

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

**Procedures:  
Music Therapy Supplement**

*Intended for use only by institutions seeking accreditation or reaccreditation  
which offer baccalaureate and/or graduate degree programs in music therapy.*

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**This document must be used in conjunction with the *Procedures for Institutions*  
and/or the *Policies and Procedures for Reviews of New Curricula*.**

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**September 2016 Edition**

**Applicable for Visits:  
2016-2017 through 2025-2026**

## NATIONAL OFFICE

### NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

11250 Roger Bacon Drive, Suite 21  
Reston, Virginia 20190-5248

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**Facsimile: 703-437-6312**

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The deadlines outlined in this document supersede those in the NASM *Procedures for Institutions* and NASM *Policies and Procedures for Reviews of New Curricula*.

Applications for accredited institutional Membership require use of the following in addition to the NASM *Music Therapy Supplement* (this document): (1) NASM *Procedures for Institutions*; (2) NASM *Procedures for the Self-Study Document – Format A, or Format B, or Format C*; (3) *Instructions for Preparing Curricular Tables in the NASM Format*; and (4) the latest edition of the NASM *Handbook* and any current addenda. These texts are available on the NASM Web site. Click [here](#) to access documents identified in items (1) through (3), and [here](#) for the *Handbook* and any current addenda.

Applications for Plan Approval require use of the following in addition to the NASM *Music Therapy Supplement* (this document): (1) NASM *Policies and Procedures for Reviews of New Curricula*; (2) *Instructions for Preparing Curricular Tables in the NASM Format*; and (3) the latest edition of the NASM *Handbook* and any current addenda. These texts are available on the NASM Web site. Click [here](#) to access documents identified in items (1) and (2), and [here](#) for the *Handbook* and any current addenda.

Information contained herein concerning programs, procedures, requirements, standards, and fees is subject to change without notice by the appropriate body of NASM.

Permission is hereby granted to copy this document for use in the accreditation process.

# NASM Procedures: Music Therapy Supplement

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# Agreement Regarding the Review of Music Therapy Programs

## I. PARTIES

### □ THE NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

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Reston, VA 20190

*Telephone:* 703-437-0700

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### □ THE AMERICAN MUSIC THERAPY ASSOCIATION

8455 Colesville Road, Suite 1000  
Silver Spring, MD 20910

*Telephone:* 301-589-3300

*Website:* <http://www.musictherapy.org>

*Facsimile:* 301-589-5175

*E-Mail:* [info@musictherapy.org](mailto:info@musictherapy.org)

## II. DEFINITIONS

**The following terms are used in this document as defined below:**

**INSTITUTION** – an academic institution offering educational programs at the post-secondary level.

**ACCREDITATION** – the process whereby a private, nongovernmental agency or association grants public recognition to an educational institution or specialized program of study which meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluations.

The primary purposes of the accreditation process are to provide a professional judgment as to the ability of educational institutions or programs to meet national standards, and to encourage continued improvement, thereby supporting the training of individuals who are able to enter the public sector as competent and professional participants.

There are two basic types of accreditation:

- 1. General or Regional Accreditation** – an expression of confidence by a regional agency that an educational institution's goals are soundly conceived; that its purposes are being accomplished; and that the institution is so organized, staffed, and supported that it should continue to merit such confidence for a specified number of years. It indicates that the institution as a whole has been examined and has been found to be achieving its broadly-based institutional purposes satisfactorily.

General or regional accreditation affords general academic recognition of degrees offered by the institution but does not indicate that these degree programs have undergone intensive evaluation in areas of specialization or that they have met professional standards in those areas of specialization.

The regional associations are: Middle States Commission on Higher Education; New England Association of Schools and Colleges Commission on Institutions of Higher Education; Higher Learning Commission; Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges; and Western Association of Schools and Colleges Senior College and University Commission.

- 2. Specialized or Professional Accreditation** – an expression of confidence by one of the recognized professional accrediting agencies that specific degree programs in a particular area of professional specialization are soundly conceived; that the purposes of these programs are being accomplished; and

that the professional degree program is so organized, staffed, and supported that it should continue to merit such confidence for a specified number of years. Professional accreditation affords academic and professional recognition of specific degrees offered by institutions and indicates that these degree programs have been extensively evaluated by peers in the profession and have met minimum national professional standards in the area of specialization. NASM is the professional accrediting association for all curricular programs and degrees in music. NASM accreditation signifies that an institution's music programs and/or degrees have undergone extensive evaluation by professional peers and have met national standards for such programs established by the Association.

Although all accreditation is voluntary, most postsecondary institutions seek general or regional accreditation, and many seek professional accreditation of specific programs.

**APPROVAL OF AN EDUCATIONAL PROGRAM** – a process whereby a private, nongovernmental agency or association representing a specific profession grants recognition to a specialized program of study which meets certain qualifications and educational criteria as determined by initial and subsequent periodic evaluations. Completion of an approved program typically affords the individual student professional recognition by entitling him or her to seek certification and registration by an appropriate credentialing agency.

Approval signifies that a specialized program of study has undergone extensive evaluation by the agency and has met the minimum criteria established by the agency for the preparation of individual professionals. The American Music Therapy Association is an example of an approval agency.

**CERTIFICATION** – Certification is the process by which a nongovernmental agency or association representing a profession grants recognition to an individual who has met certain predetermined qualifications specified by that agency or association.

Following current practice, upon completion of the bachelor's degree in music therapy (or its equivalent), music therapists are eligible to sit for the national board certification exam and to seek the credential MT-BC (Music Therapist-Board Certified) which is necessary for professional practice. This credential is granted by the Certification Board for Music Therapists (CBMT), a national, independent agency. CBMT awards the professional credential of Music Therapist-Board Certified (MT-BC) which indicates to the public that an individual has met specific education and clinical training eligibility requirements, has passed an objective certification examination demonstrating the required level of competence to practice as a music therapist, and is participating in a program of continuing education designed to maintain or improve that level of competence.

Music therapists who currently hold the professional designations of ACMT, CMT, or RMT are listed on the National Music Therapy Registry (NMTR) and as such are designated as qualified to practice music therapy. However, beginning in the year 2020, NMTR will cease this registry and all music therapists wanting to practice professionally must become board-certified (MT-BC).

**LICENSURE** – the process by which an agency of government grants permission to persons meeting predetermined qualifications to engage in a given occupation and/or use a particular title; or grants permission to institutions to perform specified functions.

### **III. FUNCTIONAL RESPONSIBILITIES OF THE PARTIES**

NASM recognizes AMTA as the agency representing the profession of music therapy. While NASM is concerned principally with educational programs in music therapy in the context of the quality of the total music curriculum offered, AMTA is concerned principally with the quality of educational programs in music therapy as they affect the preparation of individual music therapists and their future impact upon research and practice in the field of music therapy.

Recognizing the unique elements of educational programs needed to prepare professional music therapists, NASM has established a consultative relationship with AMTA.

## **NASM**

NASM is recognized by the United States Department of Education as the sole agency responsible for the accreditation of all postsecondary educational programs in music in the United States, including educational programs in music therapy. NASM also provides other services to its constituency in support of its accreditation function and the attendant emphasis on the maintenance of high educational standards.

NASM is an independent, autonomous organization responsible only to its membership, the general public, the higher education community, and the Federal government as represented by the United States Department of Education.

NASM claims no authority, legal or otherwise, for the certification and registration of professional music therapists.

## **AMTA**

AMTA is a national organization, the purpose of which is to enhance the progressive development of music therapy as the clinical and evidenced-based use of music interventions to accomplish individualized goals within a therapeutic relationship by a credentialed professional who has completed an approved music therapy degree program. Music therapists practice in a wide variety of settings and serve individuals of all ages. Predecessors, unified in 1998, include the National Association for Music Therapy founded in 1950 and the American Association for Music Therapy founded in 1971. AMTA is committed to the advancement of education, training, professional standards, credentials, and research in the support of the music therapy profession.

As an independent, autonomous organization, AMTA is responsible only to its membership, the health community, the general public, and the higher education community.

AMTA claims no authority, legal or otherwise, for the accreditation of postsecondary educational programs in music therapy.

Each organization party to this agreement shall recognize and respect the functional and procedural independence of the other party and shall not enter into agreements or develop policies with any other party which would contravene this functional and procedural independence or which would work to the detriment of cooperation between the parties.

## **IV. OPERATIONAL PRINCIPLES FOR THE REVIEW OF POSTSECONDARY EDUCATIONAL PROGRAMS IN MUSIC THERAPY**

### **Accreditation of the Music Therapy Program by NASM**

Regardless of any regional or general accreditation an institution may have, an institution may receive the professional accreditation as defined earlier for its educational program in music therapy only through the National Association of Schools of Music. Such accreditation shall be forthcoming after the institution has demonstrated that its program in music therapy meets the nationally recognized standards of NASM, this after having completed satisfactorily the procedures for accreditation as published by NASM.

### **Approval of the Music Therapy Program by AMTA**

An institution may receive approval of its educational program in music therapy from the American Music Therapy Association. This approval is not equivalent to accreditation. The approval signifies that the institution's educational program satisfies the requirements of AMTA in preparation for professional certification as administered by the Certification Board for Music Therapists (CBMT). The approval shall be forthcoming after the institution has demonstrated that its educational program can be expected to produce music therapists who are qualified and eligible to apply for certification, this after having completed satisfactorily the procedures for approval as published by AMTA.

## **The Relationship Between “Accreditation” and “Approval”**

There shall be no legal agreement between the parties which establishes that NASM accreditation of an educational program in music therapy or the institution in which it is housed shall depend upon AMTA approval of that institution's educational program in music therapy. Neither shall there be a legal agreement between the parties which establishes that AMTA approval of an educational program in music therapy shall depend upon NASM accreditation of that program or the institution in which it is housed.

## **The Relationship Between the Accreditation Association and the Approval Agency**

The parties agree to maintain a consultative relationship, cooperating for the benefit of the field of music therapy. The provisions of this document shall be used as the basis for such cooperation.

## **V. PROCEDURES REGARDING NASM ACCREDITATION OF AN EDUCATIONAL PROGRAM IN MUSIC THERAPY**

### **Applications**

The NASM “Rules of Practice and Procedure” as found in the Association’s *Handbook* state that:

*The Association will grant Membership or renewal of Membership only when every curricular program of the applicant institution (including graduate work, if offered) meets the standards of the Association.*

Therefore, these procedures regarding accreditation of music therapy programs apply in three instances:

- A. Accreditation of an applicant institution with a program in music therapy.
- B. Renewal of the accreditation of a member institution with a program in music therapy.
- C. The application of a member institution for Plan Approval or Plan Approval and Final Approval for Listing of a program in music therapy during the time between periodic evaluations for renewal of accreditation.

### **Procedural Components of the Accreditation of Music Therapy Programs**

- A. **Self-Evaluation.** The institution shall provide information confirming its ability to meet standards regarding its music therapy program. In the case of first-time applications for accreditation or applications for renewal of accreditation, this information shall be a part of the NASM Self-Study document prepared by the institution. In the case of a new music therapy program in a previously accredited institution, this information shall be submitted as a part of the Plan Approval process.

<p><b>PLEASE NOTE:</b> The approval process of AMTA also requires the provision of information regarding music therapy programs. Such information must be submitted by the institution to AMTA according to procedures stipulated by AMTA.</p>
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- B. **Institutional Visit.** Institutions seeking accreditation which have music therapy programs shall have, as a member of the regular NASM evaluation team, at least one individual who is familiar by experience with educational programs in music therapy. This individual shall be an official representative of an NASM member institution that has a program in music therapy. This procedure is also applicable for accredited institutions submitting applications for Plan Approval of music therapy curricula concurrent with reevaluation for continuation of accreditation.

NASM evaluators work on behalf of NASM. However, prior to the visit, the NASM visiting evaluators may be consulted and/or briefed by AMTA regarding specific issues relevant to the review of the program, this with prior knowledge of the institution and NASM. The procedures for each specific case would be



developed by the Executive Director of NASM in consultation with the NASM visiting evaluators, the institution, and AMTA.

An institutional visit is not required when accredited institutions request Plan Approval for new curricula in music therapy during the period between reevaluations. An institutional visit is recommended when offering a new degree at a new level, such as a first master's degree.

**PLEASE NOTE:** Procedures for NASM review of applications for accreditation of music therapy programs shall be in effect as endorsed by the parties as outlined in the NASM documents *Procedures for Institutions* or *Policies and Procedures for Reviews of New Curricula*.

## VI. WORKING AGREEMENT BETWEEN THE PARTIES

### Public Disclosure

The parties shall make publicly available the following:

- The Constitution, Bylaws, Standards of Clinical Practice, Code of Ethics, and other legal organizational documents (as appropriate to each entity), including a description of ownership, control, and type of legal organization of the entity – NASM.
- The Bylaws, Standards of Clinical Practice, Code of Ethics, and other legal organizational documents (as appropriate to each entity), including a description of ownership, control, and type of legal organization of the entity – AMTA.
- The standards and criteria by which institutions or programs are evaluated – AMTA, NASM.
- The criteria by which individuals are evaluated – AMTA.
- The procedures utilized in arriving at decisions regarding the accreditation status of an institution – NASM.
- The procedures utilized in arriving at decisions regarding the approval of an institution's program in music therapy – AMTA.
- The procedures regarding petition for review of adverse decisions in accreditation – NASM.
- The procedures regarding petition for review of adverse decisions in approval – AMTA.
- The current accreditation status of institutions and programs and the date of the next currently scheduled review or reconsideration – NASM.
- The programs currently approved by the organization and the date of the next currently scheduled review, if applicable – AMTA.
- The names and affiliations of members of its policy and decision-making bodies and the names of its principal administrative personnel – AMTA, NASM.

NASM shall have on file documents containing current information from AMTA as outlined above and shall provide the same information to AMTA.

## **VII. CONSULTATION REGARDING CRITERIA FOR EDUCATIONAL PROGRAMS IN MUSIC THERAPY OCCURRING IN OR AFFILIATED WITH ACADEMIC INSTITUTIONS**

NASM shall provide advance notice of proposed or revised standards and guidelines to all persons, academic institutions, and organizations significantly affected by its accreditation process, and provide such persons, academic institutions, and organizations adequate opportunity to comment on such standards and guidelines prior to their adoption.

AMTA shall provide advance notice of proposed standards and guidelines to NASM, members of its Board of Directors and Assembly of Delegates, which is the policy-making body of AMTA, and which has Delegates elected from each of the regions of AMTA to represent the membership.

AMTA will also send notification of proposed standards and guidelines to its approved academic music therapy programs and its approved national roster of internship programs via email at the time the Board of Directors and Assembly of Delegates are notified just prior to the AMTA annual meeting. All constituencies will have an opportunity to respond via email to the Chairs of the Academic Program Approval Committee and the Association Internship Approval Committee upon receipt of notification. Notification and publication of any changes will be confirmed via email and included on the AMTA website.

Therefore, NASM shall consult as appropriate with AMTA concerning:

- The accreditation standards for music therapy curricula.
- The information concerning music therapy as required in NASM procedures documents.

AMTA shall consult as appropriate with NASM concerning the standards for approval of educational programs in music therapy.

## **VIII. OPERATIONAL AGREEMENTS**

- The parties shall perform no function that would be inconsistent with the formation of an independent judgment of the quality of an educational parties program in music therapy.
- In their procedures regarding accreditation and approval, the parties shall ensure against conflict of interest either between themselves or with the general public in the rendering of their judgments and decisions.
- A party shall honor the rights of an institution to affiliate with the other party.
- Each party maintains the right to establish and maintain its own professional standards and guidelines and shall evaluate music therapy curricula on the basis of these standards.
- Each of the parties shall state clearly and accurately in its published materials its function regarding music therapy. AMTA shall state no authority for accreditation; NASM shall state no authority for the certification of music therapists.
- If a party shall have cause to communicate officially at any single instance with the membership of the other party in regard to the policies, practices, and procedures of the other party, it shall do so only as authorized by the other party.
- NASM shall require member institutions having music therapy programs to engage in public disclosure of all certification requirements to which their curricula will lead.
- The parties shall work to effect close cooperation among all those engaged in the profession of music therapy.

## **IX. CONDITIONS FOR REVISION OF THE AGREEMENT**

This document will be evaluated continuously and may be modified when and where appropriate, but only after providing sufficient opportunity for comment on any proposed changes by the parties significantly affected.

## Procedures for Institutions with Music Therapy Programs Applying for Membership or Renewal of Membership

**PLEASE NOTE:** These procedures are intended only for institutions with Music Therapy programs applying for Membership or renewal of Membership.

**CONTENT NOTE:** The information and instructions set forth below are supplemental to, and must be used in conjunction with, the *NASM Procedures for Institutions*.

### I. PREPARATION FOR APPLICATION

Institutions with curricular programs in music therapy should secure appropriate materials and specific instructions directly from NASM and AMTA which describe the standards and guidelines, and procedures by which these programs will be evaluated. The appropriate addresses are:

#### For Accreditation

**THE NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC**

11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190

*Telephone:* 703-437-0700

*Website:* <http://nasm.arts-accredit.org>

*Facsimile:* 703-437-6312

*E-Mail:* [info@arts-accredit.org](mailto:info@arts-accredit.org)

#### For Approval

**THE AMERICAN MUSIC THERAPY ASSOCIATION**

8455 Colesville Road, Suite 1000  
Silver Spring, MD 20910

*Telephone:* 301-589-3300

*Website:* <http://www.musictherapy.org>

*Facsimile:* 301-589-5175

*E-Mail:* [info@musictherapy.org](mailto:info@musictherapy.org)

**PLEASE NOTE:** The accreditation and approval processes may run parallel to each other with consultation between the accrediting association and approval agency. However, the procedures and documentation required for these processes are separate and independent.

### II. THE APPLICATION PROCESS

- A. In order to begin the process with NASM, the institution must submit to NASM the “Notice of Intention to Apply” form.
- B. The institution must notify AMTA directly of its intent to seek NASM accreditation or reaccreditation.
- C. Concurrent with the submission of initial application materials to NASM, the institution should submit its application for approval to AMTA using the format and procedures established by AMTA.

### III. VISITING TEAM MEMBER WITH MUSIC THERAPY EXPERTISE

One member of the NASM visiting team shall be a music administrator of an NASM member institution that offers music therapy curricula.

#### **IV. PREPARATIONS FOR THE VISIT**

AMTA shall review materials submitted by the institution and may contact the NASM National Office to request that the NASM evaluators seek additional clarification during the on-site visit. Procedures for accomplishing this will be developed between the institution and the Executive Director of NASM.

#### **V. THE VISIT**

During the course of the visit, the visiting evaluators will review the music therapy program as required by NASM and clarify any issues raised by AMTA.

#### **VI. PROCEDURES PRIOR TO NASM COMMISSION ACTION**

##### **A. NASM Visitors' Report**

If AMTA has asked for specific information, a separate report will be prepared by the NASM visiting evaluators which will be submitted to the NASM National Office along with the Visitors' Report; copies of this document will be forwarded to AMTA to arrive no later than two weeks after receipt by NASM.

##### **B. Optional Response to the Visitors' Report**

The institution has the option of responding to the Visitors' Report and to comments of AMTA with respect to (a) errors of fact, (b) conclusions based upon such errors, and (c) documented changes made in the program since the visit.

##### **C. AMTA Review**

Typically, prior to the mid-year or annual meetings of its Board of Directors, the AMTA Academic Program Approval Committee will make a recommendation to the AMTA Board of Directors for program approval or re-approval. AMTA will inform the institution of its decision, and notify NASM of program approvals or re-approvals within thirty (30) days following a Board of Directors meeting.

#### **VII. REVIEW OF THE APPLICATION BY THE NASM COMMISSION**

The NASM Commission on Accreditation will review applications and all supporting documentation as outlined in the section entitled "Commission Action" in the document *Procedures for Institutions*.

The Commission may ask for further consultation with AMTA in cases where this seems appropriate.

#### **VIII. NOTIFICATION OF NASM COMMISSION ACTION**

Following review by the Commission, the NASM Executive Director shall inform the institution and AMTA of the results of its review of the music therapy program.

#### **IX. PROCEDURES REGARDING REVIEW OF ACCREDITATION DECISIONS**

When an action of AMTA causes a serious disagreement that cannot be resolved through normal AMTA procedures, the institution and the individuals therein follow established procedures for review of adverse decisions as outlined by AMTA.

## X. SUMMARY EVALUATION CALENDAR

FOR BACCALAUREATE AND GRADUATE DEGREE-GRANTING INSTITUTIONS  
 APPLYING FOR NASM MEMBERSHIP OR RENEWAL OF MEMBERSHIP AND REVIEW BY AMTA

*The information and deadlines set forth in the Summary Evaluation Calendar below supersede those contained in the NASM Procedures for Institutions.*

<b>ACTION</b>	<b>RESPONSIBLE PARTIES</b>	<b>Deadlines for Commission Action in JUNE</b>	<b>Deadlines for Commission Action in NOVEMBER</b>
<b>“Notice of Intention to Apply”** form to the NASM National Office</b> <i>(Please see note below)</i>	Institution to NASM	At least two years before the projected date of the NASM on-site visit, and not later than one year prior to the visit	At least two years before the projected date of the NASM on-site visit, and not later than one year prior to the visit
<b>Self-Study Document, Institutional Catalogs, and Supportive Material to the NASM Visiting Evaluators</b>	Institution to each evaluator	At least four weeks before the visit	At least four weeks before the visit
<b>Application, Self-Study Document, Institutional Catalogs, and Supportive Material to the NASM National Office</b>	Institution to NASM	At least four weeks before the visit	At least four weeks before the visit
<b>Application Fee to the NASM National Office</b>	Institution to NASM	<i>Members:</i> upon receipt of invoice <i>Non-members:</i> with Self-Study	<i>Members:</i> upon receipt of invoice <i>Non-members:</i> with Self-Study
<b>Visitation Period</b>	NASM to Institution	September 1 – February 15 (or as arranged with staff)	February 15 – June 1 (or as arranged with staff)
<b>NASM Visitors’ Report to the NASM National Office</b>	NASM Visitors to NASM National Office	Within six weeks of the visit	Within six weeks of the visit
<b>Optional Visitors’ Report to AMTA if Previously Requested</b>	NASM National Office to AMTA Office	Within eight weeks of the visit	Within eight weeks of the visit
<b>Visitor’s Report to the Institution</b>	NASM National Office to Institution	Upon completion of National Office review process, which commences upon receipt and concludes as quickly as possible thereafter	Upon completion of National Office review process, which commences upon receipt and concludes as quickly as possible thereafter
<b>Institution’s Optional Response to the NASM Visitors’ Report and Optional AMTA Report</b>	Institution to NASM National Office	As early as possible and not later than May 1	As early as possible and not later than October 15
<b>NASM Commission Meets</b>	NASM	First week in June	Third week in November
<b>Institution and AMTA Notified of NASM Commission Action</b>	NASM to Institution and AMTA	Within thirty days of Commission meeting	Within thirty days of Commission meeting

**\*PLEASE NOTE:** In order to be assured of an evaluation during the preferred time period, institutions should submit the Notice of Intention to Apply form at least two years before the projected date of the on-site visit; however, this form must be received in the NASM National Office no later than one year prior to the on-site visit date.

## Procedures for Institutions Intending to Offer Music Therapy Programs Applying for Plan Approval

**PLEASE NOTE:** These procedures are intended only for institutions intending to offer Music Therapy programs applying for Plan Approval.

**CONTENT NOTE:** The information and instructions set forth below are supplemental to, and must be used in conjunction with, the *NASM Policies and Procedures for Reviews of New Curricula*.

This schedule and format is to be used by NASM member institutions that wish to begin a Music Therapy program during the interim between regular on-site evaluations.

### I. PREPARATION FOR APPLICATION

Institutions with curricular programs in music therapy should secure appropriate materials and specific instructions directly from NASM and AMTA which describe the standards and guidelines, and procedures by which these programs will be evaluated. The appropriate addresses are:

#### For Accreditation

**THE NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC**

11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190

*Telephone:* 703-437-0700

*Website:* <http://nasm.arts-accredit.org>

*Facsimile:* 703-437-6312

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#### For Approval

**THE AMERICAN MUSIC THERAPY ASSOCIATION**

8455 Colesville Road, Suite 1000  
Silver Spring, MD 20910

*Telephone:* 301-589-3300

*Website:* <http://www.musictherapy.org>

*Facsimile:* 301-589-5175

*E-Mail:* [info@musictherapy.org](mailto:info@musictherapy.org)

**PLEASE NOTE:** The accreditation and approval processes may run parallel to each other with consultation between the accrediting association and approval agency. However, the procedures and documentation required for these processes are separate and independent.

## **II. THE APPLICATION PROCESS**

The institution prepares the NASM [Plan Approval](#) documents and supporting materials and sends the appropriate number of copies to the National Office of NASM.

Concurrently, the institution should submit its application for approval to AMTA using the format and procedures established by AMTA. Application materials submitted to AMTA may be used as supportive documentation for the application to NASM

## **III. PROCEDURES PRIOR TO NASM COMMISSION ACTION**

AMTA considers the application submitted by the institution. If it so chooses, it may submit a written report to identify major problems or issues of concern.

This optional AMTA report should be filed with the NASM National Office no later than April 1 for Commission action the following June, or no later than September 15 for Commission action the following November.

If applicable, the NASM National Office sends to the applicant institution a copy of any AMTA report marked: "AMTA Report – For Internal Distribution at the Discretion of the Chief Music Executive – Any optional reply due     (Date)    ."

The institution has the option of responding to the AMTA report with respect to (a) errors of fact, (b) conclusions based upon such errors, and (c) documented changes made in the program by filing such a response with the National Office of NASM. The optional response from the institution must be filed no later than May 1 for Commission action the following June, or no later than October 15 for Commission action the following November. Procedures for filing the optional response will be provided with the copy when it is sent to the institution.

During this period, AMTA will consider the institution's application. AMTA will inform the institution of its decision, and by copy, forward confirmation to NASM.

## **IV. REVIEW OF THE APPLICATION BY THE NASM COMMISSION**

The NASM Commission on Accreditation will review applications and all supporting documentation as outlined in the document *NASM Policies and Procedures for Reviews of New Curricula*.

The Commission may ask for further consultation with AMTA in cases where this seems appropriate.

## **V. NOTIFICATION OF NASM COMMISSION ACTION**

Following each review by the Commission, the NASM Executive Director shall inform the institution of the results of its review of the music therapy program. NASM shall notify AMTA of all final decisions of the Commission.

## **VI. PROCEDURES REGARDING REVIEW OF ACCREDITATION DECISIONS**

When a serious disagreement arises concerning an action of AMTA that cannot be resolved through normal AMTA procedures, the institution and the individuals therein follow established procedures for review of adverse decisions as outlined by AMTA.

## VII. SUMMARY EVALUATION CALENDAR

FOR BACCALAUREATE AND GRADUATE DEGREE-GRANTING INSTITUTIONS  
 APPLYING FOR PLAN APPROVAL TO NASM AND REVIEW BY AMTA

*The information and deadlines set forth in the Summary Evaluation Calendar below supersede those contained in the NASM Policies and Procedures for Reviews of New Curricula.*

<b>ACTION</b>	<b>RESPONSIBLE PARTIES</b>	<b>Deadlines for Commission Action in JUNE</b>	<b>Deadlines for Commission Action in NOVEMBER</b>
<b>Plan Approval Application to the NASM National Office</b>	Institution to NASM	No later than March 1	No later than August 15
<b>Optional AMTA Report to the NASM National Office</b>	AMTA to NASM	No later than April 1	No later than September 15
<b>Optional AMTA Report to the Institution</b>	NASM to Institution	Upon receipt from AMTA and no later than April 1	Upon receipt from AMTA and no later than September 15
<b>Institution's Optional Response to the Optional AMTA Report</b>	Institution to NASM National Office	No later than May 1	No later than October 15
<b>NASM Commission Meets</b>	NASM	First week in June	Third week in November
<b>Institution and AMTA Notified of NASM Commission Action</b>	NASM to Institution and AMTA	Within thirty days of Commission meeting	Within thirty days of Commission meeting