

## CEU Submission Guidelines for CCMs 2022

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

1. **CEU Report.** Write one report for each activity (book, workshop, lesson, presentation, etc.) Be sure to include all the necessary information (name, email, title, presenter, length, date, summary, application) on each report. Submit all completed reports once per year with the completed CEU Summary Form.
2. **CEU Summary Form** (available on the website). Once per year submit this completed form, along with the completed CEU reports. Make only one submission per year, which will contain all your completed CEU Summary Form and CEU Reports for that year. 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 received (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; 1 CEU for 4 professional journal articles; 1 CEU for 1 hour documentary; 1 CEU for a report on all articles in one edition of the *Harp Therapy Journal*)**

#### **GROUP ACTIVITIES:**

- **Live or on-line conference, class or workshop (1 CEU per 1 hour of seat time; submit a CEU report on each session and provide proof of attendance if possible)**

#### **OUTREACH AND SERVICE:**

- **Presentations given or article written (3 CEUs; 1 additional CEU for each time a presentation is repeated)**
- **Recipient of on-line remote therapeutic music sessions by CMCP Level 2 students (1 CEU for each hour)**
- **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 report** is the most important part of the process and needs to be completed and submitted for every activity claimed for CEU credit. All CEU reports for the year should be submitted all together once per year, together with a **CEU Summary Form**, which will list all the submitted CEUs for the year.

Many activities can be reported for CEU credits: reading books, attending workshops, giving presentations, developing music skills, doing research, exploring new self-care techniques, 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? Partial or no credit may be awarded if the activity is not applicable to the practice of therapeutic music. The CEU report 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 reports** and list each event on one completed **CEU Summary form** for each year. Make only one submission per year. Submissions must be received by the middle of January for the previous year. Submissions may be made either electronically or by hard copies mailed to the home office.

Electronic submission to:

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Mailed submissions to:

Harp for Healing, LLC

920 4th Avenue

Havre, Montana 59501

To comply with the NSBTM requirement of 40 CEUs every four years, CEUs are recorded in a 4-year lookback 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 at least 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 having on file a 40 hour cumulative total in the 4-year look-back window by the end of each year.

### **How can I know how many CEUs I already have or how many I need?**

If you choose to have your name listed on the "Graduate Listing" page of the Harp for Healing website, your total in the current 4-year lookback window will be available on the Graduate Listing page of the website, in the far-right column. For example, a listing of C25 means that there is an accumulated total of 25 CEUs in your file for the current 4 year lookback window. By subtracting that number from 40, you can see how many credits you need to acquire to reach the required 40 CEUs by the end of the year. Expired CEUs (those more than 4 years old) are removed from the total in February. (New graduates should remember that they have 4 years from the year of graduation to accumulate the 40 CEUs.)

### **What happens if I do not have 40 CEUs in the lookback window by the end of the year?**

CEU records are reviewed in February of every year. Graduates who have not met the 40 CEU requirement will be marked inactive, lose website login privileges, and be removed from the Graduate Listing on the website, the CMCP Facebook page, Google discussion group, and any other supplemental CMCP groups. Status as an active graduate can be restored by paying a \$100 reactivation fee, submitting recordings, and proof of 40 CEUs in the current 4-year lookback window. Contact the home office for the required parameters for the recordings.

### **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 approved CEU Summary form for your records, which can also serve as proof of your validated CCM status for the coming year.

### **Is there a maximum or minimum number of CEUs that can be reported?**

There is no minimum, but submitting at least 10 CEUs every year is recommended. The maximum CEUs that will be awarded for any one year is 40 and they can only apply to the year they are attained. For example, if you attend a 50 hour workshop in 2022, you cannot transfer any of those credits to 2023.

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

Send an email to the Program office and politely request reconsideration, explaining how the presented material enhances your practice of therapeutic music and your justification for the requested CEUs.

### **How much information do you want?**

A lengthy or intricately detailed report is not necessary, just a few paragraphs giving a very brief summary, your reaction, and an application to your practice of therapeutic music.

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

No, you need to complete and submit the **CEU report** to give your summary and application to your practice of therapeutic music.

**Can I use a continuing education form from a hospice, hospital, or other therapeutic music training program?**

No. Please use the forms designated for CMCP.

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

If you have some sort of proof of attendance (registration form, receipt, signed statement from the presenter, certificate of completion, screenshot, etc.), please submit a copy of it. If there is no proof of attendance available, give specific details of the dates you participated and how you gained access.

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

In general, continued study of any subject that is included in the CMCP curriculum will qualify for CEU credits. If you are uncertain if an activity will qualify, 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. Keep a copy of the response from the home office for reference.

**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.

**Do self-care workshops qualify for CEUs?**

Learning a new form of self-care may receive full, partial, or no credit, depending on the subject matter and the application to therapeutic music.

**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, or how to play an instrument inappropriate for bedside work, such as a bagpipe. 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 have its own report and listing on the **CEU Summary Form**.

**What if I am confused by CEU credits and requirements?**

Contact the home office for clarification.