

CEU Submission Guidelines for CCMs 2019

SUMMARY--To gain credit for CEUs, submit the following forms:

1. **CEU Form** (available on the Harp for Healing website under "Resources and Forms"). Fill out one form for each activity (book report, workshop, lesson, presentation, etc.) Be sure to include a short summary of the activity and explain why this activity is beneficial to your continued development as a CCM. Submit all completed CEU forms once per year with the CEU Summary Form.
2. **CEU Summary Form** (available on the Harp for Healing website). Once per year submit this form, along with the completed CEU forms and any supporting documents for each individual activity. Make only one submission per year, which will contain all your completed CEU Forms and CEU Summary Form. Submissions may be made either electronically or by hard copy submitted through the mail.

Electronic submission to:

HarpforHealing@gmail.com

Mailed submissions to:

Harp for Healing, LLC
920 4th Avenue
Havre, Montana 59501

To maintain a balanced education, CEUs should come from a variety of sources on a variety of topics. Below are the types of credits that can be claimed:

MUSIC SKILLS:

- **Private lessons (1 CEU per hour lesson--provide a description of the type of therapeutic music skills worked on)**
- **Repertoire development (1 CEU for 10 new songs added to repertoire, recorded and submitted to home office.)**

PRIVATE STUDY:

- **Books, professional journal articles, documentaries (1 CEU per 100 book pages or 4 journal articles or 1 hour of viewing)**

GROUP ACTIVITIES:

- **Conference, class or workshop (1 CEU per 1 hour of seat time; submit a CEU form on each session and provide proof of attendance)**

OUTREACH:

- **Presentations given or article written (3 CEUs; 1 additional CEU for each time a presentation is repeated)**

SERVICE:

- **3 CEUs for serving on a board relevant to therapeutic music (example: NSBTM board or rep council)**

EXPLANATIONS

Purpose of CEU requirement

The purpose of the CEU requirements, established by the National Standards Board for Therapeutic Musicians (NSBTM), is to ensure that graduates and practicing therapeutic musicians stay current with new information in the field, ensure personal well being, increase knowledge of the environment for therapeutic music, improve therapeutic and music skills, and develop the field through education and outreach.

Reporting Overview

The **CEU Form** is the most important part of the process and needs to be completed and submitted for every activity claimed for CEU credit. All CEU forms for the year should be submitted once per year, together with a **CEU Summary Form**, which will list all the submitted CEUs for the year. Both forms are available on the website under "Resources and Forms".

Many activities can be reported for CEU credits: reading books, attending workshops, giving presentations, developing music skills, doing research, and so on. The critical question to answer is this: How does it apply to therapeutic music and enhance my skills as a therapeutic musician? We reserve the right to allow partial or no credit for an activity. The CEU form is your opportunity to indicate why the activity was valuable to you and how it enhances your skills and practice.

Frequently Asked Questions

How and when do I submit my CEU reports?

Compile all your completed **CEU forms** and supporting documents with one completed **CEU Summary form** for each year. Make only one submission per year. Most find it best to submit at the end or beginning of each calendar year. NSBTM standards require a cumulative total of 40 CEUs every four years. Submissions may be made either electronically or by hard copies mailed to the home office.

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CEUs are recorded in a sliding 4-year window. Each year the window slides forward one year and any CEU credits that are more than 4 years old are expired and dropped from the cumulative total. New graduates have four years to accumulate 40 CEUs. (For example, a student who graduated in 2018 has until the end of 2022 to accumulate 40 CEUs.)

We strongly recommend that you submit ten CEUs each year. However you have the option to spread out the 4-year accumulation of 40 hours however you would like. You just need to satisfy the requirement of a cumulative total of 40 hours of CEU every four years.

How can I know how many CEUs I already have?

If you choose to have your name listed on the "Graduate Listing" page of the Harp for Healing website, your four-year total will be available on the far-right column of the Graduate Listing page of the website. For example, a listing of C25 means that there is an accumulated total of 25 CEUs in your file for the previous 4 years.

What happens after I submit my reports?

When your CEU reports and CEU summary form are submitted, the home office will review your request. Once the review is completed, you will receive an email with a scanned copy of your CEU Summary form indicating the number of CEUs approved, and a 4-year cumulative CEU total summary.

What if I disagree with a decision made about credits approved?

Call or email the Program office, indicate why you disagree and request reconsideration.

How much information do you want?

We need to know the particulars of the activity or book and the credit being claimed. The completed **CEU** form should include a brief summary of the subject matter and a short description of how it applies to therapeutic music and how it enhances your skills as a therapeutic musician. A good format is to indicate the reasons you chose the activity and 3 important things you took away.

Can I just submit the handout or outline for the activity in lieu of completing the CEU Form?

No, you need to complete and submit the Harp for Healing CMCP **CEU form**.

If I am certified as a therapeutic musician by more than one program, can I submit CEU's on the other program's form?

As long as the other form has comparable information, it is probably fine, but please submit a sample first for approval.

Can I use a hospice or hospital continuing education reporting form?

No, you need to complete and submit the Harp for Healing CMCP **CEU form**, including information on how the activity related to your work as a therapeutic musician.

What supporting documentation is required in addition to the CEU report?

For workshops – a description of the class in an advertisement or flyer

For lessons – summary of lesson material

For presentations you give – a copy of your presentation outline and proof of delivery (advertisement, flyer, etc.)

What if I'm not sure if a particular type of activity will be allowed for credit?

Send an email to the Program office indicating what you'd like to do and why. Most inquiries can be handled by email, but a phone call can be set up if needed.

Are there maximums for activities?

There are no set parameters for distribution of CEU credits, but we recommend getting credits from a variety of sources and on a variety of subjects. Please see the first page of this document for a listing of activities that qualify for CEU credits.

Why would an activity receive no credit or partial credit?

An activity is focused on building specialized skills that are not needed by a therapeutic musician would not qualify for CEU. For example, a workshop focused on leisure activities, workshops focused on advanced musical ornamentation, complex rhythms, how to play the bongo drum.

Sometimes, the length of the activity will be an issue. A couple of hours experiencing sound therapy through crystal or Tibetan bowls or toning would expand your awareness of the effects of sound and provide personal experience of some of the concepts we read about; however, a weekend long intensive would not be given full credit.

Do I need to complete a report for every workshop I attend within a conference?

Yes, each workshop or class must be reported on a separate CEU form and listed as a separate item on the CEU Summary Form.