

**POLICIES AND PROCEDURES FOR ACADEMIC PROGRAM APPROVAL**  
**AMERICAN MUSIC THERAPY ASSOCIATION**

**I. APPLICATION FOR AMTA APPROVAL:**

The American Music Therapy Association will provide upon request materials for AMTA approval of baccalaureate and equivalency programs in music therapy and/or for AMTA approval of graduate programs in music therapy, including *AMTA Standards for Education and Clinical Training*, *Professional Competencies*, application forms and related information.

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Only academic institutions accredited or affirmed by the National Association of Schools of Music (NASM) are eligible to apply for AMTA approval. NASM accredits institutions, while AMTA approves programs. (Refer to Glossary in the *AMTA Standards for Education and Clinical Training* for explanations of “Accreditation,” “Affirmation,” and “Approval.”)

**As of July 1, 2014, there is a non-refundable application fee of \$1,000 for new degree programs.**

An institution may apply for AMTA approval concurrently with application for NASM accreditation/affirmation review. Schools should contact NASM in regard to NASM accreditation/affirmation standards and procedures and AMTA in regard to AMTA approval standards and procedures. For institutions with NASM accreditation, the institution may apply for AMTA approval concurrently with application for NASM Plan Approval. (Refer to *NASM Handbook* for procedures required for instituting new curricula). If an institution does not have NASM accreditation or affirmation, the institution should contact NASM to determine if it is eligible to apply for NASM accreditation or affirmation. For institutions seeking NASM affirmation, an institution must have a letter of authorization from AMTA indicating that it meets one or more of the eligibility criteria for the NASM Alternative Review Process. (For additional information, refer to Section II, “Institutions Seeking AMTA Approval for New Programs” in this document). The institution then notifies the respective associations involved of its intent to apply for NASM accreditation/affirmation and/or AMTA approval.

Final approval by AMTA will not be granted until the academic institution has NASM accreditation or affirmation. It is the responsibility of the academic institution to verify with AMTA when it has obtained the NASM accreditation or affirmation. For institutions that (1) have completed the AMTA review process and (2) are in the process of seeking NASM accreditation or affirmation, AMTA may grant conditional approval pending NASM accreditation or affirmation. Conditional approval by AMTA will allow the institution to appoint music therapy faculty, recruit students, and offer music therapy courses for a limited time period.

During this period, the institution will notify students that applications to NASM and AMTA are pending. Institutions that already offer music degree programs should seek NASM accreditation or affirmation concurrently with the application for AMTA approval, with a time limit of one year from the date of the AMTA application for scheduling the NASM review and two years from the date of the AMTA application for completing the on-site portion of the NASM review. Institutions that do not currently offer music degree programs may seek AMTA conditional approval before applying for NASM accreditation or affirmation, with a time limit for scheduling the NASM review not to exceed two years beyond the date of the AMTA conditional approval and the time for completing the on-site review portion of the NASM review not to exceed three years beyond the date of the AMTA conditional approval. The specific deadlines for scheduling and completing the on-site portion of the NASM review will be determined mutually by AMTA and NASM within these time frames. In all cases, the AMTA conditional approval will not exceed four years.

Applications for AMTA approval will be submitted to AMTA for review by the Academic Program Approval Committee. This Committee may make a recommendation to (1) approve the program; (2) defer approval until necessary changes are documented; (3) grant conditional approval pending NASM accreditation or affirmation for a limited period of time; or (4) not approve. The Committee's recommendation will be submitted to the Executive Board for official action. The Executive Director will then notify the academic institution in writing of the status of its application, with an explanation of the Board of Directors' decision (if applicable).

## II. INSTITUTIONS SEEKING AMTA APPROVAL FOR NEW PROGRAMS:

Only academic institutions accredited or affirmed by the National Association of Schools of Music (NASM) are eligible to apply for AMTA approval. An institution may apply for AMTA approval concurrently with application for NASM accreditation or affirmation review.

### **Steps in Applying for AMTA Approval:**

- Step 1. The American Music Therapy Association (AMTA) will provide upon request application materials and related information, including the *AMTA Standards for Education and Clinical Training*, *Professional Competencies*, *Standards of Clinical Practice* and *Code of Ethics*.
- Step 2. If the academic institution is already accredited by NASM, please advise AMTA of this status. If the institution is not accredited by NASM, contact NASM to determine if the institution is eligible for NASM accreditation or affirmation, and to request the *NASM Handbook* and application materials. If the academic institution is not eligible for NASM accreditation, it should also request the document, "Procedures: Alternative Review Process for Music Therapy Programs" which is applicable to programs seeking NASM affirmation. If the academic institution meets the AMTA eligibility criteria for NASM affirmation, the institution must request an official letter from AMTA indicating that it meets the eligibility criteria.
- Step 3. Refer to the "Application for AMTA Approval of New Baccalaureate and Equivalency Programs in Music Therapy" or the "Application for AMTA Approval of New Graduate Programs in Music Therapy" (whichever is applicable) for completing the application to AMTA.

- Step 4. Refer to the *AMTA Standards for Education and Clinical Training* (including the “Preamble”) and the *Professional Competencies* in designing the curricular structure, which includes the areas of Music Foundations, Clinical Foundations, Music Therapy, and General Education. Develop the program(s) according to the entry-level competencies for baccalaureate and equivalency programs and/or the master’s degree standards for graduate programs (whichever is applicable); that is, design the program based on the learning outcomes, or the various areas of knowledge, skills, and abilities that graduates will acquire as a result of the program.
- Step 5. Determine in what specific courses and clinical training experiences each of the specific entry-level competencies or master’s degree standards are being targeted (whichever is applicable). Integrate the student’s academic and clinical learning experiences according to developmental sequences.
- Step 6 . Survey clinical resources in the community and/or the nearby geographic area to develop a list of sites to be used for pre-internship clinical training experiences. Design the requirements and supervision of pre-internship placements. (Applicable to graduate programs offering the equivalency). Also compile a list of names and credentials and/or professional designations of on-site supervisors.
- Step 7. Design the clinical training program to meet the AMTA standards, which include plans for both the pre-internship and internship clinical training experiences. Determine if the academic institution will approve its own internship sites and/or whether it plans to use sites on the AMTA National Internship Roster. Design a plan for selecting internship placements for students and the respective roles and responsibilities of the student, the internship supervisor(s), and the academic faculty advisor. (Applicable to graduate programs offering the equivalency).
- Step 8. Outline procedures for developing an individualized training plan with each student for completion of all facets of clinical training.
- Step 9. Outline procedures for developing internship agreements made between the student, internship supervisor, and academic faculty as outlined in the AMTA standards.
- Step 10. Develop a system for evaluating student competence at various stages of the program. (Note: A sample form for “Evaluation of Student Competencies” is available from AMTA). For graduate programs evaluate the AMTA master’s level standards and/or standard for doctoral degrees.
- Step 11. Develop a competency-based system for evaluation of the program and its graduates by faculty, supervisors, and/or students.
- Step 12. Determine if the academic faculty and clinical supervisors meet the AMTA Standards for qualifications and staffing.
- Step 13. Complete the application form(s) for AMTA Approval of New Baccalaureate/Equivalency Programs in Music Therapy and/or the AMTA Approval of New Graduate Programs in Music Therapy, and submit five (5) copies of all application materials to AMTA. If the academic program is not located in the United States, a total of six (6) copies of the application materials must be submitted to AMTA. All materials submitted must be in English.

### III. REAPPLYING FOR AMTA APPROVAL ACCORDING TO THE AMTA STANDARDS FOR EDUCATION AND CLINICAL TRAINING (2000):

All academic institutions previously approved by AAMT and NAMT shall maintain their approval status with AMTA during the transition from previous standards to the standards adopted in 2000, which were effective March 1, 2001. The transition period has been designated as five years (March 1, 2001 - March 1, 2006). For academic institutions previously approved by AAMT and NAMT that are not scheduled to reapply for AMTA approval during the designated time period for the transition, such institutions shall maintain their approval status with AMTA until their next scheduled review.

#### **1. AMTA-Approved Programs in NASM Institutions:**

AMTA shall review approved academic institutions according to the *AMTA Standards for Education and Clinical Training (2000)* at the time of their next scheduled review by NASM. If the review is scheduled during the first three years of the transition period from previous association standards to the standards adopted in 2000, an academic institution may request deferral of the AMTA review for a maximum of two years. Inasmuch as the policies and procedures for reapplying for AMTA approval according to the *AMTA Standards for Education and Clinical Training (2000)* were adopted one year after the beginning of the designated transition period this time period for deferrals will be extended by one year, beginning with the 2002-2003 academic year. (Refer to Step 1.a.2 below).

#### **1. a. Procedures for Reapplying for Renewal of AMTA Approval According to the AMTA Standards for Education and Clinical Training (2000):**

- Step 1.a.1 Determine when the institution is scheduled for its next review by NASM. This is defined as the year in which the site visit by NASM is scheduled.
- Step 1.a.2 If the review is scheduled during the years of 2002-2003, 2003-2004, or 2004-2005, the institution may request a deferral of the AMTA review for a maximum of two years after the scheduled NASM review.
- Step 1.a.3 Notify AMTA in writing of the year in which the institution is requesting the AMTA review to coincide with the NASM review or request a deferral as specified in Step 1.a.2 above. Indicate if the review is for a baccalaureate/equivalency program and/or a master's degree program in music therapy.
- Step 1.a.4 AMTA will send the institution the application information for AMTA review of baccalaureate/equivalency programs and/or master's degree programs.
- Step 1.a.5 The institution should prepare its application for reapplying for AMTA approval review during the same academic year as the NASM site visit.
- Step 1.a.6 Prepare the application materials for AMTA review of baccalaureate/equivalency programs and/or master's degree programs as outlined below in Sections 3 and 4. Note that this will include copies of the NASM Self-Study documentation related to undergraduate and/or graduate programs in music therapy, as well as additional information requested by AMTA, which is related to the *AMTA Standards for Education and Clinical Training (2000)*.
- Step 1.a.7 The application should be submitted to AMTA no later than June 1<sup>st</sup> of the academic year of the AMTA and NASM reviews.

- Step 1.a.8 If there are any questions or additional information needed for the AMTA review, the Academic Program Approval Committee will contact the institution no later than September 1<sup>st</sup> of the year in which the application is submitted for review. The institution should respond to such a request within 30 days.
- Step 1.a.9 Following the review of the application by AMTA, if there are any questions, recommended changes, or additional information needed, the institution will be notified and must respond in a timely manner as requested by AMTA.
- Step 1.a.10 Following the NASM review, the institution must notify AMTA in writing of the status of its NASM accreditation review. If NASM action has been deferred for any reason, it is the responsibility of the institution to notify AMTA annually in writing of the status of the institution's accreditation. If NASM accreditation is suspended, the institution must notify AMTA immediately in writing, since the institution's AMTA-approved academic program will no longer be in compliance with AMTA Standards.

### **1.b Steps in Subsequent Periodic Reviews by AMTA:**

AMTA shall consider academic institutions for renewal of approval every ten years after the initial application and review in conjunction with the NASM accreditation review. The steps outlined above should be followed for subsequent periodic reviews by AMTA.

### **2. AMTA-Approved Programs in Institutions Not Affiliated with NASM:**

AMTA-approved academic programs in institutions that do not offer degrees or majors in music and that did not hold NASM accreditation or affirmation at the time the *AMTA Standards for Education and Clinical Training* (2000) were adopted are eligible to reapply for AMTA approval according to these standards without seeking NASM accreditation or affirmation. AMTA-approved academic programs in institutions that do offer degrees or majors in music but do not currently hold NASM accreditation or affirmation must apply for NASM accreditation or affirmation in order to maintain AMTA approval.

#### **2. a. Procedures for Reapplying for Renewal of AMTA Approval According to the AMTA Standards for Education and Clinical Training (2000):**

- Step 2.a.1 AMTA will determine a schedule for review of the academic institution and will notify the institution at least two years prior to the review. AMTA will send the institution the application information for AMTA review of baccalaureate/equivalency programs and/or master's programs.
- Step 2.a.2 Institutions that offer degrees or majors in music but do not currently hold NASM accreditation or affirmation must contact NASM to schedule a review for either accreditation or affirmation in the year in which the AMTA review is scheduled. Institutions seeking NASM affirmation should request the *NASM Handbook* and the NASM document, "Procedures: Alternate Review Process for Music Therapy Programs." Note: To initiate the NASM Alternative Review Process, an institution must have a letter of authorization from AMTA indicating that it meets one or more of the criteria for eligibility for the Alternative Review Process by NASM. (A copy of the "AMTA Eligibility Criteria for Institutional Use of the NASM Alternative Review Process" can be obtained from AMTA).
- Step 2.a.3 The institution should prepare its application for reapplying for AMTA approval review during the academic year scheduled by AMTA.

- Step 2.a.4 Prepare the application materials for AMTA review of approved baccalaureate/equivalency programs and/or master's degree programs as outlined below in Section 3, "Preparing the Application for AMTA-Approved Programs Reapplying for AMTA Approval." Note that for academic programs in institutions that offer degrees or majors in music, this will include copies of the NASM Self-Study documentation related to undergraduate and/or master's degree programs in music therapy as specified in Section 4. For academic institutions that do not offer degrees or majors in music and are not required to seek NASM accreditation or affirmation, refer to the NASM *Handbook* for the following information: general standards for baccalaureate and graduate programs in music, as well as competencies, standards, guidelines, and/or requirements for specific baccalaureate and or master's degree programs in music therapy; and provide the documentation to AMTA which is required in Section 4.
- Step 2.a.5 The application should be submitted to AMTA no later than June 1<sup>st</sup> of the academic year scheduled by AMTA.
- Step 2.a.6 Upon receipt of the application by all Academic Program Approval Committee subcommittee members, the Academic Program Approval committee will acknowledge receipt of the application materials. If the Academic Program Approval committee requires additional clarification for its review, the Academic Program approval Committee will contact the institution within 60 days of receipt. The institution should respond to such a request within 45 days of receipt.
- Step 2.a.7 Following the review of the application by AMTA, if there are any questions, recommended changes, or additional information needed, the institution will be notified and must respond in a timely manner as requested by AMTA.
- Step 2.a.8 Following the NASM review for affirmation or accreditation (if applicable), the institution must notify AMTA in writing of the status of its NASM review. For institutions required to have the NASM review, if NASM action has been deferred for any reason, it is the responsibility of the institution to notify AMTA annually in writing of the status of the institution's accreditation or affirmation. In such cases, AMTA will determine a time limit for the institution to meet the NASM standards for accreditation or affirmation in order to receive AMTA approval of its music therapy program(s). If the designated time limit is not reached, the institution's academic program(s) in music therapy will not be in compliance with AMTA standards.

**2. b. Steps in Subsequent Periodic Reviews by AMTA:**

AMTA shall consider academic institutions for renewal of approval every ten years after the initial application and review by AMTA. The steps outlined above should be followed for subsequent periodic reviews by AMTA.

**3. Preparing the Application for AMTA-Approved Programs Reapplying for AMTA Approval:**

- Step 3.1 Refer to "Procedures for Reapplying According to the AMTA Standards" in Section 1.a. or 2.a. above (whichever is applicable), and the application materials for reapplying for AMTA approval.
- Step 3.2 Gather and refer to all of the following AMTA documents: *Standards for Education and Clinical Training* (Revised 2010) (including the "Preamble" and "Policies and Procedures for Academic Program Approval"), *Professional Competencies, Standards of Clinical Practice, Code of Ethics*, and the *NASM Handbook*.

- Step 3.3 Make copies of the information requested in Section 4.a below. For institutions that do not offer degrees or majors in music and that do not currently hold NASM accreditation or affirmation, prepare a report for AMTA that includes all of the information requested in Section 4.a below.
- Step 3.4 Prepare a report for AMTA outlining information related to the *AMTA Standards for Education and Clinical Training* (revised 2010) as outlined in Section 4.b below.
- Step 3.5 Prepare a cover page as directed in Section 4 and submit five (5) copies of all application materials to AMTA. If the academic program is not located in the United States, a total of six (6) copies of the application materials must be submitted to AMTA in English.

#### **4. Application Materials Requested for AMTA Review of Music Therapy Programs Reapplying for AMTA Approval According to the AMTA Standards:**

Prepare a cover page for the application materials, which includes the name and address of the institution; date application is submitted; status of NASM accreditation or affirmation; names of music therapy program director and head of academic unit for the music therapy program. (Please note that AMTA must be informed immediately of any changes in the NASM status).

##### **4.a. Submit Copies of Information Reported in the NASM Self-Study Document for Accreditation or Affirmation Reviews re: Instructional Programs in Music Therapy for Each Degree Program (Baccalaureate and/or Master's Degree) Being Reviewed by AMTA:**

Please note that NASM reviews the procedures for the NASM Self-Study Document every five years for possible revisions, which includes the following items 4.a.1 through 4.a.8. If there are revisions by NASM to these items, AMTA will recognize any revised and current versions of this information in its review.

- 4.a.1 Provide a Curricular Table which includes Degree Title; Number of Years to Complete the Degree; Number of Credits and Percentage of Credits in the Major Area, Supportive/Other Courses in Music Studies, General Studies, and Electives; Total Number of Credits; Current Semester's Enrollment in Majors; and Names of Program Supervisors. List course numbers, titles, and credit allotments under each applicable category (Major Area, etc).
- 4.a.2 Program or degree title, with emphasis if applicable, followed by a statement of goals and objectives (for example, for whom the program or degree is intended, its preparational emphasis, etc).
- 4.a.3 An assessment of compliance with the NASM standards for the program. (Refer to the *NASM Handbook*, all applicable instructional standards outlined under "Standards for Baccalaureate and Graduate Degree-Granting Institutions and Programs," and appropriate *Handbook* appendices. Note: Special attention should be given to common standards and goals for all baccalaureate and/or master's degree programs as well as requirements for the specific baccalaureate and master's degree programs in music therapy). This assessment must address the competencies required by the Standards in terms of specific content, expectations for knowledge and skills development, and levels of achievement required for graduation. ***Please provide the following information: A description of the level of competency and proficiency required for graduation: Performance; Musicianship Skills and Analysis; Composition & Improvisation; History and Repertory; Technology and Synthesis. Also describe and evaluate the***

***University's approaches to the development of breadth of competence for students in all music therapy graduate degree programs in these areas.***

If the program involves *distance learning*, analyze it in light of NASM standards in this area. (Refer to the Operational Standards section (item II.) of the *NASM Handbook*). If the program is designed as a multi- or interdisciplinary combination, describe the music therapy program or degree in relation to the other disciplines. For academic institutions that do not offer degrees or majors in music and are not seeking NASM accreditation or affirmation, discuss admission policies regarding standards for musicianship and other entrance requirements for students entering the program; and how deficiencies in musicianship would be remedied.

- 4.a.4 Institutions offering graduate degrees must include a discussion of the following: (Note: This section is not applicable to doctoral degrees at this time, since AMTA does not yet have policies and procedures for approval of doctoral degrees).

**(This section is applicable only to master's degree programs. If not applicable, skip to item 4.a.5).**

- (1) Proficiencies required for entrance to the program (for example, keyboard, diction, aural skills, theoretical skills, etc.); when these must be achieved and how they are tested; whether credit toward the degree is permitted for study directed toward completion of these proficiencies.
- (2) Research and professional tools required in the program (for example languages, statistics, computer science, etc.); when these must be achieved and how they are tested; whether credit toward the degree is permitted for study directed toward completion of these proficiencies.
- (3) The institution's policy for conducting a comprehensive review at or near the conclusion of degree study of master's degree candidates.
- (4) Candidacy and final project requirements for the program (for example theses, recitals, research projects, etc.). Discuss the purpose of these requirements and how they serve the objectives of the program.

- 4.a.5 Results of the program related to its goals and objectives, means for evaluating these results and assuring that requisite student competencies are being developed, and means for using these evaluations as the basis for program improvement.

- 4.a.6 An assessment of strengths and areas for improvement, including an assessment of the extent to which the program is meeting institution-wide or music unit aspirations for excellence.

- 4.a.7 A rationale for continuation of the program if it has had no graduates during the past five years.

- 4.a.8 Plans for addressing weaknesses and improving results.

**4.b. Additional Information Requested by AMTA which Relates Specifically to the AMTA Standards for Education and Clinical Training (2000)** (Please note that the information submitted in this section 4.b must follow the outline and be designated with the appropriate numbers and letters for each item):

- 4.b.1 For baccalaureate/equivalency programs, refer to the *AMTA Professional Competencies* and list in which courses and clinical training experiences each of the areas for entry-level competencies (e.g. #1, #2, #3, etc.) are being addressed.

- 4.b.2 For master's degree programs in music therapy, refer to the "Standards for Master's Degrees" in the *AMTA Standards for Education and Clinical Training (2000)* and describe how the master's



degree imparts further breadth and depth to entry-level competency areas while also imparting basic competence in advanced topics. If an “equivalency” program in music therapy is combined with a master’s degree, describe the requirements for the equivalency work in order for the student to demonstrate the entry-level competencies in musical foundations, clinical foundations, and music therapy.

- 4.b.3 Briefly describe the design of your clinical training program, including a list of field agencies used for clinical training, including both pre-internship and internship placement (unless the site is on the AMTA National Internship Roster); and provide the names and professional designations or credentials for clinical training supervisors (with the exception of the sites on the AMTA National Internship Roster).
- 4.b.4 List the names, degrees, and professional designations/credentials of all music therapy faculty and indicate if they are full-time or part-time. (Note that academic institutions shall have one full-time faculty position in music therapy for each degree program offered).
- 4.b.5 List all individuals who teach music therapy courses in your program, and under each name, list the courses that each teaches per term, the number of credits for each course, and the usual or average student enrollment in each course:
- | <u>Faculty Member</u> | <u>Courses Taught</u> | <u># Credits (Sem./Qt.)</u> | <u># Students</u> |
|-----------------------|-----------------------|-----------------------------|-------------------|
|                       |                       |                             |                   |
- 4.b.6 Include course descriptions for all music therapy courses (may be copied from the institution’s bulletin); submit copies of all current music therapy course syllabi, and submit course sequence/time-lines for all degree programs being reviewed.
- 4.b.7 Provide a curriculum vitae for each faculty member teaching a music therapy course. If the faculty member does not have a graduate degree in music therapy, please indicate if that faculty member has a minimum of 12 semester hours or the equivalent of graduate credits in music therapy beyond the undergraduate degree or equivalency requirements; or indicate if the faculty member was hired as faculty in an Association-approved program prior to the year 2000.
- 4.b.8 (Optional) Comments may be added to provide additional information or clarification for the reviewers consideration.

#### **IV. AMTA REVIEW PROCESSES FOR APPROVAL OF ACADEMIC PROGRAMS:**

- Step 1. Academic institution sends five (5) copies of application materials for AMTA approval review to AMTA. If the academic program is not located in the United States, a total of six (6) copies of the application materials must be submitted to AMTA. If an institution is applying for new program approval, the application may be submitted at any time. **A non-refundable application fee of \$1,000 is required to be submitted with the application.**
- Step 2. AMTA Director of Professional Programs maintains one copy of application materials in AMTA office and distributes the other copies as follows: one copy to Chair of Academic Program Approval Committee; one copy each to three members of a Subcommittee appointed by the Chair of the Committee, to include the regional representative on the Committee in the region from which the institution is located when the application is for new program approval. If the application is from a program not located in the United States, an additional copy of the application materials will be distributed to a member of the International Relations Committee to be designated by the Committee Chair. This

representative will serve as a member of the Subcommittee for Academic Program Approval for the review of this application only.

- Step 3. Subcommittee members and the Committee Chair review the application materials to determine if additional information is needed. If so, the academic institution will be notified in writing regarding information being requested. If an institution is applying for new program approval, the institution will be notified in writing no later than 60 days after the application is received by all members of the Academic Program Approval Committee subcommittee if additional clarification is being requested by the Committee.
- Step 4. Subcommittee members and the Committee Chair review the application materials to determine if the academic program meets the AMTA Standards.
- Step 5. Subcommittee members submit a written report on the review of the application to the Committee Chair, with a recommendation to (1) approve the program; (2) defer approval until necessary changes are documented by the institution; (3) grant conditional approval pending NASM accreditation or affirmation for a limited period of time; or (4) not approve. The Committee Chair compiles a report on the reviews by the Subcommittee members and the Chair.
- Step 6. The institution notifies AMTA in writing of the status of its NASM accreditation /affirmation review (if applicable) as soon as it receives such notification from NASM. The Committee Chair will add this information to the report on the AMTA approval review.
- Step 7. If the recommendations by the Committee Chair and the Subcommittee members are unanimous for AMTA approval, the Committee Chair will forward a summary of the report for a recommendation for approval to the AMTA Board of Directors for official action. If the recommendations are not unanimous for AMTA approval, the application will be considered by the entire Academic Program Approval Committee at the next annual meeting of AMTA. The Committee will make a recommendation to (1) approve the program; (2) defer approval until necessary changes are documented by the institution; (3) grant conditional approval pending NASM accreditation or affirmation for a limited period of time; or (4) not approve. The Chair will then forward the Committee's recommendation to the Executive Board.
- Step 8. If the Academic Program Approval Committee recommends a deferral of approval until necessary changes are documented by the institution, the institution will be notified in writing regarding the necessary changes to be made, with a timetable for such changes to be determined by the Committee. The institution then sends five (5) copies of the documented changes to AMTA. If the academic program is not located in the United States, a total of six (6) copies of the documented changes must be submitted to AMTA in English. The Director of Professional Programs distributes the copies to the Chair and Subcommittee members of the Committee. After the documented changes are reviewed by the Chair and Subcommittee, the same procedures as outlined above will apply.
- Step 9. The AMTA Board of Directors considers the Committee's recommendations and will resolve to (1) approve the program; (2) defer approval until necessary changes are documented; (3) grant conditional approval pending NASM accreditation or affirmation

for a limited period of time; or (4) not approve the program. The Executive Director will then notify the institution of the Board's decision in writing, with an explanation (if applicable).

#### **V. CONSULTATION SERVICES AVAILABLE:**

Institutions may request consultation services from either AMTA or NASM for assistance in the future development of a music therapy program or for assistance in the resolution of problems by contacting the respective offices of the associations. Academic institutions requesting an on-site consultation from AMTA for new program development would be charged a consultation fee plus expenses for this service.

#### **VI. AMTA ANNUAL REPORTS FROM APPROVED ACADEMIC PROGRAMS:**

Approved academic programs shall submit annual reports to AMTA as requested by the Director of Professional Programs. Such reports as the Enrollment Data Form should be submitted to AMTA in a timely manner, as requested. The purposes of such reports are to use this statistical data in predicting trends in the field, provide information to institutions that are interested in implementing a new music therapy degree program, and to support educators in justifying the need for additional faculty as they experience growth in their programs. In addition, the information also updates the AMTA files on the names of music therapy program directors, institution addresses, telephone numbers, fax, and e-mail addresses.

#### **VII. PROCEDURES FOR DEFERRING AMTA APPROVAL UPON REVIEW:**

If an institution's music therapy program(s) is not granted AMTA approval following its application to apply for new program approval or for maintaining its approval, AMTA may grant a deferral. After the second consecutive deferral of an application of a music therapy program for failure to meet a specific standard of AMTA, AMTA may approve an application with a request for a progress report; place a music therapy program on probation for a specified period of time; or withdraw approval of a music therapy program after all procedures regarding petition for review of adverse decisions have been followed (see below).

#### **VIII. PROCEDURES REGARDING PETITION FOR REVIEW OF ADVERSE DECISIONS**

When a serious disagreement arises concerning AMTA's decision on the approval status of an institution's program(s) or a decision of non-compliance with AMTA Standards and/or Code of Ethics, the institution may petition the AMTA Board of Directors to review its decision. Procedures for the review of adverse decisions are as follows:

- Step 1. The institution submits a written petition to the AMTA Executive Director outlining why the approval status for its music therapy program(s) should be reconsidered by AMTA.
- Step 2. The AMTA Board of Directors evaluates the petition and presents its findings to the Academic Program Approval Committee and/or other appropriate bodies of the Association.

- Step 3. The AMTA Academic Program Approval Committee and/or other appropriate bodies of the Association reconsider the music therapy program's application in light of information presented and the Board of Directors's evaluation of the petition.
- Step 4. The AMTA Academic Program Approval Committee and/or other appropriate bodies of the Association submit their recommendations regarding the petition to the AMTA Board of Directors.
- Step 5. The AMTA Board of Directors considers the recommendations, and the Executive Director then notifies the academic institution in writing of the Board's final decision on the AMTA approval status of the institution's music therapy program(s).

**IX. NON-COMPLIANCE WITH AMTA STANDARDS AND/OR CODE OF ETHICS:**

AMTA may occasionally receive complaints about an approved music therapy academic program for non-compliance with the Association's Standards or Code of Ethics. Five copies of a complaint of non-compliance shall be in writing and sent via registered mail to the Executive Director of the Association. An additional copy shall be sent via registered mail to the Music Therapy Program Director and any other relevant parties against whom the complaint has been made at the academic institution. AMTA assumes no responsibility for reviewing isolated individual grievances. Complaints will be considered only when the reported conditions are substantially documented and reflect conditions within a music therapy program(s) that jeopardize the quality of the education and training program and/or the general welfare of the program. Complaints will be referred to the Academic Program Approval Committee and/or any other appropriate bodies within the Association, such as the Ethics Board, for evaluation of the complaint. The appropriate bodies shall investigate, consult with all other appropriate bodies within the Association (if applicable), and jointly make a decision regarding the resolution of the alleged violation. A recommendation shall then go to the Board of Directors for official action. A copy of this decision shall be sent via registered mail to all principals by the Executive Director.