



# Recertification & Continuing Education

p r o c e s s

*by Kim Best*

# overview

## Benefits

- We are informed as methodologies evolve
- Up-to-date knowledge and skill set
- Enhances confidence and competence
- Can improve job satisfaction, create new advancement opportunities, and enhance quality of care

## Challenges

- Navigating the website
- Organization
- Time management
- Motivation

## Standard Practice

Many other professions have to undergo recertification as well.

- Lawyers
- Teachers
- Accountants
- Engineers
- Pilots
- Physicians
- Nurses
- Architect
- Pharmacists

# process

## Do the things

Recertification Credit Chart



Continuing Music Therapy Education (CMTE) Options Overview



Descriptions of types of things to do, proof that you need and credits given per item

## Record Credits

Directly after doing the things, go to the website (cbmt.org) and enter your CMTE and the required info

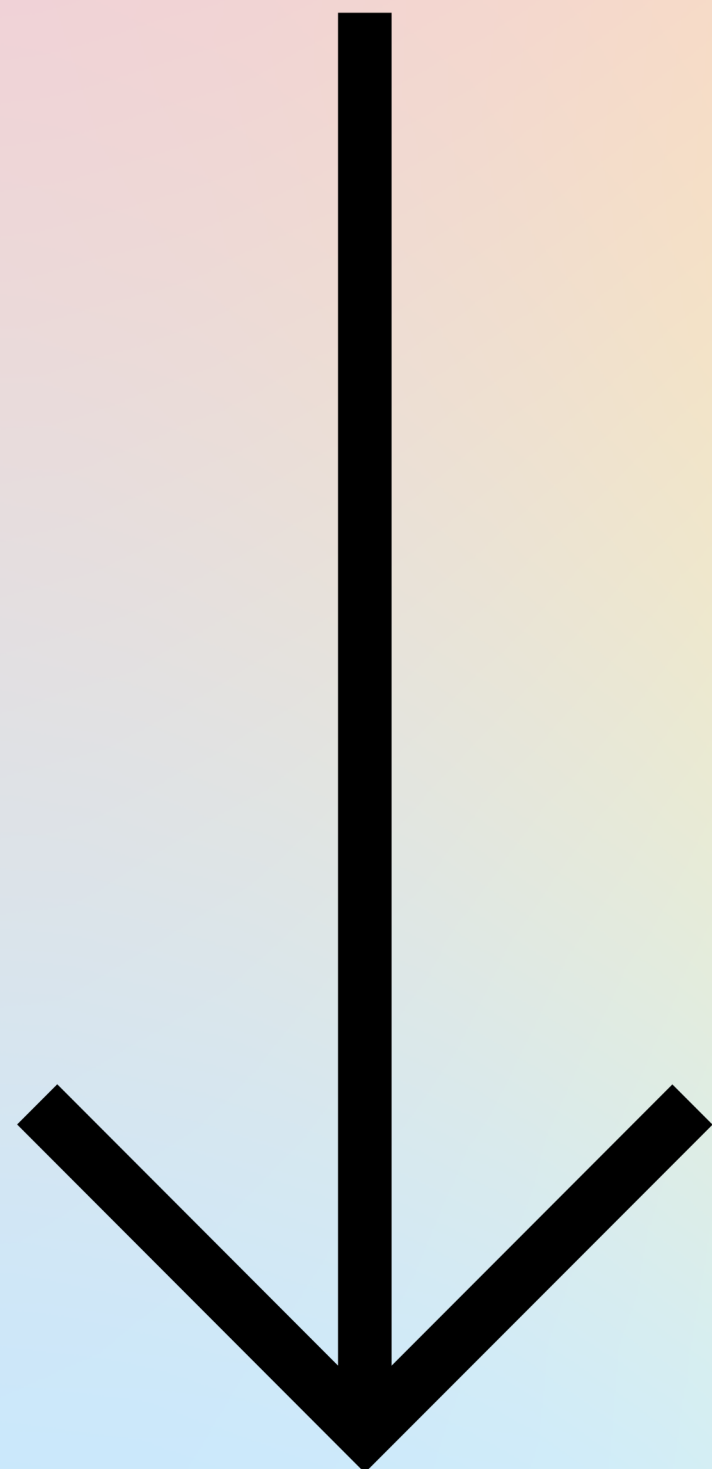
If you get lost on the CBMT website, start over with the homepage and logging in OR call CBMT - we hear they're super friendly and helpful!

## Recertify

Application for Recertification "Attestation"

5 years

...



# Record Credits

cbmt.org



*helps how*

**1**

LOGIN

**2**

Click  
"Certificants"

**3**

Click "Application  
for Recertification  
- Enter CMTEs"

**4**

Click the teeny  
tiny word on the  
right "Details"

**5**

Find and click  
category on the  
left that applies to  
your CMTE

**6**

Click "Add"

**7**

Select the  
appropriate  
options in the  
dropdown menus

**8**

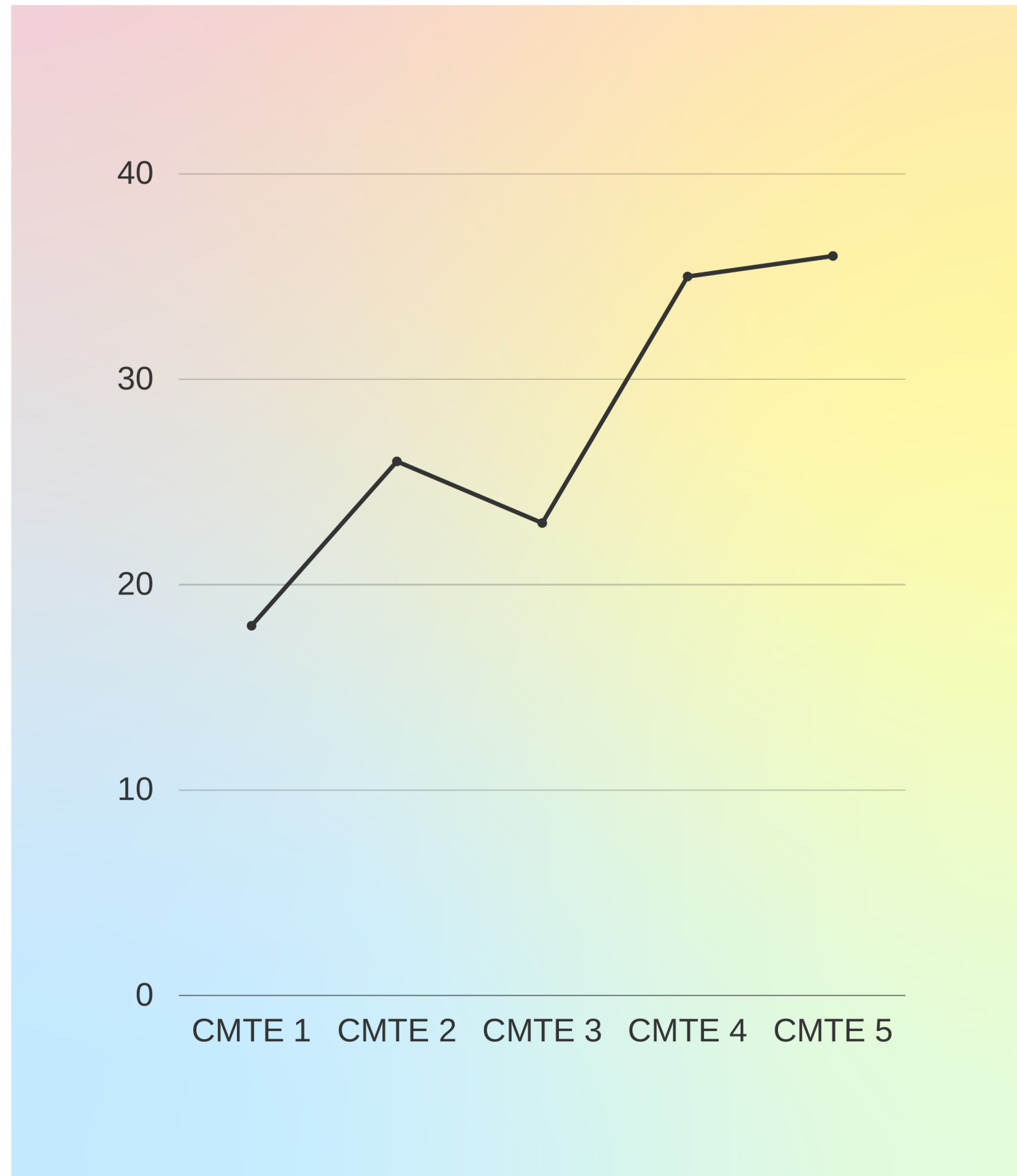
Type in details  
required

**9**

Upload any proof  
of attendance or  
supporting  
documents

**10**

Click "Save" and  
see that your  
credit was  
entered on the  
category's page



# Tips



## YOU CAN DO THIS!

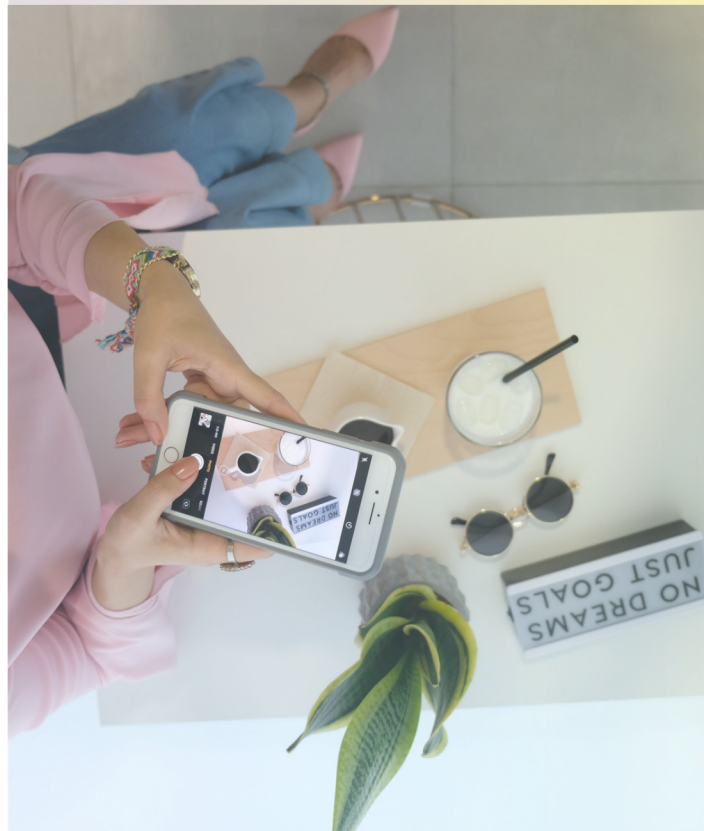
- Keep a folder of your CMTE documents (proof of attendance, conference programs, written summaries, etc)
- Submit credits as soon as possible after you complete the CMTE
- Aim to accrue around 20-30 credits each year
- Complete a bit more than 100 credits (just in case you are audited and something isn't approved)
- Don't forget your 3 credits in Ethics!



# action steps

What you can do right now. Yes, right now.

Visit [cbmt.org](http://cbmt.org)



Step 1

Step 2



Login and Explore

Pay the \$80 dues



Step 3

★ Gold star if you submit your very first CMTE!! You are a rockstar!

*Music therapist*

# quick look

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## MAIN PAGE / DASHBOARD

MY CBMT ACCOUNT



CERTIFICANTS



CANDIDATES



APPROVED PROVIDERS



Name: Kimberly Jane Best

Board Certification Number: 10804

Expiration Date: 06/30/2023

Certification Status: CERTIFIED

## INVOICES

[PAY OPEN INVOICES](#)

**Invoices to Show**



# where you enter credits

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## SUCCESS PAGE

**Applicant:** Kimberly Jane Best

**Application:** Recertification

**Credential:** MT-BC

**Application #:** 1148

**Status:** Pending

**Recertification Cycle Dates:** 07/01/2018 - 06/30/2023

### Instructions

[Workshops / Courses / Conferences /  
Independent Learning](#)

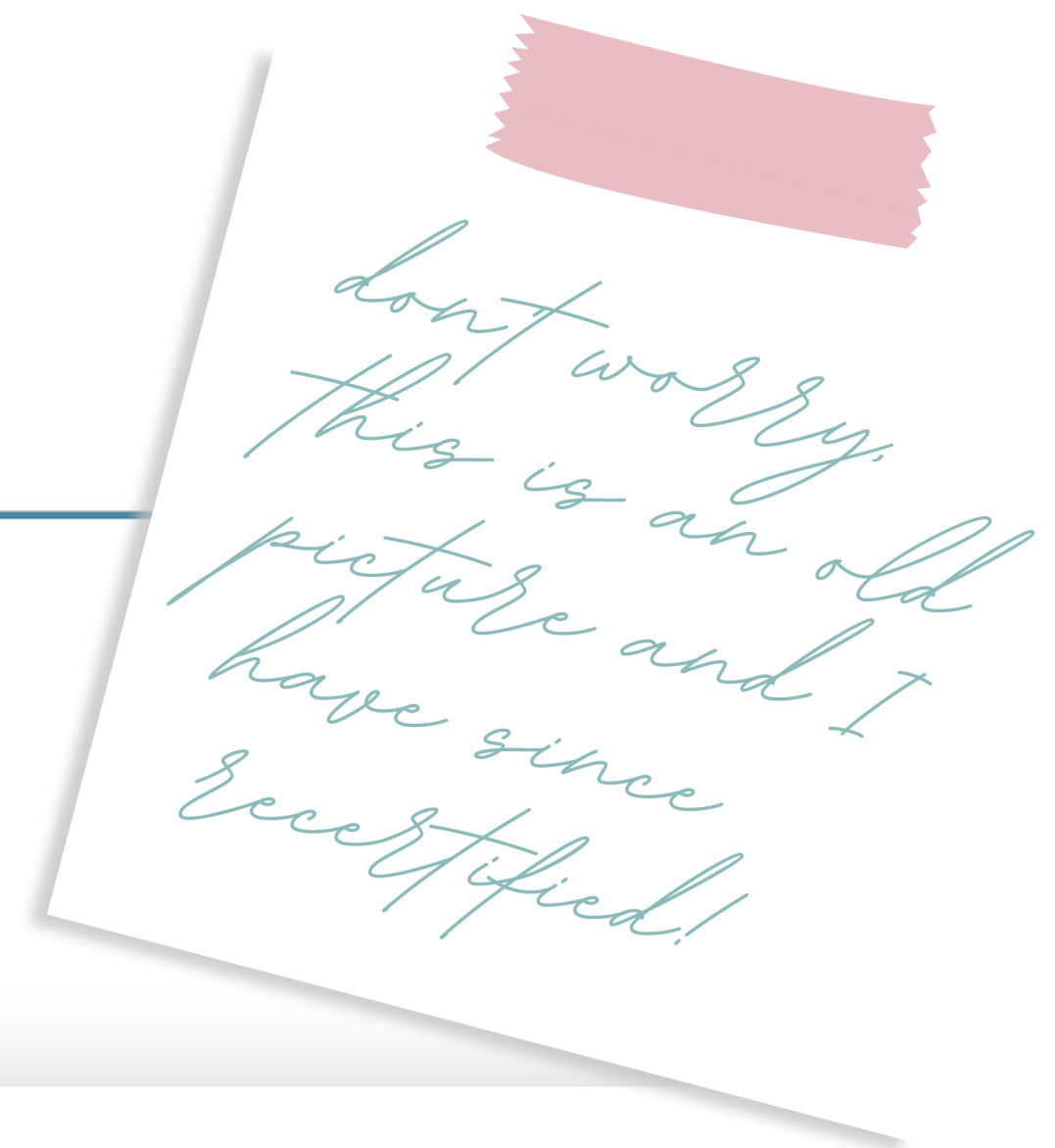
[Mentored Self-Study: Mentor](#)

[Attendance at AMTA National and Regional  
Conference](#)

### Welcome to the Application for Recertification

- \* Record 100 hours of CMTE credits
- \* 3 CMTE credits must relate to Ethics
- \* Pay all outstanding invoices in your Dashboard
- \* Sign and date the Attestation
- \* Submit the application in the fifth year of your certification period

### Important Information



**connect**

**contact**

**collaborate**



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**kimbest.com**



**This is what entering CMTE credits  
(and recertifying) looks like**