



## CPD HANDBOOK OUTLINE

Last reviewed February 2020

### POINTS

A minimum of **20 points** must be accrued every year.  
Points must be accrued in three of the following four categories, with category 1 being mandatory for all RMTs.

### CATEGORIES

- Category 1 [CPD online tutorial \(MANDATORY\)](#)
- Category 2 [Formal Learning](#)
- Category 3 [Informal Learning](#)
- Category 4 [Engagement With The Profession](#)

### EVIDENCE

All items submitted must be accompanied by appropriate evidence. All evidence must be in English.

Evidence of attendance at course, workshops, events, etc, must include:

- Name of event
- Name of presenter
- Signature of presenter or their delegate
- Attendee (your) name
- Dates and times, detailing hours of direct contact
- Contact details of organiser

### SUBMISSION

Your submission is able to be edited by you until midnight on 28<sup>th</sup> (or 29<sup>th</sup>) February in the year you are due to submit.

After this point your submission is locked for review by the CPD committee.

Once you have entered your activities and evidence, your submission is complete.

The CPD portal is live; as such there no button to click in order to submit.

## CPD ONLINE HANDBOOK 2020



### **Category 1: CPD ONLINE TUTORIAL (MANDATORY)**

<i>Item no.</i>	<i>Item name</i>	<i>Points allocated</i>	<i>Evidence required</i>
1.1	CPD agreement and online tutorial	1 per tutorial	Points are automatically recorded on your CPD account upon completion
1.2	Code of Ethics review	1 per tutorial	Points are automatically recorded on your CPD account upon completion
1.3	Policy change review	1 per	Points are automatically recorded on your CPD account upon completion

## Category 2: FORMAL LEARNING

Item no.	Item name	Points allocated	Evidence required
<b>COURSES</b>			
2.1	PhD or Masters (research) degree in music therapy or related subject – at Confirmation of Candidature	10	Copy of email/certificate of confirmation
2.2	PhD or Masters (research) degree in music therapy or related subject – at Award	15	Copy of transcript of results <b>Note: All courses must have been completed and the degree awarded for CPD points to apply</b>
2.2	Other post-graduate coursework or course related to the AMTA™ <i>Competency Standards in Music Therapy</i> e.g. certificate or diploma of at least 1 year's duration. <b>Note: excludes entry level qualification for Music Therapy</b>	10	Copy of transcript of results <b>Note: All courses must have been completed and the degree awarded for CPD points to apply</b>
<b>CONFERENCES AND MEETINGS</b>			
2.3	Attendance at conferences, short courses, seminars, workshops, talks and presentations (including online versions), where the topic is related to the <i>Competency Standards in Music Therapy</i> or to professional practice.  Examples: <ul style="list-style-type: none"> <li>• World Congress of Music Therapy, international conferences, AMTA™ national conference/PDS</li> <li>• attendance at a workshop, seminar, meeting (with speaker or presenter) on music therapy or a professionally related subject (including online)</li> <li>• participation in skill development workshops or courses (including online)</li> </ul>	1 per hour	Certificate or email stating participant name, dates and times of presentation, presenter name, total direct contact hours, topic.  <b>Note: Points are based on direct contact hours</b>

PUBLICATIONS

2.4	Sole-authored or co-authored book on music therapy that is professionally published	15	Full bibliographic reference, including author, title, date of publication, and page numbers of author's text  <b>Note: it is not necessary to include a copy of the entire paper/text</b>
2.5	Editor of professionally published book on music therapy	10	Full bibliographic reference, including author, title, date of publication, and page numbers of author's text  <b>Note: it is not necessary to include a copy of the entire paper/text</b>
2.6	Chapter in a professionally published book on music therapy	7	Full bibliographic reference, including author, title, date of publication, and page numbers of author's text  <b>Note: it is not necessary to include a copy of the entire paper/text</b>
2.7	Paper published in a refereed journal	10	Full bibliographic reference, including author, title, date of publication or web link to journal.  <b>Note: it is not necessary to include a copy of the entire paper/text</b>
2.8	Paper or clinical article featured in a non-refereed journal, newsletter, or web page (e.g., <i>Network</i> , <i>Bulletin</i> , or state newsletter)  <b>Note: excludes media interviews</b>	5	Full bibliographic reference, including author, title, date of publication or web link to journal.  <b>Note: it is not necessary to include a copy of the entire paper/text</b>

## PRESENTATIONS

2.9	Leadership of music therapy workshop/seminar (including online)	3 per hour	Details of the workshop/seminar, including a copy of the conference/seminar program that lists the presenter
2.10	Oral presentation at a national or international conference/PDS on music therapy or a subject related to an area of the <i>Competency Standards in Music Therapy</i>	10	Details of the presentation, including a copy of the conference/seminar program that lists the presenter
2.11	Poster presentation at a national or international conference/PDS on music therapy or a subject related to an area of the <i>Competency Standards in Music Therapy</i>	5	Details of the presentation, a copy of the conference/seminar program that lists the presenter

### Category 3: INFORMAL LEARNING

<i>Item no.</i>	<i>Item name</i>	<i>Points allocated</i>	<i>Evidence required</i>
3.1	Attendance at AMTA™ Special Interest Groups* or AMTA™ online event	1 per hour	Certificate from AMTA™ or state branch / email confirmation of attendance
3.2	Member of AMTA™ online forum	1 per membership	Email confirmation from forum co-ordinator / screen shot of your name in the member list  <b>Note: capped at 3 memberships</b>
3.2	Review of book, journal or online article, conference paper audio or video program related to an area of the <i>Competency Standards in Music Therapy</i> (including peer reviewed journals, <i>Network, Bulletin</i> )  1500-2000 words	2 per review	Copy of submitted piece of writing
3.3	Composition of a song/ music for use in music therapy	1 per piece	A written score or a link to audio file with 200-word attachment of explaining the therapeutic use of the song.  <b>Note: capped at 5 points</b>
3.4	Receiving formal music tuition (e.g., instrumental, voice, composition, improvisation)	1 per lesson	Letter/tax invoice from teacher listing lesson dates and topic  <b>Note: capped at 8 points</b>
3.5	Music Engagement – other music activities e.g. choirs, bands, performances	1 per rehearsal/performance	Email confirmation/sign off/reviews on event page/media review/screen shot of confirmation of attendance at music activity  <b>Note: capped at 4 points</b>

3.6	Receiving professional supervision for work practice	3 per session	Letter/tax invoice from supervisor/therapist listing session dates
3.7	Receiving formal peer supervision / participation in journal club	1 per session	Letter/tax invoice from supervisor/therapist listing session dates  <b><i>Note: capped at 10 points</i></b>
3.8	Receiving professional coaching/mentoring	1 per session	Letter/tax invoice from coach/mentor listing session dates  <b><i>Note: capped at 5 points</i></b>

### Category 4: ENGAGEMENT WITH THE PROFESSION

<i>Item no.</i>	<i>Item name</i>	<i>Points allocated</i>	<i>Evidence required</i>
4.1	President of AMTA™ and other members of the AMTA™ Board	15 per year	A copy of AMTA™ records (e.g., AGM minutes) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.2	Members of the AMTA™ Operations Committee	10 per year	A copy of AMTA™ records (e.g., AGM minutes) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.3	Membership of AMTA™ National committee, working party or state branch/interest group; Membership of AMTA™ or other music therapy conference/PDS organizing committee; Member of an editorial board; Committee member of WFMT or other international music therapy governing body	8 per year	A copy of AMTA™ records (e.g., AGM minutes) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.3	Coordinator of an AMTA™ SIG; Co-ordinator of conference awards committee; Member of a scientific review committee	5 per year	A copy of AMTA™ records (e.g., Conference Booklet) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.3(a)	National conference awards committee member	1 per day of adjudication	Signature/email from an appropriate member of AMTA™



4.3(b)	Reviewer of AJMT and other related publications	5 per article	A copy of Journal (e.g., link to publishing page) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.4	Full day strategic planning sessions for any of the above committees	5 per day	A copy of AMTA™ records (e.g., AGM minutes) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.5	Attendance at AMTA™ Inc. meetings by non-committee members (e.g., national or state AGM; general meetings; clinician groups; SIGs)	1 per hour	A copy of AMTA™ records (e.g., AGM minutes) <b>OR</b> Signature/email from an appropriate member of AMTA™
4.6	Supervision of students, including: <ul style="list-style-type: none"> <li>• music therapy students</li> <li>• observation students</li> <li>• work experience students</li> </ul>	1 per day	Letter / email from University Clinical Placement Coordinator stating number of students supervised, number of days and type of placement  <b>Note: capped at 10 points for music therapy course students</b>  <b>Note: capped at 3 points for observation students and work experience students</b>
4.7	Other AMTA™ strategic/policy/workforce/promotion and development works	Up to 10 per year In negotiation with relevant AMTA™ Board or Delegate	Signature/email confirmation from appropriate AMTA™ Board/Committee/Employee  <b>Note: capped at 10 points per year, or in negotiation with relevant AMTA™ Board member or Delegate</b>

\*List of approved AMTA™ sites and Special Interest Groups include:

- [AMTA™ Public Facebook Page](#)
- [NSW State Page](#)
- [VIC State Page](#)
- [QLD State Page](#)

Special Interest Groups:

- [Music Therapy in Oncology](#)
- [AMTA Autism Clinicians](#)
- [AMTA Business Owners Forum](#)
- [AMTA Palliative Care Practice](#)
- [AMTA Mental Health Clinicians](#)
- [Music Therapy and Aged Care](#)
- [AMTA New Graduates Network](#)
- [AMTA NDIS Professionals](#)
- [AMTA Supervision Forum](#)
- [AMTA and Early Childhood](#)
- [AMTA and Neurorehabilitation](#)
- [Music Therapy in Schools](#)