

HARP FOR HEALING

CLINICAL MUSICIAN CERTIFICATION PROGRAM (CMCP)

ACTIVE/INACTIVE STUDENT POLICY STATEMENT

STUDENT APPLICATIONS

CMCP LEVEL 1

Potential students of CMCP Level 1 must submit the following:

- On-line application.
- Application fee current at the time of application.
- Three to five minute recording demonstrating the student's musical skill; recording must be done at the time of CMCP application.

Application fee is non-refundable.

Approved applications are kept on file for three months; if tuition payment is not made within three months of the date of application, the application process must be repeated, including filling out the application form, paying the application fee, and submitting the required recording.

CMCP LEVEL 2

- Applicants must have successfully completed CMCP Level 1.
- CMCP Level 1 graduates who enroll in CMCP Level 2 within one year of completion of CMCP Level 1 are not required to pay an application fee for CMCP Level 2.
- CMCP Level 1 graduates who enroll in CMCP Level 2 more than one year but less than three years after CMCP Level 1 graduation must submit the following:
 - On-line application for CMCP Level 2.
 - The application fee current at the time of application to CMCP Level 2.
- CMCP Level 1 graduates who enroll in CMCP Level 2 more than three years after CMCP Level 1 graduation must submit the following:
 - On-line application for CMCP Level 2.
 - The application fee current at the time of application to CMCP Level 2.
 - Proof of knowledge and skills of CMCP Level by submitting the following:
 - Passing score (at least 85%) of CMCP Level 1 Final exams current at the time of the application for CMCP Level 2 (Exams are available from the home office).
 - Recordings that satisfy the CMCP Level 1 Final Recording requirements current at the time of the application; recordings must be done at the time of application.

Modified Requirements Track (MRT)

- Application procedure for the Modified Requirements Track (MRT) is available on the Harp for Healing website and must be followed, including all requirements and prerequisites.
- Application fee is non-refundable and may not be transferred to any other fee.
- Students who apply for MRT but are denied for any reason may request consideration for enrollment in CMCP Level 1 without having to submit any additional application fee if the request to enroll in CMCP Level 1 is made within three months of the application to MRT.

ACTIVE AND INACTIVE STUDENT POLICIES

CMCP students may proceed through the course at their own pace, but to maintain active student status, CMCP students must maintain contact with mentor and/or home office and make forward movement in the course. Any CMCP student who has initiated no contact with his/her mentor and/or has made no forward motion in the course in six consecutive months will be designated as inactive without notification.

CMCP students who do not complete a level within three years of enrollment in that level may be required to purchase updated materials and satisfy updated requirements for that level, at the discretion of the Program Director.

CMCP Inactive Students

- A student may be declared inactive without notification for any of the following reasons:
 - No contact from student to mentor for six consecutive months.
 - No forward motion (completed assignments or book reports) for six consecutive months.
- Students may reactivate their student status within four years of being declared inactive by taking the following actions:
 - Contact the home office to request approval for reactivation.
 - Pay the reactivation fee current at the time of the request.
 - Pay mentor fees, as determined by the home office based on anticipated student mentoring needs.
- Students who are reactivated must use the course materials and satisfy all course requirements that are current at the time of reactivation.
- CMCP Level 1 students who are inactive for more than four consecutive years must re-enter the program as a new student and pay all fees current at the time of the re-entry application.
- CMCP Level 2 students who are inactive for more than four consecutive years may apply to re-enter the program as a beginning Level 2 student by submitting the following:
 - On-line application for CMCP Level 2.
 - The application fee current at the time of application to CMCP Level 2.
 - Proof of knowledge and skills of CMCP Level 1 by submitting the following:
 - Passing score (at least 85%) of CMCP Level 1 Final exams current at the time of the application for CMCP Level 2 (Exams are available from the home office).

- Recordings that satisfy the CMCP Level 1 Final Recording requirements current at the time of the application; recordings must be done at the time of application.
- Payment of the CMCP Level 2 tuition current at the time of acceptance to CMCP Level 2.

Consequences of being designated as inactive:

- Log-in privileges to the Harp for Healing website are denied.
- Student is removed from the CMCP Study Group Facebook page and Google Discussion Group and any other CMCP community groups.
- Student does not receive program emails or updates.
- Mentor services are suspended.

ACTIVE AND INACTIVE GRADUATE POLICIES

In order to maintain active status as a Certified Clinical Musician or Certified Therapeutic Musician, graduates must maintain a total of at least 40 CEUs in the four-year lookback window at the end of each year. An exception is made for recent graduates, who have four years to accumulate the initial 40 CEUs. (Example: a student who completes CMCP in 2022 has until the end of 2026 to accumulate 40 CEUs.)

- Recent graduates have four years to accumulate the initial 40 CEU total.
- CEU totals for the prior year are reviewed each year in January-February. (Example: 2022 CEUs are reviewed in January-February of 2023.) graduates who have not submitted the required number of CEUs are notified and given the opportunity to make acceptable arrangements with the home office to satisfy the CEU requirement by the end of February. (In the example, by February of 2023.)
- The Program Manager may designate an extremely qualified graduate as exempt from CEU requirements, but only in extraordinary circumstances and at the complete discretion of the Program Manager.
- Graduates who have not met the CEU requirements by the deadline specified above are declared inactive without further notice with the following consequences:
 - Name is removed from the on-line graduate listing.
 - Log-in privileges to the Harp for Healing website are denied.
 - Graduate is removed from the CMCP Study Group Facebook page and Google Discussion Group and any other CMCP community groups.
 - Graduate does not receive program emails or updates.
 - Graduate may not present his/herself as a current Certified Therapeutic Musician or Certified Clinical Musician.

Graduate may restore active status by following these steps:

- Contact the home office with a request to be reactivated.
- Pay the reactivation fee current at the time of the reactivation request.
- Submit proof of 40 CEUs within the four-year lookback window current at the time of the reactivation request.

- Submit recordings that satisfy the CMCP Level 1 Final Recording requirements current at the time of the reactivation request; recordings must be done at the time of application and must be reviewed and approved by the Program Director or person authorized by the Program Director.

Withdrawn or Removed Students or Graduates

CMCP students or graduates may be removed from the CMCP roster at the discretion of the Program Director and denied access to any Harp for Healing privileges for any of the following reasons:

- Violation of the CMCP Code of Ethics current at the time of the violation.
- Evidence of disrespect for CMCP, Harp for Healing, program director, program mentors, NSBTM
- Improper sharing of course materials through illegal copies or unauthorized sharing of digital files or links.
- Inactive student or graduate status for more than four years.

CMCP students or graduates who willingly withdraw resign all Harp for Healing and/or CMCP privileges. Any attempt to re-enter the program must be made as a new student, including paying all fees and following all application procedures as a new CMCP student.