

CPD ONLINE HANDBOOK 2019

OUTLINE

POINTS

A minimum of **40 points** must be accrued in each **two year** period, with a minimum of 15 points in each calendar 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 x2 \(MANDATORY, 1 per year\)](#)
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 28th (or 29th) February in the year you are due to submit.
After this point your submission is locked for review by the CPD committee.

The CPD portal is live; as such there no button to click in order to submit.
Once you have entered your activities and evidence, your submission is complete.

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	Add to your CPD log after completion of each tutorial (1 in each year)

Category 2: FORMAL LEARNING

Item no.	Item name	Points allocated	Evidence required
COURSES			
2.1	PhD or Masters (coursework or research) degree in music therapy or related subject Note: excludes entry level qualification for Music Therapy	35	Copy of transcript of results Note: All courses must have been completed and the degree awarded for CPD points to apply
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.	20	Copy of transcript of results Note: All courses must have been completed and the degree awarded for CPD points to apply
CONFERENCES AND MEETINGS			
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"> • World Congress of Music Therapy, international conferences, AMTA national conference/PDS • attendance at a workshop, seminar, meeting (with speaker or presenter) on music therapy or a professionally related subject (including online) • participation in skill development workshops or courses (including online) 	1 per hour	Certificate or email stating participant name, dates and times of presentation, presenter name, total direct contact hours, topic. Note: Points are based on direct contact hours

PUBLICATIONS

2.4	Sole-authored or co-authored book on music therapy that is professionally published	30	Full bibliographic reference, including author, title, date of publication, and page numbers of author's text Note: it is not necessary to include a copy of the entire paper/text
2.5	Editor of professionally published book on music therapy	20	Full bibliographic reference, including author, title, date of publication, and page numbers of author's text Note: it is not necessary to include a copy of the entire paper/text
2.6	Chapter in a professionally published book on music therapy	15	Full bibliographic reference, including author, title, date of publication, and page numbers of author's text Note: it is not necessary to include a copy of the entire paper/text
2.7	Paper published in a refereed journal	15	Full bibliographic reference, including author, title, date of publication or web link to journal. Note: it is not necessary to include a copy of the entire paper/text
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) Note: excludes media interviews	5	Full bibliographic reference, including author, title, date of publication or web link to journal. Note: it is not necessary to include a copy of the entire paper/text

PRESENTATIONS

2.9	Leadership of music therapy workshop/seminar (including online) Note: external to regular paid employment obligations	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> Note: external to regular paid employment obligations	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> Note: external to regular paid employment obligations	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 forums (excluding social media forums unless pre-approval granted for an event)	1 per hour	Certificate from AMTA or state branch
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.
3.4	Receiving music tuition (e.g., instrumental, voice, composition, improvisation)	1 per lesson	Letter/tax invoice from teacher listing lesson dates and topic Note: capped at 20 points
3.5	Receiving professional supervision	1 per session	Letter/tax invoice from supervisor/therapist listing session dates
3.6	Receiving formal peer supervision / participation in journal club	1 per session	Letter/tax invoice from supervisor/therapist listing session dates
3.7	Receiving therapy for clinical practice	1 per session	Letter/tax invoice from supervisor/therapist listing session dates

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 AMTA Board and Operations Committee	15 per year	A copy of AMTA records (e.g., AGM minutes) OR Signature/email from an appropriate member of AMTA
4.2	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	10 per year	A copy of AMTA records (e.g., AGM minutes) OR 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) OR 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	2 per article	A copy of Journal (e.g., link to publishing page) OR 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) OR 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) OR Signature/email from an appropriate member of AMTA
4.6	Supervision of students, including: <ul style="list-style-type: none"> • music therapy students • observation students • work experience students 	1 per day	Letter / email from University Clinical Placement Coordinator stating number of students supervised, number of days and type of placement <i>Note: capped at 20 points</i>