National Standards Board for Therapeutic Musicians

Application for Accreditation

Application Instructions

Please review the sections below for necessary information to complete the application process.

Dear Applicant:

Thank you for your interest in becoming accredited through the National Standards Board for Therapeutic Musicians (NSBTM) as a therapeutic music training program. 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 the program meets minimum standards of training and ethics.

Getting Started

New applicants are assigned a mentor to aid in the application process. The mentor is an NSBTM Board Member or Program Director of an NSBTM accredited training program. Your mentor will serve as your main point of contact through the application process and will be available to collect your submissions and answer questions along the way.

If you have not been assigned a mentor, please email nsbtm.web@gmail.com to request one.

Benefits of Becoming an NSBTM Accredited Program

1. Earn professional credibility by agreeing to meet the standards of a recognized supervising organization. You will be able to include the NSBTM logo and phrase “Accredited by the NSBTM” on advertisements, websites and brochures.
2. Accreditation by the NSBTM may be advantageous when applying for grants and other sources of funding.
3. Advertise Continuing Education Unit (CEU) events on the NSBTM webpage, and also benefit from CEU events offered by other accredited programs.
4. Have the opportunity for a representative to hold office on the NSBTM and its committees and have membership in the Representative Council.
5. Become part of a network of organizations that share information about research, healthcare advances, ethics, and program standards expertise.
6. Feature your program’s graduate listings through a link on the NSBTM website.

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Application Process Overview

Your completed application will be treated confidentially and will be reviewed by members of NSBTM, a body of knowledgeable professionals active in the field. Evaluating members will assess your program to ensure that it meets all of the Accreditation 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.

The timeline for accreditation typically takes several months and includes continuous correspondence with your mentor. When additional information is requested, 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 more efficiently.

Once approved, you will be asked to maintain a copy of your approved submission. Programs will be asked to renew their accreditation every 4 years.

Fees and Dues

- A non-refundable application fee of $100, due upon subission of the application. This fee must be received before your application is considered.
- A $250 accreditation fee, subject to and due upon formal approval of accreditation by NSBTM.
- Annual dues of $175, submitted along with an annual report to maintain active standing
- Accreditation renewal fee of $250, submitted every 4 years in leiu of the annual dues

NSBTM will invoice the contact on file via email when a payment is due. You will receive options to pay online or by check.

Submitting Your Application

The application and all associated materials should be emailed to your mentor. If you wish to send printed copies, you may do so at your own expense by mailing them to:

National Standards Board for Therapeutic Musicians
1900 Clinton Avenue S. #18046
Rochester, New York 14618-0046

Please note that items mailed may delay your application review.
All submitted materials shall be accompanied by an explanation of how your program satisfies the curriculum requirements. Written responses may take the form of an extract from your materials and/or a comprehensive outline of topics covered that address each requirement.

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Application Materials

Your application should include the following documents as well as any additional materials you feel will aid in the review/approval process.

- Completed application form
- A résumé and summary of professional credentialing and qualifications of the Program Director and all staff and instructors
- Student application/registration form
- Signed agreement to comply with the NSBTM Code of Ethics statement (Link to the Code of Ethics and signature box are included in the application form)
- Copy of your program's Code of Ethics for graduates
- Copy of the state business license or equivalent for international programs
- Copy of Corrective Action Policy
- Copy of Grievance Procedure
- Copy of the program certificate given to graduates upon completion
- Three written recommendations from student or graduate employment sites or related organizations
- Statement of acknowledgement that individuals entering the program understand the continuing education requirements upon completion of the program, to maintain active certification credential

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Application for Accreditation

Application Form

Application Date

Assigned NSBTM Mentor

Program Information

Program Name

Company Address

Website

Name of Program Director

Taxpayer ID number (ex. EIN, FTIN, TIN)

Corporate Entity Type (ex. Corporation, LLC, non-profit)

Applicant Information

Full Name

Position

Email Address

Phone Number

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Mission and Goals

Using the space below and/or additional documentation, state the Mission and Goals of your program.

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General Description

Using the space below and/or additional documentation, describe your program's general course of study. You may use narrative, charts/figures, or any other appropriate format.

Explain how the course of study is consistent with the Mission and Goals.

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History of the Organization

Year of Establishment

Year of Incorporation (if different from above)

Program Founder

Founder's training, experience, and background

Year the program began training students

Year of program's first graduate (if applicable)

Number of current graduates

Title awarded (or to be awarded) to graduates

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History of the Organization, Continued

Using the space below and/or additional documentation, provide a summary of the lineage, history, and founding philosophy of the program.

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Structure of the Organization

Using the space below and/or additional documentation, describe the structure of your organization. You may use narrative, charts/figures, or any other appropriate format.

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Staff List

Using the space below and/or additional documentation, please list all current staff members by name and title, including directors, administrators, instructors, etc. Please provide each staff member's résumé in the submission materials.

Name	Title/Position

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Accreditation Standards Compliance

Explain and provide documentation of how your program complies with and meets each of the NSBTM Accreditation Standards. For full descriptions of the Standards, please visit www.nsbtm.org/become-an-accredited-program.

Standard 1: Approved programs shall include in their curricula certain educational requirements as listed below:

1.1. Screening process

1.2 Required reading

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1.3 Patient experience hours

1.4 Continuing education

1.5 Final music submission

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Standard 2: Approved Programs shall teach the subject of Clinical Protocols. These shall include certain areas of study.

2.1 Assessment techniques and processes

2.2. Reporting methods/logging and/or charting

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2.3. Infection control/bio hazards

2.4 Case studies

2.5 General understanding of monitoring equipment

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Standard 3: Approved Programs will teach healthcare basics, professional behavior and terminology.

3.1 Students will be prepared to provide individualized therapeutic music for the demongraphics and in institutional settings outlined by the Accreditation Standards.

3.2. Students will be oriented to the unique, professional skills required to work in healthcare facilities as part of a healthcare team.

3.3. Students will be introduced to basic human anatomy and physiology.

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3.4. Students will be taught the importance of proper dress code, cleanliness, and good health; confidentiality laws; proper deportment with patients, administrators, and other workers.

3.5 Students will be taught ethics in relation to the practice of therapeutic music.

3.6 Students will be taught to respect diversity of cultural, social, and religious norms.

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Standard 4: Approved Programs will emphasize Deepening Perceptual Awareness.

4.1 Students will be taught theoretical models, multi-level processes, and/or methods to assess and serve a patient.

Standard 5: Approved Programs will teach Fundamentals of Music Theory and Music Application.

5.1 Students will be taught the fundamentals of music theory...and about the intrinsic healing value of music.

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5.2 Students will be required to demonstrate an understanding of their principle instrument/voice, and play individualized music at a minimum of intermediate level of proficiency.

Standard 6: Approved Programs will include in their curricula the Theory and Holistic Application of the Physics of Sound.

6.1 An understanding of the characteristics and primary elements of sound and how these elements facilitate healing.

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Standard 7: Approved Programs will include a course on Introduction to the Healthcare Business.

7.1 Approved programs will provide students with basic business tools

7.2 Approved programs will teach the difference between music therapy and therapeutic music.

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Standard 8: Approved Programs will teach Self-Care.

8.1 Students will be taught basic ergonomics and appropriate posture, stress reduction techniques and various self-care processes.

Standard 9: Graduate Titles

9.1 A program accredited by the NSBTM will maintain its unique graduate title. All graduates of NSBTM accredited programs may be generally referred to as certified therapeutic musicians.

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NSBTM Code of Ethics

Please review the Code of Ethics for NSBTM Accredited Programs and provide your signature of acceptance and compliance below. The Code of Ethics can be found at www.nsbtm.org/professional-standards. A typed electronic signature is binding of the agreement to comply with the Code of Ethics.

Sign or type your full name below to indicate, on behalf of your training program, agreement to teach, enforce, and/or abide by the principles outlined in the Code of Ethics for NSBTM Accredited Programs.

Full Name

Today's date

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