

# AUSTRALIAN MUSIC THERAPY ASSOCIATION



## CONTINUING PROFESSIONAL DEVELOPMENT LOG BOOK

2nd Edition, October 2009

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**For further information about CPD please contact the CPD Committee:**

Postal: Chair, Continuing Professional Development Committee  
AMTA Inc  
MBE 148 / 45 Glenferrie Road  
Malvern VIC 3144

Email: [amta.cpd@gmail.com](mailto:amta.cpd@gmail.com)

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## Submitting your CPD Logbook

**Mailing Your Logbook:** Please forward **three copies** of your CPD Logbook and all supporting documentation to:


Chair, Continuing Professional Development Committee  
AMTA Inc  
MBE 148 / 45 Glenferrie Road  
Malvern VIC 3144

**What to send:** You may use every page in the CPD Logbook in which case send the whole book. However, you may prefer to just print pages as you need them. The minimum requirement is the page titled 'Summary of CPD points Sheet' plus the pages that detail those activities you have completed, and any supporting documentation (see page 4 for what you need to include). We recommend that you make a copy of everything you send and keep it on file. This could be useful in the case of lost mail or the need for some clarification.

**Closing date:** Your CPD Logbook and supporting materials must be submitted by 1<sup>st</sup> March of the year in which you are due to submit. To find out when you are due to submit, please refer to the CPD Handbook, p.6

**Ask before you send:** If you are unsure about something, please write and ask before you submit. This could save you and the committee considerable time. We are happy to answer all your questions about the CPD process and welcome your feedback. Please contact the Committee via:

 Email: [amta.cpd@gmail.com](mailto:amta.cpd@gmail.com)

 Chair, Continuing Professional Development Committee  
AMTA Inc  
MBE 148 / 45 Glenferrie Road  
Malvern VIC 3144

## **Documentation required**

Please note the categories that require either a signature or additional documentation to accompany the Logbook entry.

|                         |   |
|-------------------------|---|
| 1.1; 1.2; 1.3; 1.4      | Transcript of results   |
| 2.1                     | Signed log book or certificate of attendance*<br>*Please note that for the AMTA PDS & Conference, you must include the Certificate of Attendance in order to claim CPD points   |
| 2.2                     | Signed log book by meeting convenor/AMTA representative or certificate/receipt of attendance  |
| 3.1; 3.2; 3.3; 3.4; 3.6 | Full bibliographic reference of the article/book, including author, title and date of publication, and page numbers of author's text. Please note that it is not necessary to include a copy of the entire paper/text.  |
| 3.5                     | Copy of the article   |
| 4.1; 4.2; 4.3; 4.4; 4.5 | Details of the workshop, seminar, conference presentation, including any promotional brochures or flyers and a copy of the conference/seminar program that lists the presenter  |
| 5.1; 5.2; 5.3           | AMTA records (such as AGM minutes); or signature/email from an appropriate member of AMTA (or other Music Therapy Body/Association): this may include a member of the National Exec, the Chair of your Committee, or the Editor in Chief of an Editorial Board etc. |
| 5.4                     | Copy of promotional material  |
| 6.1                     | Copy of unpublished review  |
| 6.2                     | A written score of the song/music   |
| 6.3                     | Signature in Logbook or letter from teacher listing dates of lessons & topic (eg: piano, voice, improvisation, drumming etc)  |
| 7.1; 7.2; 7.3           | Signature in Logbook or letter from Supervisor/therapist including dates of supervision/therapy   |
| 7.4; 7.5                | Signature in Logbook or letter/email from University Clinical Placement Coordinator stating number of students supervised, number of days and type of placement (observation, work experience, full etc)  |

# CPD POINTS SUMMARY SHEET

Name: \_\_\_\_\_ Year first registered: \_\_\_\_\_ Date submitted \_\_\_\_\_

Year of previous successful CPD submission (if applicable): \_\_\_\_\_

|          | <b>Sub-category</b>       | <b>Total points</b> |
|----------|---------------------------|---------------------|
| <b>1</b> | Courses                   |                     |
| <b>2</b> | Conferences and Meetings  |                     |
| <b>3</b> | Publications              |                     |
| <b>4</b> | Presentations             |                     |
| <b>5</b> | Service to the Profession |                     |
| <b>6</b> | Self-Education            |                     |
| <b>7</b> | Supervision               |                     |
|          | <b>TOTAL</b>              |                     |

OFFICE ONLY: Received at National Office \_\_\_\_\_

Received by reviewer \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Review submitted: \_\_\_\_\_

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Chair: \_\_\_\_\_

| <b>DATE</b> | <b>1.1 – 1.4 COMPLETED COURSES<br/>(Details and transcript of results enclosed)</b> | <b>POINTS</b> | <b>Documentation<br/>attached?</b> |
|-------------|---|---------------|------------------------------------|
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|             |   | <b>TOTAL</b>  |                                    |

| DATE | 2.1 ATTENDANCE AT CONFERENCES / SHORT COURSES,<br>SEMINARS/ WORKSHOPS / TALKS / PRESENTATIONS | POINTS       | Presenter's signature |
|------|---|--------------|-----------------------|
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|      |   | <b>TOTAL</b> |                       |

| DATE | 2.2 ATTENDANCE AT AMTA MEETINGS<br>BRANCH/INTEREST GROUP | POINTS       | Chair's signature |
|------|--|--------------|-------------------|
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|      |  | <b>TOTAL</b> |                   |

| DATE | 3.1-3.4 and 3.6 PUBLICATION - CO-AUTHORED BOOK / EDITED BOOK /<br>BOOK CHAPTER / REFEREED ARTICLE<br>(Attach bibliographic details of book/paper/chapter/article) | POINTS | Documentation<br>attached? |
|------|---|--------|----------------------------|
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| DATE PUBLISHED | 3.5 PUBLICATION - UNREFEREED ARTICLE<br>(Attach copy of article) | POINTS       | Documentation<br>attached? |
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|                |  | <b>TOTAL</b> |                            |

| DATE | 4.1- 4.5 PRESENTATIONS -<br>WORKSHOP/SEMINAR (Details of actual involvement)<br>CONFERENCE PAPER (Attach copy of program) | POINTS       | Documentation<br>attached? |
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| <b>DATES OF POSITION</b> | <b>5.1 – 5.4 AMTA POSITION HELD &amp; CREATION OF PROMOTIONAL MATERIALS (ATTACH COPY)</b> | <b>POINTS</b> | <b>Documentation attached?</b> |
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| DATE | 6.1 – 6.2 UNPUBLISHED BOOK REVIEW / COMPOSITION<br>(Attach copies / scores as applicable) | POINTS       | Documentation attached? |
|------|---|--------------|-------------------------|
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| DATE | 6.3 MUSIC TUITION | POINTS       | Teacher's signature |
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|      |                   | <b>TOTAL</b> |                     |

| <b>DATE</b> | <b>7.1 – 7.3 PROFESSIONAL SUPERVISION / THERAPY RECEIVED</b> | <b>POINTS</b> | <b>Supervisor's / Therapist's signature</b> |
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| DATE | 7.4 – 7.5 STUDENTS SUPERVISED AND NUMBER OF DAYS | POINTS | Signature of University<br>Clinical Placement<br>Supervisor |
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