guidelines**

1. All application materials should be submitted electronically by e-mail and also copied on a CD.
2. Please provide specific written information about how your program satisfies the curriculum requirements only, and do not just refer to, or send a textbook. Written responses might take the form of an extract from your materials and/or a comprehensive outline of topics covered that address a requirement.
3. A check for the application fee should accompany your application and should be made payable to “NSBTM”.
4. Please submit the completed Application Form, plus the following documents needed to support the information provided.
  - a. A résumé and summary of the professional credentialing and qualifications of the Program Director and Instructors
  - b. Potential student Application / Registration form
  - c. Signed agreement to comply with the NSTBM Code of Ethics statement
  - d. Signed agreement to comply with the NSTBM Scope of Practice
  - e. Signed endorsement of the NSTBM “Code of Ethics and Professional Conduct for It’s Graduates” statement
  - f. A copy of the State Business license
  - g. Copy of Corrective Action policy
  - h. Copy of Grievance Procedure
  - i. Copy of the program certificate given to graduates upon completion
  - j. Three written Recommendations from Student or Graduate/Employment Sites and Contact.
  - k. Statement that individuals entering the program and upon completion acknowledge their understanding of continuing education requirements to maintain certificate credential.
5. Documents in electronic format should be sent to: [emailaddress@whatever.com](mailto:emailaddress@whatever.com)
6. Documents copied on CD and the application fee should be mailed to:

NSBTM  
PO Box 22, Craryville NY, 12521