



## **Instructions for Application for Accreditation Renewal by the NSBTM**

Dear Applicant:

Thank you for your interest in renewing accreditation through the National Standards Board of Therapeutic Musicians (NSBTM) as a therapeutic music training program. Renewing programs are able to continue the benefits of accreditation, including continued use of the “Accredited by the 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 renewal process is designed to ensure that all maintain and meet minimum standards of training and ethics. Please e-mail [nsbtm.accreditation@gmail.com](mailto:nsbtm.accreditation@gmail.com) if you have any questions or concerns about the renewal process.

### **Accreditation Renewal Application Process Overview**

Your completed application will be treated confidentially and will be reviewed by an independent NSBTM committee, which consists of non-program affiliated members to insure intellectual property security. 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 four years.

### **Fees**

The fees below outline renewing member fees and subsequent yearly dues.

1. Renewing program application fee: \$ 250 (every four years)
2. Yearly dues: \$175 (This fee is replaced by the renewal application fee every fourth year)

## **Application Completion Guidelines**

1. All application materials should be submitted electronically by e-mail.
2. Please follow the instructions on the Renewal Application Form.
3. Please submit the completed Renewal Application Form to:  
[nsbtm.accreditation@gmail.com](mailto:nsbtm.accreditation@gmail.com).
4. A check for the application fee of \$250 should be made payable to “NSBTM” and mailed to:

NSBTM  
1900 Clinton Ave S #18046  
Rochester NY 14618-0046

Thank you for renewing your membership.