

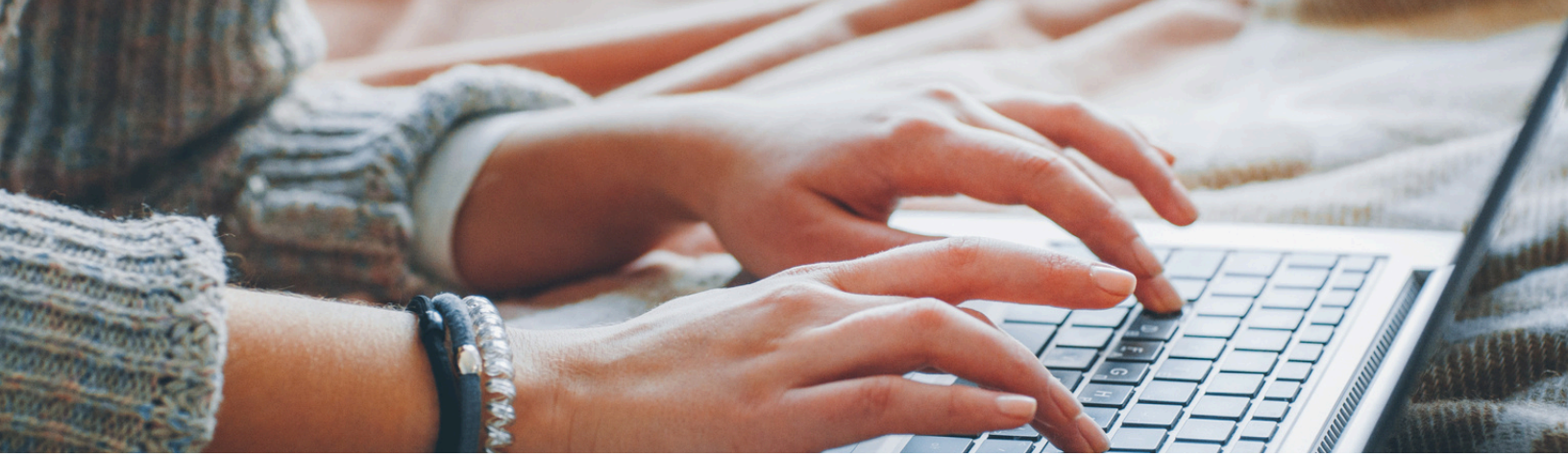
# WELCOME TO THE PROFESSION PACKET

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[www.glr-amta.org](http://www.glr-amta.org)



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Dear New Professional!

Welcome to our amazing profession and to our incredible region. Our region is strong and thriving because of the collaborative, kind, and professional music therapists and students across our six states. I have no doubt that you will be an invaluable addition and asset to the community you get to work in and to our region.

We hope you find this guide helpful for any questions that you may have. An amazing team has included resources for: self-care, finding a job, entering your CBMT credits, and much more.

Please let me know if you have any questions, or if you want to reach out for any reason, you can send me an email at: [ggramtapresident@gmail.com](mailto:ggramtapresident@gmail.com)

Welcome to the GLR!

We are so glad to get to have you here!

Todd Schwartzberg, Ph.D., MT-BC





# SELF-CARE RESOURCES

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## Music For Kiddos did a series of 3 episodes “We’re Fried”

<https://podcasts.apple.com/us/podcast/65-were-fried-professionally-music-for-kiddos-podcast/id1549864072?i=1000567205529>

Professional, creatively and emotionally we all get fried at somepoint. Stephanie shares some insight on what she changed to avoid burnout,

## Care Chronicles

<https://podcasts.apple.com/us/podcast/169-physical-wellness-self-care-challenge-day-1/id1464455024?i=1000568988992>

Tricia walks listeners through 8 days of self care with a different focus every day. These focuses include: Physical, emotional, social, financial, occupational, mental/ intellectual, and spiritual wellness

Overcomnig burnout is another episode that she has.



## Self Care Institute

<https://www.selfcareinstitute.com/>

Offers resources and support for burnout prevention, burnout recovery, and stress management for individuals and organizations.



# CBMT TEST

Congratulations on completing 1,200 hours of clinical work! You're now prepared to take the CBMT exam—a challenging yet exciting milestone in your journey. Here are some resources to assist you as you take this next step.

---

## How to sign up

# 01

You can download the [candidate handbook here](http://www.cbmt.org/wp-content/uploads/2023/03/CBMT-Candidate-Handbook-2022.pdf) (<http://www.cbmt.org/wp-content/uploads/2023/03/CBMT-Candidate-Handbook-2022.pdf>) from the CBMT website.

- Create an account with CMBT
- Click on exam application and fill it out
- Submit the documentation- (Transcript & Internship completion letter)
- Pay the examination fee of \$325
- You will then receive an email within 5 business days for how to sign up for a test date

## Need Accommodations?

# 02

- All testing sites are wheelchair accessible- tell PSI this is needed when you schedule.
- Candidates with a diagnosed disability seeking accommodations can contact CBMT to set these up for your test. Submit the form on page 20 of the candidate handbook.

## The day of

# 03

The day of your test check in at PSI- ensure that you are not late or you may not be able to take the test.



# CBMT TEST

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## The day of cont.

03

- The day of your test check in at PSI- ensure that you are not late or you may not be able to take the test.
- You will need 2 forms of identification- one must be government issued. Read page 11 for more examples
- You may not bring your phone, smart watch or anything that can get wifi or electronic devices. leave these at home or in your car.
- Hats and large coats are not permitted in the testing room.
- You will be provided with a piece of scratch paper and a pencil
- You can take a break whenever you want but you will not be given extra time to make up from these breaks.
- You are in the testing center with other people who may be taking a different exam than you. PSI is a testing center for lots of different professional organizations.
- At the end of the test you will turn in your paper and pencil
- Then your test results will print with your score and will indicate if you passed or failed.

**Tip: Scroll down to “Bonus Content” for more information about preparing for the exam.**



# MEMBERSHIP INFO

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Becoming a member of AMTA, GLR, and your state organization is a great way to stay in the know and to get involved.

AMTA has a tiered dues structure. There are three levels of professional membership, ranging from \$150 to \$250 annually. You can learn more about the tiers and pay your dues [here](#)

**(<https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=amta2&cart=0&shopsearch=&shopsearchCat=Membership>).**

Once you become a member of AMTA, you are automatically a member of your regional organization.

State organizations are separate from AMTA, and each state sets their membership dues. Click [here](#) (<https://www.glr-amta.org/about/>) and scroll to “State Organizations” to find your state’s dues and membership information.

GLR members have the opportunity to apply for scholarships, grants, and other funds throughout the year. Learn about what’s available, how much is awarded for each opportunity, and how to apply [here](#). (<https://www.glr-amta.org/glr-community-member-resources/community-support-scholarship-opportunities-nominations/>)



# JOB RESOURCES

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There are many ways to find music therapy jobs! Below are some resources to help you in your search. It's important to consider what you're looking for in a job before applying. What are your absolute must-haves? What are the nice-to-haves that you're willing to compromise on?

[Here is a spreadsheet](#) to help you think through these aspects. Completing this or considering these factors in advance will help you focus on positions that align with your needs and preferences, ensuring a better fit for your career goal.

[Here is a PDF](#) that talk about the differences between employee and contracting, including a page that breaks down the cost differences for each and what take home pay could look like for each position. \*Hint it is different than the hourly or salary number!

Places to job hunt include:

- GLR website
- AMTA Website
- Facebook- “Music Therapy Jobs and Hiring”
- Indeed
- Universities sometimes have a job board or professors may know of openings
- Follow businesses on social media- many will post when they are hiring





# HOW TO GET INVOLVED

There are many ways to get involved in the GLR! From the state to national level, there are many opportunities to volunteer, collaborate, and meet other music therapists.

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## **01** State Organizations

The first place to start may be in your own state's music therapy organization. Each state has elected positions, such as President and committees, such as Continuing Education. States also put on workshops and other events throughout the year and can always use help for these events. Reach out to your state organization to see where you could help.

## **02** Ad Hoc Committees

Ad Hoc Committees are committees that are formed for a short period of time. Generally, a call for volunteers will go out via social media and email for these committees.



# HOW TO GET INVOLVED

## 03 **Standing Committees**

Standing Committees have specific charges and tasks from AMTA. Each committee is made up of a music therapist from each region, plus a student member. The GLR will put out a call for volunteers whenever a Standing Committee position is vacant in the region. Current Standing Committees are: Workforce Development and Retention; Reimbursement; Professional Advocacy; Continuing Education; Technology; Association Internship Approval; Academic Program Approval; Government Relations; International Relations; Research; Diversity, Equity, Inclusion, Access, and Justice; Clinical Practice Networking; Standards of Practice; Interprofessional Collaborative Resources; and Membership.

## 04 **Executive Committee**

the GLR Executive Board is made up of 6 elected positions and 7 appointed positions. These individuals discuss and vote on decisions and initiatives that impact the region. Calls for Service are posted to social media and emailed to members. Those interested are asked to submit a biography and statement of interest.

The executive board positions are: President, President-Elect, Past President, Past President, Vice President, Vice President-Elect, Treasurer, Secretary, DEI Chair, Communications Liaison, Student Advisor, Student Representative, Historian, Website Coordinator, and Outreach Coordinator.



# HOW TO GET INVOLVED

## 05 **Assembly of Delegates**

The Assembly of Delegates is the policy-making body for AMTA. The number of Delegates for each region is determined by the number of AMTA members within the region. The GLR tends to have a large number of Delegates on the Assembly. If a person is not elected to the Assembly for their region, they serve as an Alternate in the case that an elected Delegate is unable to attend an Assembly meeting.

A region's Delegates are elected by the members of the region in an odd-number year and serve two-year terms. A call for service is posted to social media and emailed to members. Those interested in serving as a Delegate are asked to submit a statement of interest.

## 06 **Regional Conference**

GLR regional conferences are held each spring, typically in March or April, and locations rotate amongst the 6 GLR states.

Co-Chairs for conference come from the state in which the conference is being held. Local Committees, such as the Instrument Committee and Entertainment Committee, also come from the state in which the conference is located. However, there are opportunities for anyone to volunteer at conference! You may be able to help at the registration desk, carry instruments, or proctor for a session or CMTE. Calls for service will go out, as well as announcements leading up to conference.



# STATE LICENSURE

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## FAQs

- 01 Why do we need Licensure/ Recognition/ Title Protection?**
- The national certification might not be enough in many states., therefore, states use these methods to protect their clients, the public, and the music therapist community.
  - Some states also require education and healthcare providers hold a state license. With music therapy being a licensed service, this can ensure that clients can have access to music therapy services within their facilities.
- (AMTA)
- 02 What are the fees associated with it?**
- Fees can differ by state, but they usually range from \$50.00 - \$200.00 (payment frequency can differ).
- (AMTA)
- 03 Will all MT-BCs in the state have to be licensed if it is passed in the state?**
- Yes, all MT-BCs who practices in that state (part-time or full-time) will have to apply for the license in order to legally practice music therapy.
- (AMTA)

**More information can be found at the AMTA website:**

**State Licensure Updates:** <https://www.cbmt.org/state-requirements/>

**State Task Forces:** <https://www.cbmt.org/about/advocacy/state-task-forces-map/>



# STATE LICENSURE UPDATES & TASK FORCE

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## **Wisconsin**

***Wisconsin Music/Art/Dance Therapy Registry***

*<https://www.musictherapywisconsin.org/wmtr/>*

**Task Force Contact:** [wimt.taskforce@gmail.com](mailto:wimt.taskforce@gmail.com)

## **Illinois**

***State Licensure***

*<https://www.musictherapyillinois.org/music-therapy-licensure/>*

**Task Force Contact:** Nancy Swanson  
[nancy@musictherapyservices.us](mailto:nancy@musictherapyservices.us)



## **Ohio**

***State Licensure***

*<https://codes.ohio.gov/ohio-revised-code/section-4757.24>*

**Task Force Contact:** [OHmusictherapyTF@gmail.com](mailto:OHmusictherapyTF@gmail.com)  
<https://aomt.org/ohio-task-force.html>



# STATE LICENSURE UPDATES & TASK FORCE

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## Indiana

***Still in progress***

<https://www.cbmt.org/about/advocacy/state-task-forces-map/in/>

**Task Force Contact:** Amanda Henley  
taskforce@indianamusictherapist.com

## Michigan

***Still in progress***

<https://www.cbmt.org/about/advocacy/state-task-forces-map/mi/>

**Task Force Contact:** Kellee Hansen and Bernadette Skodack  
mimusictherapytf@gmail.com



## Minnesota

***Still in progress***

<https://www.cbmt.org/about/advocacy/state-task-forces-map/mn/>

**Task Force Contact:** Ericha Rupp and Todd Schwartzberg  
mnmtltaskforce@gmail.com



# GRADUATE PROGRAMS

From small colleges to big institutions, there are many graduate programs in the Great Lakes Region for you to earn a Master's Degree in Music Therapy.

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## Augsburg University

- **City/ State:** Minneapolis, Minnesota
- **Director:** Juyoung Lee, RMT MT-BC
- **Email/ Phone:** [leejuy@augsborg.edu](mailto:leejuy@augsborg.edu) (612) 330-1427
- **Website:** <https://www.augsburg.edu/mmt/>



## Cleveland State University

- **City/ State:** Cleveland, Ohio
- **Director:** Deborah Layman, MM, MT-BC
- **Email/ Phone:** [d.l.layman@csuohio.edu](mailto:d.l.layman@csuohio.edu) (216) 802-3343
- **Website:** <https://health.csuohio.edu/music-therapy/master-music-therapy>



## Illinois State University

- **City/ State:** Normal, Illinois
- **Director:** Cindy Ropp, EdD, MT-BC
- **Email/ Phone:** [crropp@ilstu.edu](mailto:crropp@ilstu.edu) (309) 438-8803
- **Website:** <https://health.csuohio.edu/music-therapy/master-music-therapy>



## Indiana University - Indianapolis

- **City/ State:** Indianapolis, Indiana
- **Director:** Meganne Masko, PhD, MT-BC/L
- **Email/ Phone:** [mmasko@iupui.edu](mailto:mmasko@iupui.edu) (317) 274-2014
- **Website:** <https://bulletins.iu.edu/iupui/2014-2016/schools/purdue-engineer-tech/departments/music-arts-tech/ms-music-therapy.shtml>





# GRADUATE PROGRAMS

More Graduate Programs in the Great Lakes Region.

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## Ohio University

- **City/ State:** Athens, Ohio
- **Director:** Sharon Boyle, PhD, MT-BC
- **Email/ Phone:** [boyles2@ohio.edu](mailto:boyles2@ohio.edu)
- **Website:** <https://www.ohio.edu/fine-arts/music/graduate/therapy/>



## St. Mary of the Woods College

- **City/ State:** St. Mary-of-the-Woods, Indiana
- **Director:** Tracy Rishardson, PhD, MT-BC
- **Email/ Phone:** [trichardson@smwc.edu](mailto:trichardson@smwc.edu) (812) 535-5154
- **Website:** <https://www.smwc.edu/departments/graduate-studies/master-music-therapy/>



## University of Dayton

- **City/ State:** Dayton, Ohio
- **Director:** Courtney Belt, PhD, MT-BC
- **Email/ Phone:** (937) 229-3980
- **Website:** <https://health.csuohio.edu/music-therapy/master-music-therapy/>

University of  
Dayton



## University of Minnesota

- **City/ State:** Minneapolis, Minnesota
- **Director:** Michael Silverman, PhD, MT-BC
- **Email/ Phone:** [silvermj@umn.edu](mailto:silvermj@umn.edu) (612) 624-1091
- **Website:** <https://cla.umn.edu/music/graduate/degrees/ma-programs/music-therapy/>





# GRADUATE PROGRAMS

More Graduate Programs in the Great Lakes Region.

---

## Western Illinois University



- **City/ State:** Macomb, Illinois
- **Director:** Jennifer D. Jones, PhD, MT-BC
- **Email/ Phone:** [JD-Jones2@wiu.edu](mailto:JD-Jones2@wiu.edu)
- **Website:** <https://www.wiu.edu/cofac/music/mmt/index.php>

## Western Michigan University



- **City/ State:** Kalamazoo, Michigan
- **Director:** Jennifer Fiore, PhD, MT-BC, NMT
- **Email/ Phone:** [jennifer.fiore@wmich.edu](mailto:jennifer.fiore@wmich.edu) (269) 387-4724
- **Website:** <https://www.smwc.edu/departments/graduate-studies/master-music-therapy/>



# BONUS CONTENT

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Here is a [list of apps](https://docs.google.com/document/d/19clh1xuJ_z27U5M9t3iOBgUJUctyfsCFR0ZJ28F9lsA/edit#heading=h.3sndg84d34iy)

**([https://docs.google.com/document/d/19clh1xuJ\\_z27U5M9t3iOBgUJUctyfsCFR0ZJ28F9lsA/edit#heading=h.3sndg84d34iy](https://docs.google.com/document/d/19clh1xuJ_z27U5M9t3iOBgUJUctyfsCFR0ZJ28F9lsA/edit#heading=h.3sndg84d34iy))**

we have compiled about apps people have found helpful to use.

Note: It will be updated periodically to reflect new changes.

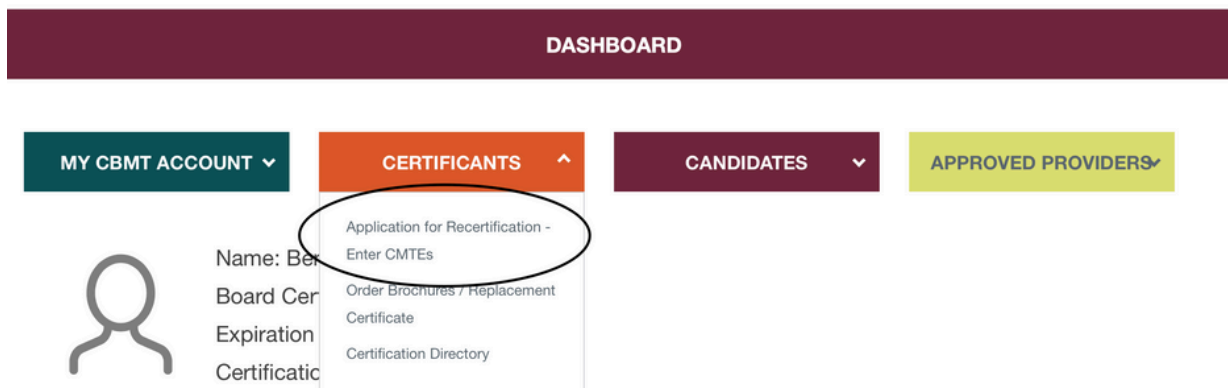


# BONUS CONTENT

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## Entering CBMT credits on the CBMT website

1. Log into your account at [www.cbmt.org](http://www.cbmt.org)
2. On the Dashboard page, click on the orange square reading “Certificates”. Click on “Application for Recertification- Enter CMTes” from the menu. You will be taken to the Self-Service Portal





# BONUS CONTENT

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Entering CBMT credits on the CBMT website

3. In the Self-Service Portal, you will see any applications that you have open or have completed. Click “Details” next to the Pending application.



[Candidates](#) [Certificants](#) [Educators](#) [Approved Providers](#) [Find a Therapist](#)

## SELF SERVICE PORTAL

**Application: Recertification**

**Credential: MT-BC**

APPLICATION #	TOPIC	APPLICANT	STATUS	COURSE NAME	
1154	Application	██████████	Certified		<a href="#">Details</a>
7739	Application	██████████	Pending		<a href="#">Details</a>



# BONUS CONTENT

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## Entering CBMT credits on the CBMT website

4. On the next screen, you'll see reminders about credits and clickable links to the Recertification Credit Chart and the Board Certification Domains. On the left are the different categories where credits can be entered.

<b>Instructions</b>	<b>Welcome to the Application for Recertification</b>
Workshops / Courses / Conferences / Independent Learning	<ul style="list-style-type: none"><li>* Record 100 hours of CMTE credits</li><li>* 3 CMTE credits must relate to Ethics</li><li>* Pay all outstanding invoices in your Dashboard</li><li>* Sign and date the Attestation</li><li>* Submit the application in the fifth year of your certification period</li></ul>
Mentored Self-Study: Mentor	
Attendance at AMTA National and Regional Conference	<b>Important Information</b>
Presentations	<ul style="list-style-type: none"><li>* Pending Status indicates your application has been created, but not submitted for recertification</li><li>* The application must be submitted for it to be processed</li><li>* Applications may be submitted 9 months before your expiration date</li><li>* Your new five-year recertification period starts the day after your current expiration date</li></ul>
Music Therapy Student Supervision	<ul style="list-style-type: none"><li>* View CMTE credit totals entered prior to October 7, 2019 by clicking the button labeled as such on the left. If you entered Ethics credits and they are not reflected in the Ethics total, please contact the CBMT office.</li></ul>
Publications / Writing	<a href="#">Click here to view and download the new Recertification Credit Chart</a>
Music Composition	<a href="#">Click here to view and download the Board Certification Domains</a>
Non-Peer Reviewed Professional Publication	
Professional Development	



# BONUS CONTENT

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## Entering CBMT credits on the CBMT website

5. For this example, GLR 2024 Conference Attendance credits will be added to the Application for Recertification. Click on “Attendance at AMTA National and Regional Conference” on the left side menu. Then, click the green “Add” button at the bottom of the screen.

**Instructions**

Workshops / Courses / Conferences / Independent Learning

Mentored Self-Study: Mentor

**Attendance at AMTA National and Regional Conference**

Presentations

Music Therapy Student Supervision

Publications / Writing

Music Composition

Non-Peer Reviewed Professional Publication

Professional Development

Click on "Save" at the bottom of this page to record your entry

**Recertification Credit Chart**

**Board Certification Domains**

Certificants may claim CMTE credits for attendance at AMTA National and Regional Conferences. Additional CMTE credits from AMTA National and Regional Conferences may be claimed separately under their respective CMTE Options, i.e., Approved Provider Opportunities, Concurrent Sessions, Other Continuing Education Opportunities, etc.

CMTE credits from other professional conferences are documented under Other Continuing Education Opportunities.

COMMENTS (0) **ADD**



# BONUS CONTENT

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## Entering CBMT credits on the CBMT website

6. A screen with the title “Opportunity Details” will load. Below that text is a dropdown menu. Select “Attendance at AMTA National and Regional Conferences”. Another dropdown menu titled “Select” will appear. Choose “Regional” from the dropdown menu.

Music Composition

Non-Peer Reviewed Professional Publication

Professional Development

Service to Music Therapy Profession

CMTEs Entered Prior to 2019

Attestation

Summary

### Opportunity Details

**Select**

Attendance at AMTA National and Regional Conferences ▼

**Select**

✓ - select an option -

Regional

National

NEXT



# BONUS CONTENT

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## Entering CBMT credits on the CBMT website

7. Select the final date of conference using the calendar button to the right of the space to be filled in. Under “Select Conference”, choose “Great Lakes” from the dropdown menu. Type in the location of conference. Finally, upload your conference certificate. Click the green “Save” button when finished.

Pro tip: save your conference certificate to your computer’s desktop for quick access.

summary

### End Date

03/09/2024



### Conference Information and Required Documentation

Select Conference\*:

Great Lakes



Conference Location\*

Milwaukee, WI

Upload Certificate of Attendance

CHOOSE FILE

[Badge\\_c907314cb8414b0ab5f44fd90301b0a2.pdf](#)

Badge\_c907314cb8414b0ab5f44fd90301b0a2.pdf has been successfully uploaded.

SAVE

CANCEL





# BONUS CONTENT

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## Entering CBMT credits on the CBMT website

8. After clicking “Save”, you will return to the summary screen for “Attendance at AMTA National and Regional Conference”. Scroll to find your credits listed in the “Summary” section.

summary

Attendance at AMTA National and Regional Conferences > National

EDIT	DELETE	STATUS	COMMENTS	START DATE	END DATE	REQUESTED
<a href="#">EDIT</a>	<a href="#">DELETE</a>		<a href="#">0 COMMENTS</a>		10/17/2021	5.00

Attendance at AMTA National and Regional Conferences > Regional

EDIT	DELETE	STATUS	COMMENTS	START DATE	END DATE	REQUESTED
<a href="#">EDIT</a>	<a href="#">DELETE</a>		<a href="#">0 COMMENTS</a>		03/09/2024	5.00
<a href="#">EDIT</a>	<a href="#">DELETE</a>		<a href="#">0 COMMENTS</a>		03/18/2023	5.00
<a href="#">EDIT</a>	<a href="#">DELETE</a>		<a href="#">0 COMMENTS</a>		03/07/2021	5.00



# BONUS CONTENT

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For the Future Music Therapists: Preparing for the CBMT Test

- (<https://www.cbmt.org/candidates/examination/#get-certified>) has information about Eligibility Requirements, Examination Fees, Application Process, and more.
- (<https://www.cbmt.org/candidates/examination/#preparing-for-the-exam>) has information about preparing for the exam as well as some resources for studying.
- (<https://www.cbmt.org/candidates/examination/#taking-the-exam>) will tell you more about taking the exam.
- (<https://www.cbmt.org/candidates/examination/#after-the-exam>) contains information that you need to know after the exam.



# BONUS CONTENT

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## New Professionals Discount for GLR Conference

We are excited to offer a 10% discount for the GLR-AMTA Conference to newly certified professionals within their first five years of MT-BC certification!

To claim this discount, please fill out this [form](https://forms.gle/EFkMqQdxZ9SS2KuT8) (<https://forms.gle/EFkMqQdxZ9SS2KuT8>), and a representative will reach out to you with a code. The code provided to you can be applied during conference registration and is valid for both the early bird and standard rates.

The discount code can be used once during your first certification cycle for a GLR-AMTA Conference.



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# REACH OUT!



We're happy to have you in the GLR! We look forward to work with you and are happy to help in any way that we can!



<https://www.instagram.com/gramta/>



<https://www.facebook.com/GLR.AMTA>



[website@glr-amta.org](mailto:website@glr-amta.org)

[www.glr-amta.org](http://www.glr-amta.org)

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