

WB MUSIC THERAPY

Policy and Procedure

An Approved and Preferred Provider for the Certification Board for Music Therapists.

Mission

It is the mission of WB Music Therapy (WBMT Retreats) to provide exceptional continuing education opportunities in a safe, nurturing, and intimate environment. We are committed to providing highly motivated and experienced facilitators, unique and timely subject matter, and small group sizes for quintessential growth and learning. Specializing in self-awareness retreats, WBMT hires high-level instructors who seek to inform and support those who attend their small group events.

Grievance Policy and Procedures

Participants have the right to file a grievance regarding the services provided at a WBMT continuing education experience without the worry/threat of reprisal from the agency or personnel.

To file a grievance, the following procedure must be followed:

Within 14 days of event, participant must provide written documentation of the grievance, outline the problem as perceived, and state the preferred solution.

The grievance letter should be mailed to WB Music Therapy, c/o CEA, 7728 Green Hill Road, Harrisburg, PA 17112.

Once the grievance letter is received, the CEA will review the information and respond in writing within 14 days of the receipt of the grievance letter.

Participants have the right to have a grievance addressed by the Continuing Education Committee of CBMT in the event that the Approved Provider's Grievance Procedure is exhausted should the grievance be unresolved.

Criteria for Hiring Instructors

Prior to consideration for instructional opportunity, all instructors must provide WBMT's CEA:

- a current resume or CV
- a reference list with at least one professional who has the MT-BC credential
- a 50-word description of instructor's relevant qualifications, credentials, and professional experience
- letter of intent to instruct including topic of EO, description of EO, number of CMTEs offered for the EO, learner capacity number of EO (if applicable), requested cost of EO, length (in minutes) of EO, and at least 3 course objectives with at least one associated certification domain listed for each objective.

Following receipt of instructor materials, WBMT will:

- Review instructor materials

-Consider instructors experience and descriptions of previous educational opportunities they have facilitated

-Consider relevance of material to current needs of professionals in the mental health workforce

-Provide written response to instructor within 14 days of receiving materials

Method for Evaluating Learning Opportunity

In addition to the CMTE Opportunity Evaluation Form, each objective will be experiential in nature within each opportunity.