



## **Certification Guidelines for Using the Professional Title „Music Therapist DMtG”**

### **Preamble**

The present guidelines contain implementary regulations for the granting of the certificate "Music Therapist DMtG", which were coordinated with training supervisors in public and private music therapy education (AMA/SAMT). The basis for this is § 9, paragraph 2, p. 2 of the DMtG statutes: "The professional advisory board awards the professional title "Music Therapist DMtG" to qualified trained music therapists as a seal of quality in accordance with the rules of procedure that specifically define quality characteristics, to be issued in cooperation with the assembly of delegates."

### **§ 1 Purview**

Certification is carried out by the professional advisory board in accordance with § 9 of the statutes of the DMtG. Members of the DMtG are eligible to apply.

### **§ 2 Use of the Professional Title**

After the successful completion of the certification process and positive notification, the member is entitled to use the professional title "Music Therapist DMtG" as a seal of quality. Proof can be furnished via the certificate of the association and the digital member stamp. This will be sent to the certified member once per calendar year.

If the certification/recertification requirements are no longer met or if an application for re-certification is not submitted, the title may no longer be used and the digital stamp will no longer be sent. Non-members and non-certified members of the society are not entitled to use the professional title "Music Therapist DMtG".

Infringements will be prosecuted by the committees of the society as well as under civil and/or criminal law.

### **§ 3 Scope of the Certification Procedure**

The certification process includes, the review of requirements for certification (§ 5) or recertification (§ 6). The process begins upon receipt of an application from the member. After the information has been processed, the member receives notification of the results:

1. in cases of successful completion, issuance of the certificate stating its period of validity,
2. the annual delivery of a digital stamp to be used in all correspondence,
3. in cases in which the applicant does not meet the requirements for certification, notification of the negative decision of the board.
4. in cases of fulfilment of the requirements for recertification, issuance of the certificate stating its period of validity,
5. in cases of non-fulfilment of the requirements for recertification, notification of the negative decision of the board..





## § 4 Application Process

The certification and re-certification process requires the submission of a written application to the office of the society accompanied by the necessary documents of proof. Date of review shall be at the beginning of a quarter of each year.

The process of certification begins when proof of a completed, recognized training course has been received. The applicant receives a written confirmation that his application is being processed. The process of certification ends with the receipt of all additionally required documents of proof (minimum length of professional experience, Code of Ethics). After the receipt and review of all documents, the decision regarding certification/recertification is made.

## § 5 Certification Requirements

The certification requires the fulfilment of and compliance with the following criteria:

1. Standard of proof of a qualified music therapy training is at least one degree in music therapy at a German university of applied sciences, college or university, or a foreign bachelor's degree in music therapy, acquired according to the regulations of the country of origin or a completed degree in a private educational programme according to the standards of the SAMT\* dated from the 29th of september 2014 (\*SAMT = Permanent Conference of Heads of Music Therapy Education under private law).

The substantive standards of music therapy education and professional experience as a "Music Therapist DMtG" include:

- 1.1. Expertise (theoretical knowledge): Psychology, psychotherapy, fundamentals of medicine, theories of music therapy, legal basis of the profession etc.
  - 1.2. Methodical music-therapy competences: music-therapy interventions and their practical implementation (active and receptive procedures in general and specific fields of practice)
  - 1.3. Practical music skills: musical knowledge and musical skills in its various forms (music lessons, improvisation, voice training) with a music-therapy background
  - 1.4. Self-reflexive skills: music-therapy self-experience of at least 100 hours (individual and/or group self-experience) and supervision of at least 50 hours (individual and/or group supervision) in accordance with various psychotherapeutic schools. For trainings with a depth-psychology foundation: Personal music-therapy self-experience in the form of teaching therapy in individual and group settings.
  - 1.5. Internships (occupational competence): in several different areas (with at least one internship in a clinical/rehabilitative field) under professional music-therapy guidance/supervision
  - 1.6. Graduation paper: paper with a theoretical foundation equivalent to a bachelor thesis.
2. Also required is proof of occupation as a music therapist for at least two years in full-time employment, three years in part-time employment of more than 50% of regular weekly working hours, four years in part-time employment of less than 50% of regular weekly working hours. The amount of freelance music-therapy activity needs to be proven in terms of the equivalent of the regular weekly working hours of a full-time or part-time employment.





3. Compliance with the ethics code of DMtG. In particular, this includes the proof of in-service training and supervision and is verified during the certification procedure for recertification. Extent and nature of the training and supervision is governed by the advanced-training regulations of DMtG.

## **§ 6 Recertification**

Certification is term-limited. The first recertification is performed after a period of two years, further recertification is carried out every five years. Certified members are prompted in writing to submit the documents required for the recertification to the office of the society in due time before their certificate expires. If this request is not met within a period of three months, the certificate expires.

### **§ 6.1 Recertification Requirements**

- Submission of the completed application form
- Proof of music-therapy work in the past two or five years
- Proof of sufficient training points during the past two or five years (see DMtG advanced-training regulations)

### **§ 6.2 Suspension and Extension of the Recertification Process**

In cases of

- Unemployment, periods without occupation as a music therapist ,
- Pregnancy, parental leave, family leave, illness,

the recertification process can be suspended or extended temporarily upon written request with appropriate evidence or explanation. The application is also to be accepted retroactively.

## **§ 7 Proof**

Proof is to be presented in writing in duplicate. Establishing a qualified music-therapy training (§ 5, paragraph 1) and the scope of activity as a music therapist (§ 5, paragraph 2) is needed for certification, proof of training and supervision during the last two years or five years is necessary for recertification.

## **§ 8 Procedure**

After the submission of the complete documents, the application will be reviewed and decided within three months by the professional advisory board. Certification documents are signed by a member of the DMtG board of directors and a member of the DMtG professional advisory board.

## **§ 9 Fees**

Certification and recertification are subject to a charge. Everything else is defined in a scale of charges.

## **§ 10 Confidentiality**

All application documents and accompanying documents are kept strictly confidential. All persons concerned with application processing or objection proceedings (§ 11) are obliged to maintain secrecy with regard to all acknowledged content.





## **§ 11 Objection**

Appeals against the decision of the professional advisory board can be submitted to the board of directors within four weeks of receipt of the notification. The objection must be justified and submitted in writing. In terms of the observance of the deadline, the postmark date is definitive. Objections to the decision of the board of directors is only admissible in cases of violations of ethical principles and must be submitted to the ethics commission.

## **§ 12 Entry into Force**

The rules of the certification procedure were prepared by the professional advisory board of the DMtG, was adopted together with the delegates of the DMtG on November 9, 2008, gained validity on 01/01/2009 and was updated on 10/26/2013, on 10/25/2014 and on 10/24/2015 .

