

National Roster Internship Guidelines

Revised 2023



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A. GENERAL REQUIREMENTS

1.0 ELIGIBILITY OF SETTINGS

Any facility, group of facilities, or private practice that provides music therapy services, is dedicated to using music in a therapeutic manner, and retains a music therapist who meets the AMTA requirements for Internship Director (see section B1.1) is eligible to apply for a National Roster internship program.

2.0 LENGTH OF INTERNSHIP

- 2.1 The student affiliation or internship shall last for a minimum of 900 hours or any greater length of time needed to fulfill the clinical training requirement of 1200 hours.
- 2.2 When a student is unable to demonstrate required exit level competencies, additional hours of internship may be required of the student by the internship program in consultation with the academic institution.
- 2.3 Internship experience may be discontinued as a result of direct violation of facility personnel policy and procedures.
- 2.4 Each internship program must have a policy and procedures document concerning the dismissal of an intern that is reviewed with each entering intern during the orientation process.
- 2.5 When an intern's performance in the internship is unsatisfactory in any way, the internship director, intern and academic program director and/or academic faculty will review the internship agreement and make any necessary changes to address the specific problem areas.
- 2.6 An intern may elect to resign from the internship with written notification to the Internship Director and Academic Program Director in accordance with university and facility policies and procedures.

3.0 RATIO OF QUALIFIED MUSIC THERAPISTS TO INTERNS

- 3.1 For each supervising music therapist employed full time, no more than two (2) interns may be in training at any given time. This same ratio applies for those sites with both National Roster approval and University affiliation when interns from both programs are at the site simultaneously.
- 3.2 For each part-time supervising music therapist, only one (1) intern may be in training at any given time.

4.0 APPLICATION & APPROVAL PROCESS FOR NATIONAL ROSTER INTERNSHIPS

To be listed on the AMTA National Roster, the internship program must be approved by the AMTA Association Internship Approval Committee. Steps for approval are:

- 4.1 Complete National Roster Internship application. Applications are available from the national office.
- 4.2 Email the completed application materials to:
clinicaltraining@musictherapy.org
 - 4.2.1 For *international* applications email completed materials in English to the above address.
- 4.3 When application materials are received by National Office, a tracking number will be assigned and the applicant will be notified.
- 4.4 National Office will *ONLY* forward complete application materials to the Association Internship Approval Committee for review. If information is missing, the application will not be forwarded to the Association Internship Approval Committee and the applicant will be contacted by National Office.
- 4.5 Additional information, and/ or clarification of application materials may be requested by the Association Internship Approval Committee.
- 4.6 When review of application materials is completed, and approved, the Association Internship Approval Committee chairperson will notify the applicant and an official approval letter will be issued by the AMTA Executive Director. Copies will be sent to the Association Internship Approval Committee chairperson, Association Internship Approval Committee regional representative, and the CEO of the site.
- 4.7 If review of application materials is completed and the application is *NOT* approved, the applicant will be notified by the Association Internship Approval Committee chairperson and an official letter will be issued outlining rationale for the committee's decision.
- 4.8 Unless the internship site has an established affiliation with the intern's university, it is not eligible to accept interns or applications until official approval has been granted by AMTA.
- 4.9 Sites listed on the current AMTA National Roster, plus subsequent addenda on file in the AMTA national office, are considered approved by AMTA.

- 4.10 National Roster Internship approval is contingent upon submission of updated information about the internship program, including all staff changes as they occur and submission of an annual report to the national office and regional representative.
- 4.11 In the event that all National Roster Internship Guidelines cannot be met, an exception request may be initiated at the time of application. (See section 5.0 Instructions for Submitting Exceptions).

5.0 INSTRUCTIONS FOR SUBMITTING EXCEPTIONS

- 5.1 When the National Roster Internship Guidelines cannot be met, an exception request may be initiated by a site which is applying for national roster approval, or as needed by an existing national roster internship site.
- 5.1.2 Email the exception request to: **clinicaltraining@musictherapy.org**
- 5.1.3 For exception requests from *international* sites, email the request, in English, to the above address.
- 5.2 When the exception request is received by National Office, a tracking number will be assigned and the internship director will be notified.
- 5.3 Additional information and/or clarification of application materials may be requested by the Association Internship Approval Committee.
- 5.4 When review of request is completed, and approved, the Association Internship Approval Committee chairperson will notify the Internship Director and an official approval letter will be issued by the AMTA Executive Director. Copies will be sent to the Association Internship Approval Committee chairperson, and the Association Internship Approval Committee regional representative.
- 5.5 If review of request is completed and the exception is NOT approved, the applicant will be notified by the Association Internship Approval Committee chairperson and an official letter will be issued outlining the rationale for the committee's decision.

6.0 SUPERVISION AND INTERN EVALUATION

Internships are always under continuous, qualified on-site supervision. Supervision plans will be included in internship agreements with the internship director, student and the academic faculty.

6.1 Supervision

Supervision includes, but is not limited to, formal and informal observation and interaction in the areas of: direct patient contact, evaluation and documentation, treatment planning, supervision, participation in interdisciplinary didactic sessions, team involvement, participation in training sessions, and staff relationships.

- 6.1.1 Each intern will receive a minimum of one hour of individual consultation per week with the supervising music therapist.
- 6.1.2 Each intern will receive an average of four hours per week of observation and constructive feedback with the supervising music therapist.
- 6.1.3 While group consultation is highly encouraged as an adjunct to individual consultation, it will not replace the requirements of section 6.1.
- 6.1.4 For internship programs structured at less than 40 hours per week, the hours for supervision, consultation and observation should be adjusted accordingly (for example 30 minutes of weekly consultation per 20 hours per week).

6.2 Evaluations

Intern evaluation and intern's self-evaluation content is based on the AMTA Professional Competencies. Evaluations of the intern must be completed by at least the mid point and at the conclusion of the internship. Evaluations will include specific reference to expected level of performance in the areas of Music Foundations, Clinical Foundations, and Music Therapy per the internship agreement.

- 6.2.1 Copies of the midterm and final evaluations of the intern and the intern self-evaluation must be submitted to the intern's academic setting.
- 6.2.2 A separate intern site evaluation is initiated by the internship director at the conclusion of the internship (for sample evaluation, see Attachment B). Note: the final evaluation of the intern must be completed before the intern's site evaluation is submitted to the internship director for review.
- 6.2.3 Copies of the site evaluation are then sent to the academic faculty and the Association Internship Approval Committee regional representative.

7.0 CHANGES IN AN ESTABLISHED PROGRAM

The AMTA National Office must be notified in the event of significant changes within a national roster internship program.

- 7.1 For a change of an Internship Director, the following information shall be submitted to the national office:
 - 7.1.1 Date the former Director will be terminating
 - 7.1.2 Applicant Director's vita
 - 7.1.2.1 Education (schools, degrees, equivalencies and dates)
 - 7.1.2.2 Internship (place and dates) attended
 - 7.1.2.3 List facilities and inclusive dates (month, year) of all professional music therapy service beyond internship including present position. Specify whether full-time or part-time, and the number of hours per week.
 - 7.1.3 Statement of agreement signed by the applicant director with internship philosophy and program structure as they currently stand, or written revisions.
 - 7.1.4 Submit agreement signed by the applicant director, of "Responsibilities of the Internship Director Statement."
 - 7.1.5 Provide two letters of recommendation bearing signatures of the authors for the applicant Director, which address, although are not limited to, the following:
 - 7.1.5.1 Evidence of effective use of music in a therapeutic manner
 - 7.1.5.2 Professional qualities and characteristics
 - 7.1.5.3 Verbal and written communication skills
 - 7.1.5.4 Leadership skills
 - 7.1.6 List of interns in training when change will occur, including name, university, and date internship commenced.
 - 7.1.7 Copies of correspondence to academic setting(s) of interns in progress notifying them of proposed change.
- 7.2 For a change in Supervising Music Therapist, the following information shall be submitted to the national office by the Internship Director:
 - 7.2.1 Letter of recommendation by Internship Director bearing signature of the author
 - 7.2.2 Proposed supervising music therapist vita
 - 7.2.2.1 Education (schools, degrees, equivalencies and dates)
 - 7.2.2.2 Internship (place and dates) attended
 - 7.2.2.3 List facilities and inclusive dates (month, year) of all professional music therapy service beyond internship including present position.

Specify whether full-time or part-time, and the number of hours per week.

- 7.3 When an internship program chooses not to accept applications for internship for up to one year their status may be changed from “Active” to “Inactive” upon written notification to the national office.
- 7.4 Any other substantive program changes shall be submitted to the National Office by the Internship Director.

8.0 REMOVAL FROM THE NATIONAL ROSTER

- 8.1 When an internship director anticipates that the site will remove its name from the National Roster, s/he will provide written notice to the AMTA Executive Director, the Academic Program Directors for all interns involved, and the Association Internship Approval Committee Regional Representative. The Internship Director will arrange for all students currently in the program to complete their internships.
 - 8.1.1 In the event that the program must close before current interns have completed their internships, it is the responsibility of the Internship Director to assist the Academic Director and intern in locating suitable placement.
 - 8.1.2 Students who have been accepted for future internships and their academic settings must be notified of the closing as soon as possible.
- 8.2 To reinstate an internship program, the facility must submit a new application for approval.

B. INTERNSHIP DIRECTOR

1.0 REQUIREMENTS

- 1.1 In accordance with the Standards for Education and Clinical Training, the Internship Director must meet the following criteria:
 - 1.1.1 Holds an appropriate professional credential or designation in music therapy
 - 1.1.2 Holds a bachelor’s degree in music therapy or its equivalent
 - 1.1.3 Has at least two years of full time clinical experience in music therapy or its equivalent in part time work
 - 1.1.4 Has one year of experience working in the internship setting
 - 1.1.5 Pursues continuing education relevant to his/her/their clinical and supervisory responsibilities
 - 1.1.6 Demonstrates the following: all entry-level competencies, effectiveness as a music therapy clinician in at least one area of practice, general understanding of the supervisory needs of internship students and entry level skills in supervision

1.2 Additional Association Requirements

- 1.2.1 Currently a professional member of AMTA with the exception of graduate student members of AMTA meeting all other requirements.
 - 1.2.2 Employed/self employed in one or more settings for a minimum of 20 hours per week
 - 1.2.3 Completion of one 5 hour CMTE workshop on Music Therapy Intern supervision or other documented supervision training.
- 1.3 Any exception to these requirements must be approved by the Association Internship Approval Committee. All transactions related to the exception:
- 1.3.1 Must be initiated by the applicant Internship Director
 - 1.3.2 Must be submitted to the Association Internship Approval Committee in compliance with Section A, Subsection 5.0 for final disposition.

2.0 RESPONSIBILITIES

- 2.1 Internship Director shall be directly responsible for the following (these responsibilities shall not be delegated):
- 2.1.1 Apprising applicants and academic faculty of all site-specific administrative requirements including, but not limited to, legal affiliation agreements, criminal background checks, health and drug screenings, and any related fees.
 - 2.1.2 Reviewing applications, selecting music therapy interns and communicating with students.
 - 2.1.3 Working jointly with academic faculty to develop internship agreement based upon the needs and abilities of each intern, and assign supervisory responsibilities to qualified music therapy staff. (NOTE: Other professional staff may provide support in the training process which is not specifically related to music therapy skills).
 - 2.1.4 Planning, implementing, and monitoring program requirements.
 - 2.1.5 Providing a viable role model either personally or through other qualified music therapists on staff (leading music therapy sessions which the interns can observe and/or co-lead).
 - 2.1.6 Reviewing and signing (co-signing) all evaluations of the intern.
 - 2.1.7 Developing organizational charts (lines of supervision).
 - 2.1.8 Maintaining communication with academic faculty as specified in the internship agreement.
 - 2.1.9 Apprising the National Office and Regional Representative of updated information about the internship program, including all staff changes as they occur and submission of an annual report.
 - 2.1.10 Communicating information to interns regarding on-going seminars, conferences, workshops, and community resources.

- 2.1.11 Assuring adequate time to integrate all aspects of the internship.
- 2.1.12 Initiating any and all exceptions (Section A, Subsection 5.0).
- 2.1.13 Maintaining knowledge of current facility personnel and department standards, policies and procedures, the CBMT Code of Professional Practice and the AMTA official documents: Standards of Clinical Practice, organizational structure, Code of Ethics, National Roster Internship Guidelines, and Professional Competencies.
- 2.1.14 Monitoring and acting upon any non-compliance issues that may arise.
- 2.1.15 Following established policy and procedure regarding dismissal of interns.

3.0 REGULATIONS FOR INTERNSHIP APPLICATIONS

- 3.1 The Internship Director shall not make acceptance decisions more than one year in advance.
- 3.2 The Internship Director shall notify in writing all applicants of acceptance or rejection in a timely manner.
- 3.3 The Internship Director shall notify the applicant's academic faculty in writing, that the applicant has accepted the internship, when it will begin, target date for formulating the internship agreement, status of the legal affiliation agreement, and all other site requirements as applicable. A copy of this letter shall be sent to the regional representative of the Association Internship Approval Committee (AIAC).
- 3.4 The Internship Director may offer an internship to another applicant if no response has been received within one month, and attempts to locate the individual have not been successful.
- 3.5 In order to maintain client confidentiality, the Internship Director shall not request audio/video tapes that include any session material involving clients.

4.0 VERIFICATION OF INTERNSHIP

Upon request by the intern, the Internship Director will provide a letter of verification stating successful completion of internship.

- 4.1 Must bear original signature of the Internship Director approved by AMTA
- 4.2 Must contain inclusive dates of internship
- 4.3 Must contain data for one intern only

C. SUPERVISING MUSIC THERAPIST

1.0 REQUIREMENTS

- 1.1 In accordance with the Standards for Education and Clinical Training, the supervising music therapist must meet the following criteria:
 - 1.1.1 Holds an appropriate professional credential or designation in music therapy
 - 1.1.2 Holds a bachelor's degree in music therapy or its equivalent

- 1.1.3 Has at least two years of full time clinical experience in music therapy or its equivalent in part time-work.
- 1.1.4 Has one year of experience working in the internship setting
- 1.1.5 Pursues continuing education relevant to his/her/their clinical and supervisory responsibilities.
- 1.1.6 Demonstrates the following: all entry-level competencies, effectiveness as a music therapy clinician in at least one area of practice, general understanding of the supervisory needs of internship students and entry level skills in supervision.
- 1.2 **Additional Association Requirements**
 - 1.2.1 Currently a professional member of AMTA with the exception of graduate student members of AMTA meeting all other requirements.
 - 1.2.2 Completion of one 5-hour CMTE workshop on Music Therapy Intern supervision or other documented supervision training.
- 1.3 Any exception to these requirements must be approved by the Association Internship Approval Committee. All transactions related to the exception:
 - 1.3.1 Must be initiated by the applicant Internship Director
 - 1.3.2 Must be submitted to the Association Internship Approval Committee in compliance with Section A, Subsection 5.0 for final disposition.

2.0 RESPONSIBILITIES

- 2.1 Lead and co-lead music therapy activities that the intern can observe.
- 2.2 Provide an average of four hours per week of formal and informal observation and constructive feedback of assigned intern.
- 2.3 Provide a minimum of one hour per week of individual consultation with each assigned intern.
- 2.4 For internship programs structured at less than 40 hours per week, the hours for supervision, consultation and observation should be adjusted accordingly (for example 30 minutes of weekly consultation per 20 hours per week).
- 2.5 Maintain regular communication with Internship Director and other professional staff involved in the training of the intern.
- 2.6 Complete midterm and final evaluation of assigned intern(s).

D. STUDENTS/INTERNS

1.0 ELIGIBILITY FOR INTERNSHIP

Must have acquired all competency-based prerequisites for internship (including both coursework completion and clinical experience) required by both the AMTA approved college/university and the internship program, prior to beginning the internship.

2.0 APPLICATION AND ACCEPTANCE PROCEDURES

- 2.1 Upon recommendation from the faculty advisor, a student can initiate the application process for a national roster internship.
 - 2.1.1 Request information on AMTA approved National Roster Internship Programs prior to requesting an application.
 - 2.1.2 Request, complete and submit necessary application materials.
 - 2.1.2.1 No more than four active applications may be in progress at any one time
 - 2.1.2.2 Once an active application has been withdrawn or declined, another application may be submitted to an additional facility.
 - 2.1.3 Applications may not be submitted more than 12 months prior to the date the applicant will be eligible for internship. Internship Directors must not make acceptance decisions more than one year in advance.
 - 2.1.4 Each application for internship must be accompanied by a letter from the director of music therapy from the applicant's academic setting. This letter must verify that the Academic Program Director anticipates that competency-based prerequisites for internship (including both coursework completion and clinical experience) will have been demonstrated.
- 2.2 Consider acceptance responses with academic faculty and together make a decision about the internship placement.
- 2.3 Accept or decline each offer for internship, in writing, bearing original signature, within one month of receipt of that offer. The acceptance offer will be rescinded if no response is received.
- 2.4 Once a letter of acceptance has been sent to an internship program, the student must notify, in writing, bearing original signature all other internship programs at which they have an active application.
- 2.5 Must notify the academic faculty when an internship has been accepted.
- 2.6. Once accepted, the student, faculty advisor, and internship director formulate an internship agreement for the internship itself. The content and format of each agreement may vary according to the situation and parties involved. This internship agreement is made for each student prior to beginning the internship program and shall include documentation of successful completion of competency-based prerequisites for internship (including both coursework completion and clinical experience).
- 2.7. Students who complete an internship at a facility that is not approved by AMTA or the academic institution will not receive academic credit for the internship.

3.0 INTERN RESPONSIBILITIES

- 3.1 Adhere to AMTA National Roster Internship Guidelines, internship program personnel requirements, policies and procedures.
- 3.2 Adhere to AMTA Standards of Clinical Practice and Code of Ethics.

- 3.3 Seek feedback and clarification through regular communication with supervising music therapist and Internship Director.
- 3.4 Report non-compliance with AMTA National Roster Internship Guidelines. Follow procedures detailed in Section F Non-Compliance Procedures.
- 3.5 An intern may elect to resign and/or withdraw from the internship with written notification to the Internship Director and the academic setting in accordance with university and facility policies and procedures.
- 3.6 Maintain regular communication with the academic faculty, as indicated by the internship agreement.
- 3.7 Complete a midterm and final “intern self evaluation” and final “intern site evaluation”
- 3.8 Request a “Welcome to the Professional World” packet from the National Office at the mid-point of the internship.
- 3.9 Six months following the internship, complete the post internship site evaluation and send it to the Association Internship Approval Committee regional representative.

E. ACADEMIC FACULTY

1.0 RESPONSIBILITIES

In accordance with the Standards for Education and Clinical Training, the Academic Faculty will:

- 1.1 Assist student with internship selection and application process
 - 1.1.1 Provide a letter of verification that competency-based prerequisites for internship (including both coursework completion and clinical experience) will have been demonstrated prior to the commencement of internship
 - 1.1.2 Assist student with initiating application process for a national roster internship
 - 1.1.3 Consider acceptance responses with the student and together make a decision regarding internship placement.
 - 1.1.4 Once the student is accepted, initiate internship agreement with the student and internship director prior to or upon commencement of the internship. This internship agreement should describe the student’s level of performance at the initiation of the internship and expected level of performance upon completion of the internship. It may also include other pertinent information such as: the length of the internship, competency objective, the student’s work schedule, supervision plan, role responsibilities of each party, liability and insurance issues, and so forth. The content and format of each internship agreement may vary according to the situation and parties involved. The internship agreement is required for AMTA national roster internship programs.
- 1.2 Maintain continuous communication throughout the internship with student and Internship Director/Supervisor as indicated by the internship agreement.

- 1.3 Monitor internship agreement through review of mid term and final evaluations, intern's self evaluations and intern's site evaluation.
- 1.4 Verify, in consultation with the internship director, successful completion of internship per internship agreement.

F. PROCEDURES FOR REPORTING NON-COMPLIANCE

1.0 PROCESS

Upon observing or becoming aware of alleged violations of the AMTA National Roster Internship Guidelines, an individual shall:

- 1.1 Consult with the supervising music therapist involved and discuss possible actions to correct the alleged violation. If the supervising music therapist is not the Internship Director, the next step, if not satisfied, would be to consult with the Internship Director.
 - 1.1.1 If corrective action is not taken, it is the responsibility of the supervising music therapist, intern, or other individual observing the alleged violation, to submit a written report to the Association Internship Approval Committee Chairperson. The written report will consist of the following: A thorough explanation of the alleged violation (s) of the National Roster Internship Guidelines and a summary of the resolution attempts when such have been made. An additional copy shall be sent from the Association Internship Approval Committee Chairperson, via registered mail, to the individual against whom the allegation has been made. All correspondence will be noted as confidential.
- 1.2 The Association Internship Approval Committee shall, upon receipt of the description of the violation as described in 1.1.1, investigate, review, consult with all appropriate committees if applicable, and jointly make a decision regarding the resolution of the alleged violation. A copy of this decision shall be sent to all principals by the AMTA Executive Director.
- 1.3 When an internship program is found to be out of compliance with the Internship Guidelines, the AMTA Executive Director will notify the Internship Director of the specific problem(s) giving a time period for correction. A copy will be sent to the facility administrator, the Association Internship Approval Committee Chairperson, and the Association Internship Approval Committee Regional Representative.
 - 1.3.1 Internship Director will notify the academic faculty of any possible impact on pending intern start dates and copy AMTA Executive Director and the Association Internship Approval Committee Regional Representative on the correspondence.
- 1.4 Within the stated time period, Internship Director will provide written documentation to the Association Internship Approval Committee indicating, 1) problem has been corrected or 2) problem has not been corrected.

- 1.5 If the problem has been corrected within the stated time period, the Association Internship Approval Committee will notify the AMTA Executive Director of its' recommendations, who will in turn notify the Internship Director and academic faculty that internship program will continue uninterrupted.
- 1.6 If the problem has not been corrected within the stated time period, the Association Internship Approval Committee will notify the AMTA Executive Director who will initiate the process of closing the program as follows:
- 1.6.1 Notify facility administrator that AMTA approval of the program has been discontinued giving effective date, with copies to the Internship Director, Association Internship Approval Committee Regional Representative and academic faculty of intern (s) in residence at the time of program closing.
- 1.6.2 Advise Internship Director of procedures to be followed as stated in Section A subsection 8.0 *Removal from the National Roster*.