**APPLICATION FOR REGISTRATION AS A**

**REGISTERED MUSIC THERAPIST IN AOTEAROA NEW ZEALAND**

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| Please read the instruction sheet at the end of this form before completing each section. The form should be completed electronically and sent to [registrar@musictherapy.org.nz](mailto:registrar@musictherapy.org.nz)  This form is to be used when applying for registration for the first time, for example, a student graduating from an approved course, an overseas qualified music therapist, or for re-applying when registration has lapsed/expired.  Note: Provisional registration is typically awarded to those new to the profession (beginning practitioners), usually for one year. A second year of provisional registration can be granted should the applicant be unable to meet the requirements necessary to move from provisional to full registration. Provisional registration is no longer than two years and includes an expiry date. When provisional registration is granted, a one-year Annual Practising Certificate will be issued at the same time and must be renewed each year.  Full registration also includes a one-year Annual Practising Certificate that will be issued at the same time and must be renewed each year. Full details of the registration process are available from the website and/or Registrar of the NZMT Registration Board. <https://www.musictherapy.org.nz/about-mthnz/registration-board/> |

1. **Download and save this document before inserting information and then return attaching it to your email with all relevant documents.**

**Send completed application to:** [**registrar@musictherapy.org.nz**](mailto:registrar@musictherapy.org.nz)

**IN A NEW EMAIL WITH SUBJECT LINE: New Registration and your name and year.**

**(e.g. New Registration Lewis 2020)**

1. Please print clearly if not filling in electronically.
2. Attach certified copies of original documents where they are required. (A certified copy must be endorsed as a true and correct copy of the original, on every page, by a solicitor or Justice of the Peace, whose name and contact address must also be provided.)
3. If not returning by email, post application form, fee and attachments to: NZMT Registration Board, P O Box 19319, Avondale, Auckland 1746, New Zealand.
4. Please check the MThNZ website for details of the current fee and the current application form.

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| 1. **PERSONAL DETAILS** (see Note 1) | |
| First name or given names  *(to be used on certificate)* |  |
| Preferred name if different |  |
| Surname |  |
| Home address including post code |  |
| Postal address (if different) |  |
| **Preferred** Email Address |  |
| Telephone |  |
| NZ Citizen / Resident | **Yes / No (If ‘No’, are you eligible to work in NZ Yes / No)** |
| Ethnicity (see note 1) |  |
| Date of Birth |  |
| Gender (Please state) |  |
| Current MThNZ member? | YES / NO (please delete one) |
| Please list any other professional affiliations |  |

**I am applying for**: (please mark with cross “x”)

**Full Registration Provisional Registration**

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| **2. FORMAL MUSIC THERAPY QUALIFICATION**  (See Note 2) A provisional registration certificate and provisional annual practising certificate will not be issued until a student has provided **satisfactory** documentation to the Registration Board that they have completed a two-year post graduate music therapy course. A transcript is an example of satisfactory documentation. | | | | |
| **Name of Qualification** | **Year Awarded** | **Awarding Institution and country if not NZ** | **Length of Course** | **Part/Full-time** |
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| **3. OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS / FORMAL CERTIFICATIONS RELEVANT TO MUSIC THERAPY PRACTICE**  (See Note 3) Insert additional rows if needed. | | | | |
| **Name of Qualification** | **Year Awarded** | **Awarding Institution and country if not NZ** | **Length of Course** | **Part/Full-time** |
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| **4. MUSIC THERAPY EXPERIENCE**  **4.1 Professional music therapy experience (post-training), including length of time in each role. Please include (and identify) your current workplace. Only list the last 4 years.** | | | | | | |
| **Position** | **Employer details/ Self-employed**  **and country if not NZ** | | **Type of work/ Population Group** | | **Music Therapy Hours/week** | **Date from / to** |
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| **4.2 Music therapy experience before and during training, including clinical placements, internships and volunteer work (if a recent graduate).** If you graduated over four (4) years ago, provide a summary only. | | | | | | |
| **Position** | **Employer details/ Self-employed and country if not NZ** | **Type of work/ Population Group** | | **Music Therapy Hours/week** | | **Date from / to** |
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| **5. OTHER RELEVANT PROFESSIONAL EXPERIENCE, IF ANY, WITHIN PAST FOUR (4) YEARS**  **(See Note 5)** Include relevant on-going experiences within the past four years, including dates:  for example - previous professional development, attendance at conferences, research in a relevant area, community music, musical experience and expertise, study and volunteer work. |
| **6. SUPERVISION** (See Note 6)  **TYPES OF SUPERVISION**  ***Individual Supervision*** is formally facilitated by a Registered Music Therapist or other professional with supervision experience, usually with a formal contract. Individual supervision does not include case-load review.  ***Group Supervision*** is formally facilitated by a Registered Music Therapist or experienced supervisor. Supervisees can freely share and learn from their own and others’ experience and are aided by the interactions occurring among group members.  ***Peer Supe*rvision** involves formal connections between Registered Music Therapists or those in related professions who co-facilitate the supervision process as a means of developing their respective competence and effectiveness as allied health professionals. Peer supervision can occur in pairs and/or groups, at an arranged time and place. Peer supervision does not include regional meetings, team meetings or site meetings/visits.  If none of the above fit, please explain your supervision. |
| **6.1 Please provide an outline of the professional supervision you have undergone in the last TWO years, including the name of your supervisor/s and dates.** |
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| **6.2 Ongoing Supervision Arrangements**  It is required that all Registered Music Therapists participate in regular ongoing supervision (at least monthly) with an experienced Registered Music Therapist or a suitably qualified and registered person from a related discipline e.g. counsellor, psychotherapist, psychologist, etc. There is an expectation of 10 hours a year minimum.  **Please outline your plan of intended supervision over the next 12 months including details of your**  **Supervisor and frequency of contact if known.**  If you require further information about supervision, please contact the Registration Board: [registrar@musictherapy.org.nz](mailto:registrar@musictherapy.org.nz) | |
| **Supervisor** | **Supervision Plan for next 12 months/Frequency of Contact** |
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**SUPERVISOR CONTACT DETAILS**

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| **Supervisor name:** | Area in NZ  or Other Country: | |
| **Email:** | | **Phone:** |
| **Profession or Discipline of Supervisor:** | | |
| **Supervisor’s Signature** (written signature required) **Date:** | | |

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| **7. CONTINUING PROFESSIONAL DEVELOPMENT** (See Note 7)  All Registered Music Therapists engage in relevant continuing professional development. This is to be recorded on the Continuing Professional Development record included on the application for renewal of the annual practising certificate.  **Please outline your proposed goals for professional development over the next 12 months.** |
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| **8. REFEREE** (See Note 8)  The following person has agreed to complete a reference if requested by the Registration Board.  This person **must** be different to the applicant’s supervisor. | | |
| Name: | Address: | |
| Relationship to applicant: | | |
| Email: | | Phone: |

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| **9. REGISTRATION FEE** (please see website for current fees) Bank account details:  New Zealand Society for Music Therapy Inc (NZSMT), Account number: **12-3140-0421783-00**  Applicant Statement: I will pay the required fee online by 1 March: $ Date to be paid:  **YES / NO** (Please delete one) If no, please explain.  PLEASE NOTE: Gaining registration (provisional or full) and applying for an Annual Practising Certificate does not automatically grant you membership of MThNZ . This is a separate subscription paid to MThNZ. |

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| **10. APPLICANT'S DECLARATION** | |
| **I confirm that the information I have given in this application is true and accurate to the best of my knowledge, including reading and understanding the Code of Ethics for the Practice of Music Therapy in New Zealand, and, the Standards of Practice for Registered Music Therapists in New Zealand,** Further:   * I have never been declined any form of professional registration on the grounds of suitability or had registration suspended or cancelled by any organisation, and * I have no convictions for offences which are relevant to professional practice, and * I have no medical condition which could affect my professional competence or suitability, and * I understand that if I have not made full and proper disclosure, or if any information is not true and correct my application may be declined or my subsequent registration cancelled, and * I understand that the Register is an open document and that the Registration Board reserves the right to confirm to a third party my name and registration details at any time. * I understand the Board will not disclose my address or contact details, except providing MThNZ the name, registration number and email address so that MThNZ may send me details and benefits of membership. These details will not be used for any other purpose.   If you have answered no to any question/s please provide an explanation. | |
| **Signature** (written signature required) | **Date** |

**11. APPLICANT’S IDENTIFICATION** (See Note 11)

Please **attach a certified copy of your original identification~~.~~** On the photocopy of the form of identification please write: “Certified as a true copy of an original sighted by me at (location) on (date)” or similar wording and the signature of a Solicitor or Justice of the Peace with their official stamp.

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| **Identification**  (Please include only one) | **Driver Licence** | **Passport** | **Other Government** |
| Identification number |  |  |  |

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| **APPLICANT’S STATUTORY DECLARATION:** | |
| I (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (place of abode and occupation)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  solemnly and sincerely declare that the information I have given in this application is true, complete and correct. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957 | |
| **Declared at** |  |
| **Date** |  |
| **Before me: Authorised Witness**  **(Solicitor/Justice of the Peace)**  **Official stamp when appropriate** |  |

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| **CERTIFICATION** (by Solicitor or Justice of the Peace) | |
| I certify that:   1. I have sighted the original form of identity noted above, and 2. The photograph, name and signature match the Applicant’s name and identification provided | |
| **Full Name of person establishing applicant’s identity** |  |
| **Address** |  |
| **Occupation** |  |

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| **Checklist** (must be completed) |  |
| 1. Application form completed | YES / NO (delete one) |
| 2. The form has been signed by my Supervisor | YES / NO (delete one) |
| 3. I have signed the form including acknowledgement of reading Code of Ethics and Standards of Practice. See statement below. | YES / NO (delete one) |
| 4. My identify has been verified and duly signed and all relevant documentation is attached | YES / NO (delete one) |
| 5. **Registration** **Fee paid online by 1 March** | YES / NO (delete one) |
| (Please note: if the application form is **not** signed in *all* places, and/or relevant documentation is not attached, it will be returned to you.) | |
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| **I have read and understood the Code Of Ethics For The Practice Of Music Therapy In Aotearoa New Zealand (dated September 2020) and the Standards of Practice (dated November 2020) as set out hereunder:**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_** |



**NEW ZEALAND MUSIC THERAPY**

**REGISTRATION BOARD**

***Established 2000***

**CODE OF ETHICS**

**FOR THE PRACTICE OF MUSIC THERAPY IN AOTEAROA NEW ZEALAND**

The New Zealand Music Therapy Registration Board approves the following Code of Ethics, which is endorsed by Music Therapy New Zealand, as the parent body.

Registered Music Therapists are required to maintain standards of practice and ethics in their practice and to inform and protect those who seek their services. The code shall apply to all Registered Music Therapists recognised as registered by the NZ Music Therapy Registration Board, and is relevant to students undertaking training in music therapy to qualify as a music therapist in Aotearoa New Zealand.

The Code of Ethics expresses the core ethical principles and guidelines for the responsible practice of music therapy, in a manner consistent with the NZ Disability Strategy, Te Tiriti o Waitangi and the bicultural, multi-ethnic nature of Aotearoa New Zealand society. It also acknowledges the collaborative participation of clients and their whānau in the therapeutic process. It gives due protection to the rights and interests of both clients and Registered Music Therapists. It acknowledges responsibilities to clients, the community, employing bodies, personal practice, and the profession. It provides a framework for addressing ethical issues.

**Definitions**

**NZ Registered Music Therapist: R**egistered Music Therapists in Aotearoa New Zealand are registered by the NZ Music Therapy Registration Board, hold a current annual practising certificate, have signed and agreed to meet the Standards of Practice for Registered Music Therapists in New Zealand, and adhere to the Code of Ethics for the Practice of Music Therapy in New Zealand.

**Client:**  Throughout this document the term “client” or “client and/or their representative” is used. It is acknowledged that this term has an embedded hierarchy and can be problematic in terms of supporting unequal power-relationships. Some therapists may use and prefer other terms such as “players” “participants”, (in education settings) “students” or “learners”, or (in medical settings only) “patients”. Until another term is agreed on, the term “client” will be used whilst acknowledging its limitations.

**1. RESPONSIBILITIES TO CLIENTS**

The music therapist shall:

1. always act in the best interests of the client to promote wellbeing and protect the client’s legal rights; in particular, the client has the right to information, physical, psychological and cultural safety, dignity, respect, protection, self-advocacy, privacy, confidentiality, and informed decision-making free from coercion;
2. work within the scope of practice as defined by the Standards of Practice for New Zealand Registered Music Therapists;
3. acknowledge their own cultural identity and be aware of how this may differ from the culture and values of their clients as well as issues of power and privilege;
4. establish and maintain appropriate professional boundaries in the client-therapist relationship;
5. continually assess, with the client where possible, the appropriateness of the therapeutic aims and/or approach including when and how to bring the work to a close;

observe all Aotearoa New Zealand legislation relevant to the client and workplace, including but not limited to human rights, the Treaty of Waitangi / Te Tiriti o Waitangi, health and disability, privacy, and health and safety;

1. inform the client about music therapy and the role of the Registered Music Therapist, and negotiate/agree the purpose for the individual client;
2. take into account client’s interests and wellbeing when offering music therapy services, recognising and addressing any conflicts of interest as required
3. evaluate together with the client an appropriate time to close therapy.

**2. RESPONSIBILITIES TO THE COMMUNITY AND EMPLOYERS**

The music therapist shall:

1. describe their qualifications and services accurately and appropriately in any advertisement or information;
2. disclose their registration and current annual practising certificate status with the New Zealand Music Therapy Registration Board;
3. set fees which are fair and reasonable taking into account such things as maintenance of equipment, preparation time, professional development, supervision, and administration;
4. negotiate an appropriate contract with any employer or organisation, which clearly states the respective duties of each party;
5. inform an employer or organisation of any factors that may impact on effective service delivery to the client;
6. take responsibility for becoming familiar and keeping up to date with standards or legislation relevant to their employer, organisation and/or their practice.

**3. RESPONSIBILITIES TO PROFESSIONAL PRACTICE**

The music therapist shall:

1. accept responsibility for maintaining and updating their level of competency as outlined in the Standards of Practice for Music Therapy in New Zealand;
2. maintain continuing professional development and supervision as set out in the requirements of the NZ Music Therapy Registration Board for registration and the annual practising certificate;
3. take responsibility for practising adequate self-care in order to work safely with a client.

**4. RESPONSIBILITIES TO COLLEAGUES AND THE PROFESSION**

The music therapist shall:

1. act with integrity, respect, and fairness towards colleagues, and other professionals;
2. conduct inter-collegial relationships in a professional manner;
3. value collegiality and sharing of professional resources, knowledge, and research to broaden the skill and knowledge base of the profession;
4. not offer services to any client already working with another music therapist without consultation and agreement by both parties.
5. work in a collegial relationship to support a particular client when agreed upon by all parties;
6. work effectively within a therapeutic team, informing, consulting and collaborating with team members and with family and whānau as appropriate;
7. identify any potential personal or professional conflict of interest which may arise in their practice, and disclose any conflict with clients, colleagues, employers or other relevant parties, to ensure that no disadvantage accrues to any party;
8. take appropriate action in relation to any colleague's behaviour that could be judged as professional misconduct or unethical, including initial discussion with the colleague if possible; approaching their supervisor or employer if considered necessary; or in serious cases of music therapist misconduct initiating a formal complaints procedure through the NZ Music Therapy Registration Board;
9. respect the values and reputation of the New Zealand Music Therapy Registration Board and Music Therapy New Zealand and represent them only when authorised to do so.

**5. PRIVACY AND CONFIDENTIALITY**

The music therapist shall:

1. obtain informed consent from clients prior to their participation / engagement in / receipt of (any) music therapy (services) ;
2. observe the conditions of the Privacy Act (1993), and any revisions to or replacement of this Act and respect the client’s right to privacy;
3. record information which is relevant only to client care and for which informed consent has been given;
4. maintain and dispose of records in a confidential manner, and in accordance with all relevant legislation and organisational policies and procedures;
5. obtain informed consent from clients or their representatives before photographing, audio or video recording or documenting information about their clients;
6. obtain informed consent from clients when any information is used for teaching, research, publication or publicity; and take all reasonable steps to preserve anonymity, except where clients give consent or request to be named, unless circumstances prevent use of actual names.
7. in the therapeutic context, share a client’s personal information only when necessary and (other than in exceptional circumstances) with their informed consent, for purposes such as multi-disciplinary collaboration, referral to another professional, or to minimise risk where the client is considered to be dangerous to themselves or others; such information shall be restricted to relevant client material;
8. ensure that any students, allied health professionals, volunteers or others observing or participating in a music therapy session are informed of the requirement to preserve the client’s privacy and (unless consent otherwise is given) anonymity; and where possible require a signed confidentiality agreement.

**6. BREACHES OF THE CODE OF ETHICS**

Evidence of any violation of this Code of Ethics should be brought to the attention of the New Zealand Music Therapy Registration Board through their formal complaints procedure for consideration and resolution.

**7. REVIEW** This Code of Ethics shall be reviewed by the New Zealand Music Therapy Registration Board at five-yearly intervals or before if the need arises.

**8. DATE:** 8 September 2020. Reviewed by: NZ Music Therapy Registration Board, Music Therapy New Zealand, and Victoria University Master of Music Therapy course director.

**NEW ZEALAND MUSIC THERAPY**

**REGISTRATION BOARD**

***Established 2000***

**STANDARDS OF PRACTICE**

This document provides guidelines for the practice of music therapy in New Zealand. It outlines the minimum expectations for the competent practice of music therapy, for registration as a music therapist and to maintain an annual practising certificate with the New Zealand Music Therapy Registration Board.

These guidelines should be read in association with the New Zealand Music Therapy Registration Board’s Code of Ethics which express the core ethical principles and guidelines for the responsible practice of music therapy in New Zealand.

**Definitions**

**NZ Registered Music Therapist:** Registered Music Therapists in Aotearoa New Zealand are registered by the NZ Music Therapy Registration Board, hold a current annual practising certificate, have signed and agreed to meet the Standards of Practice for Registered Music Therapists in New Zealand, and adhere to the Code of Ethics for the Practice of Music Therapy in New Zealand.

**Client:**  Throughout this document the term “client” or “client and/or their representative” is used. It is acknowledged that this term has an embedded hierarchy and can be problematic in terms of supporting unequal power-relationships. Some therapists may use and prefer other terms such as “participants”, “players”, “students” or “learners”, or (in medical settings only) “patients”. Until another term is agreed on, the term “client” will be used whilst acknowledging its limitations.

**General Scope of Practice: definition**

*Music therapy is a research and/or evidence-based practice and profession in which music is used to actively support people as they strive to improve their health, functioning and wellbeing and is used by a person who is tertiary trained in music therapy or has approved equivalent experience or qualifications, is registered as a music therapist, and holds a valid practising certificate.*

Registered music therapists shall practice within the definition of the scope of practice and their level of expertise and with due regard to these standards and the NZ Music Therapy Registration Board’s Code of Ethics. Music therapy practice is not confined to clinical practice and encompasses all roles that a registered music therapist may undertake including client care, supervision, consultation, research, policy-making and education.

**Qualifications**

In order to practise within the scope of practice, the person will have an approved masters’ level qualification in music therapy from a New Zealand university, or qualifications and experience assessed by the Registration Board as equivalent.

**STANDARDS**

There are four parts to the standards:

A. Practice competencies

B. Cultural competence

C. Ethical and Legal practice

D. Supervision and Continuing Professional Development

A broad range of music therapy approaches is acceptable. However, it is important that the approach used is congruent with the individual’s training and experience. The ability to demonstrate understanding of the theoretical framework that underpins the approach is important.

**A. PRACTICE COMPETENCIES**

**A1. Musical Skills**

Registered music therapists must:

A1.1 be able to play at least one musical instrument to a high standard;

A1.2 have the musicianship skills, and advanced knowledge of music styles and genre, to be able to engage clients in musicking to enhance their health and wellbeing and to achieve music therapy goals, foci or objects as agreed upon by relevant stakeholders;

A1.3 have an awareness of the cultural context of musical styles and to select appropriate music accordingly;

A1.4 be able to compose new musical material and adapt existing musical material;

A1.5 be able to use their voice in a flexible and appropriate way to support and encourage clients (whether or not voice is the therapist’s principal instrument).

**A2. Therapeutic Relationship**

Registered music therapists must:

A2.1 be able to develop and maintain a safe therapeutic relationship, defined by a therapeutic model that underpins their work;

A2.2 understand the impact and limitations of the therapeutic relationship both in individual and group settings;

A2.3 be aware of their own cultural background, including awareness of personal life experiences, values, attitudes and beliefs, and the influence this may have on the therapeutic relationship;

A2.4 have knowledge of core processes in therapeutic practice such as the therapeutic frame, transference and counter-transference and other concepts from a variety of therapeutic models.

**A3. Theory (General)**

Registered music therapists must:

A3.1 understand a range of different models of health, wellbeing, disability and illness and personal development across the lifespan;

A3.2 acknowledge that biological, social, cultural, psychological, and environmental factors dynamically produce health, wellbeing, disability, and illness, and use this knowledge to inform their practice;

A3.3 be able to recognise and have critical understanding of methods of distinguishing between human health, sickness and disability (e.g. contextualised knowledge of diagnosis, symptoms and treatment; typical and atypical human development throughout the lifespan);

A3.4 have knowledge of major therapeutic approaches;

A3.5 have an understanding of relevant theories of individual and group work.

**A4. Theory (Music Therapy Specific)**

Registered music therapists must:

A4.3 have knowledge of the philosophical, psychological, physiological, sociological and/or cultural basis underpinning music as therapy;

A4.1 understand a variety of music therapy theories, principles, methods and techniques and how they might be applied in various contexts;

A4.2 know the purpose, intent and function of music therapy for various client-populations;

A4.4 be aware of and strive to implement and/or incorporate current theory and research, particularly in chosen areas of practice;

A4.5 understand the needs of music therapy clients and how music can help.

**A5. Assessment**

Registered music therapists must:

A5.1 have sufficient understanding of the broad physical, cognitive, social, emotional, cultural and spiritual needs of the population/s with which they are working;

A5.2 know how to determine, source and apply appropriate music therapy assessment processes;

A5.3 select and implement a range of music therapy methods for assessing clients’ strengths and needs in music contexts, in collaboration with clients if possible;

A5.4 identify the strengths and needs of an individual and/or groups of clients by analysing and reviewing information gathered through music therapy observation and any other sources of information, such as consultation with relevant other people including collaboration with clients, where appropriate;

A5.5 be able to identify and mitigate specific risks relevant to their practice.

**A6. Implementation and Evaluation**

Registered music therapists must:

A6.1 be able to design, implement, modify and monitor music therapy programmes based upon assessment findings, and in collaboration with clients and appropriate others, in a range of settings;

A6.2 be able to manage therapeutic boundaries according to context;

A6.3 be able to monitor the client’s progress, with them if possible, and know when and how to implement appropriate closure;

A6.4 understand, work with, and account for the effects of prescribed and other drugs relevant to context and be able to work with such clients;

A6.5 adhere to the health and safety legal obligations and guidelines relevant to their work context;

A6.6 maintain a reflexive approach, i.e., consider implications of learnings on wider context of their work.

**A7. Communication**

Registered music therapists must:

A7.1 observe subtle, non-verbal client cues and respond to these appropriately using a range of communication skills;

A7.2 be prepared to manage complex and sometimes difficult situations in response to client needs;

A7.3 be competent in written communication and able to keep coherent practice records, and provide articulate and substantive reports, appropriate to context;

A7.4 be able to articulate and provide a rationale for their professional opinion;

A7.5 be aware of the importance and value of interdisciplinary communication and know when and how to initiate such communication;

A7.6 work in partnership and collaboration with clients and their carers and other professionals as appropriate.

**B. CULTURAL COMPETENCE**

Registered music therapists must:

B1.1 seek to be informed about the meaning and implications of the Treaty of Waitangi for their practice;

B1.2 demonstrate understanding of and actively incorporate the principles of protection, participation and partnership in their work with Māori, and other groups;

B1.3 acknowledge that cultural diversity, and therefore competence, refers to the full range of human experiences and perspectives including, but not limited to, for example, disability cultures, te ao Māori, gender and sexual orientation, and intersectionality;

B1.4 demonstrate knowledge of and respect for the diverse cultural backgrounds of the populations with which they work;

B1.5 establish links with relevant cultural providers and communities where appropriate;

B1.6 treat all persons with dignity and respect.

**C. ETHICAL AND LEGAL PRACTICE**

Registered music therapists must:

C1.1 establish and maintain a safe practice environment;

C1.2 practice good self-care;

C1.3 gain ethical approval from the appropriate human ethics committees for any research involving clients;

C1.4 observe all Aotearoa New Zealand legislation relevant to the client and workplace, including but not limited to human rights, the Treaty of Waitangi / Te Tiriti o Waitangi, health and disability, privacy, and health and safety.

**D. SUPERVISION AND CONTINUING PROFESSIONAL DEVELOPMENT**

Registered music therapists must:

D1.1 be competent to work independently while being able to consult with and accept guidance from a practice supervisor and other appropriate people, for example allied professionals, carers and other advisers;

D1.2 engage in reflexive practice and ensure continuing competence in all areas of practice;

D1.3 be critically aware of their own strength, abilities, attitudes and needs;

D1.4 be able to articulate professional and personal development plans;

D1.5 engage in regular supervision where professional issues are shared, explored and worked through by discussion, musicking and/or other creative approaches, thus creating safety for clients and therapist;

D1.6 regularly review, update, and document knowledge, skills and values through a variety of professional development opportunities.

**Consultation**

In the preparation of this document consultation has taken place with the University of Melbourne (Australia), the Guildhall School of Music and Drama (London, England), and the World Federation of Music Therapy.

**Review**

This document will be reviewed by Music Therapy NZ at least every five years.

**Date:** November 2020

**Please do not include these pages in your application; they are for your guidance only.**

**NOTES TO ASSIST COMPLETING THE APPLICATION FORM**

**FOR REGISTRATION AS A MUSIC THERAPIST IN NEW ZEALAND**

**Please read “Process and guidelines for registration and renewal of practising certificates including supervision and continuing professional development guidelines” on the Registration page of the MThNZ website:** <https://www.musictherapy.org.nz/about-mthnz/registration-board/>

**1. PERSONAL DETAILS**

Ensure the address (physical and email) is where returned documents and notifications will reach you.

Date of birth (D.O.B.), gender and ethnicity are required for statistical purposes. D.O.B. can be important for identical names on the register. ***The name given here will be printed on your certificate***. Add a preferred name if you wish to be called by another name in general correspondence.

Eligibility to work in NZ is to assure the Board of an applicant’s right to work in this country.

Ethnicity: Anonymous demographic data may be shared with other stakeholders for statistical purposes. For example: to support research and strategic planning.

Membership: Music Therapy New Zealand: Registration does not give membership of MThNZ; **there is a separate fee for this.** Benefits of membership can be found at: <https://www.musictherapy.org.nz/supporting-us/membership/>

* The annual NZ Journal of Music Therapy
* Information about Music Therapy activities in NZ and Discounted registration at MThNZ-hosted events
* Access to the Members Area
* The opportunity to nominate and vote for members of the MThNZ Council which works to raise awareness and understanding of Music Therapy in order to advance the provision of Music Therapy to all who will benefit from these services
* The opportunity to join a like-minded community of people and organisations who support Music Therapy in NZ
* The option to join local regional groups

**2. FORMAL MUSIC THERAPY QUALIFICATION**

In order to practise within the NZ Music Therapy Registration Board guidelines a person will have an approved two-year Masters’ level qualification in music therapy from a New Zealand University, or qualifications and experience assessed by the Board as equivalent.

**Currently accepted qualifications are:**

Associate of the New Zealand Society for Music Therapy

Master of Music (Music Therapy), Victoria University of Wellington

Master of Music Therapy, New Zealand School of Music

Provisional registration and a provisional annual practising certificate will be issued when a student provides their Transcript of Academic Record giving the completion date of the Master of Music Therapy, and/or other documentation required by the Registration Board.

Other courses will be considered on their merits. Please include certified copies of all documentation to verify the qualifications. This includes a full transcript of the degree/diploma. If the qualification is from an institution outside New Zealand then an equivalency statement from the New Zealand Qualifications Authority *may* be required and you will be advised.  The Board will also take into consideration previous experience and may require an applicant to undertake further study or academic work to meet its requirements. Please provide as much information as possible, incuding a cover letter as to why your qualification is equivalent to the two-year master’s degree at Victoria University.

**3. OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS**

Any 'qualifications' you think are relevant. These do not have to be only 'academic' qualifications but could be professional recognition or awards; e.g. A Registered Music Teacher, a Registered Teacher, etc.

Include full supporting documentation.

**4.** **MUSIC THERAPY EXPERIENCE**

Include relevant music therapy experience undertaken during training, and experience (if any) prior to and after training. The statement should include the years when this was done, number of hours involved and the type of work. Provide documentation where possible. Details in category B may become important if formal qualifications do not meet the required academic standard. The Registration Board will look at the full picture of an applicant's qualifications and experience, including voluntary work, to determine whether registration should be granted and if so, what category of registration ('full' or 'provisional') is applicable.

**5. OTHER INFORMATION**

Include relevant on-going experiences within the past four years, e.g. previous professional development, attendance at conferences, research in a relevant area, community music, musical experience and expertise, study and volunteer work.

**6**. **SUPERVISION**

On-going supervision is an essential aspect of practice for NZ Registered Music Therapists. It is stated in the Code of Ethics that the music therapist shall:

“Accept responsibility for maintaining and updating his or her level of competency through continuing professional development and supervision” AND "Undertake regular supervision with a qualified professional in order to safeguard the quality of service to clients."

If it is not possible for your supervisor to sign the form, then please supply their contact details and, if possible, an email declaration from the supervisor to confirm the statement. A minimum of **10 hours** supervision is required per year and details are submitted on a Supervision Log when applying for renewal of annual practising certificates.

**Supervision may include a formal contract between the supervisor and registered music therapist that specifies such things as frequency of meeting, the fee, method of recording sessions, confidentially and disclosure clause.**

**7.** **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

Ongoing CPD is another essential aspect of practice for NZ Registered Music Therapists. A minimum of **20 hours** CPD is required per year and details are submitted when applying for renewal of annual practising certificates.

**8.** **REFEREE**

Provide the name and address of someone other than your supervisor **who has agreed** to provide a reference if requested by the Board.

**9.** **REGISTRATION** **FEE**

Please refer to the MThNZ website: https://www.musictherapy.org.nz/about-mthnz/registration-board/

for details of the current fee to be paid by 1 March. In the event of the application being unsuccessful, a refund will be made equivalent to one hour of the Registrar’s time plus any costs for return of documents (if applicable). Payment can be made online to the following bank account:

The New Zealand Society for Music Therapy Inc, Account number: **12-3140-0421783-00, Swift code: ASBBNZ2A** Please state **your** **name and Reg. New** as reference when making an online payment. (e.g. Lewis Reg. New)

PLEASE NOTE: Gaining registration (provisional or full) and applying for an Annual Practising Certificate **does not** automatically grant you membership of MThNZ. All registered MT's are encouraged to become a member of MThNZ so as to support the important work they undertake for the ongoing development of music therapy in NZ.

**10.** **DECLARATION**

Being declined registration in another profession - e.g. as a Registered Teacher - is not a bar to registration as a Music Therapist if the declining was due only to inadequate qualifications and training. If you have had a conviction for an offence - other than a minor traffic infringement - then you must declare it and if necessary you will be required to provide a statement from the police with the details. Attach a separate statement to explain any convictions.

There is no exact definition of what is a health condition that may affect your work. Applicants who feel this may be an issue should attach a letter to the application. If necessary it will be discussed with the Registration Board.

The Registration Board will decline any registration application if it is found that a full and frank disclosure has not been made.

**11. The Register published on website**

In the best interests of those people who require the services of a Registered Music Therapist, the Register is an open document and published on the website. The Registration Board reserves the right to confirm to a third party whether your name is on the register at any time and the expiry date of your current practising certificate. The Board will not disclose address or contact details.

The Registration Board may request that an applicant be required to have a personal audition and/or interview at their own expense before registration is granted.

**12.** **APPLICANT'S IDENTIFICATION**

This Section is required to be completed by a Solicitor or Justice of the Peace or a person with similar qualification.

**ADDITIONAL INFORMATION:**

The closing date for all applications as a music therapist in New Zealand is **1 March each year.**

**A second round of applications for new graduates and those with special circumstances will close on 1 August each year.**

From 2020 the Board has initiated the 1 August round for new registrations and renewal of practising certificates for special circumstances, registration applications from overseas music therapists intending to practice in NZ, and renewal of annual practising certificates for RMTh returning after placing their annual practising certificate on hold for reasons such as parental leave, health issues, overseas travel. This list of special circumstances is not exhaustive and there may be other situations that would be considered.

1 August applicants shall apply in the usual way and provide a covering letter explaining why they are applying outside of the standard timeframe. If an Annual Practising Certificate is granted, it will be for the part of the year remaining. However, the Board are very clear that this is not an opportunity for NZ RMThs to leave their renewal until this second round unless there is an exceptional circumstance. Annual practising certificate renewals are processed only at the 1 March application deadline.

**NOTES ON HOW TO ADD AN ELECTRONIC SIGNATURE AND TO SAVE PDF DOCUMENTS.**

Sometimes applicants have problems adding their own signature and for others. As well, there have been significant problems in saving documents to PDF - You do not have to send in PDF, but it often reduces the size of the document if you do. And it’s easy. The application form is now one document and in portrait which should save problems with pages being submitted in different directions and upside down. There are many apps available, but below is a simple guide, with no cost except your time.

**Electronic signature**

1. Sign your name on a clean sheet of white paper

2. Take your mobile phone or a camera and take a photo

3. Save the photo to your computer (if not sure how to do this, contact me)

4. This will be in a format called “jpg”. You can leave in this format, or you can insert into a word document.

5. Open picture and check that it is a clear image. Sometimes you will have shadow that you didn’t realise when you took the photo. Take again until you have a good image.

6. Now you can use this image to insert into the application form. It will be larger than where you insert in the signature box. Click image and drag bottom right corner (arrow on an angle) into the size you need.

7. Or, if you want to insert into a word document. Open a blank word document, insert picture, and then make the image smaller by same method as above. When you use this method and want to insert your signature, you open the word document, right hand click and select “copy”, and then go to application form and at top of computer screen there is a “paste” button, click it. The advantage of this method is that the image will be smaller.

For another person, e.g. supervisor, send the document and ask them to insert their signature. Give them the above instructions if they are not sure how to do this. They will then save the document and send back to you.

8. You can send the completed document in the word format.

9. If you want to make into a PDF, which means the document will be smaller in size and cannot be altered (generally),

10. Go to Print and when the print box comes onto screen, look for the option where you select a printer. If you click on this box there is usually a “Print to PDF” option.

11. Print to PDF, and click print. It will not print, but open another box asking where you want to save the document. Save to your Music Therapy folder, and it is done.

12. Then send an email to the Registrar and attach the PDF document.

**Printed copies to PDF**

13. If you have printed the copies and want to save to PDF there is a great free APP called Adobe Scan. Go to App Store and download.

14. When you open the app, it opens in a camera page with various options: choose document.

15. Then take a picture of the individual page and it will show the document with borders around it. You can change these borders to fit the right size of the page. And if blurred or wrong, there is an option to “retake”.

16. At bottom right it says “continue”. Continue until all pages are photographed.

17. At the bottom right there is box of the pages with a number. If you have 10 pages it will show 10 – check you have the right number of pages. Then touch this box.

18. At the top of the screen it has given the document a name – I suggest you change this to the date and filename (e.g. 2020-02-20 PC Renewal) using the edit function (shown as a pen on screen).

19. When this is done, touch the button at the top right “Save PDF”.

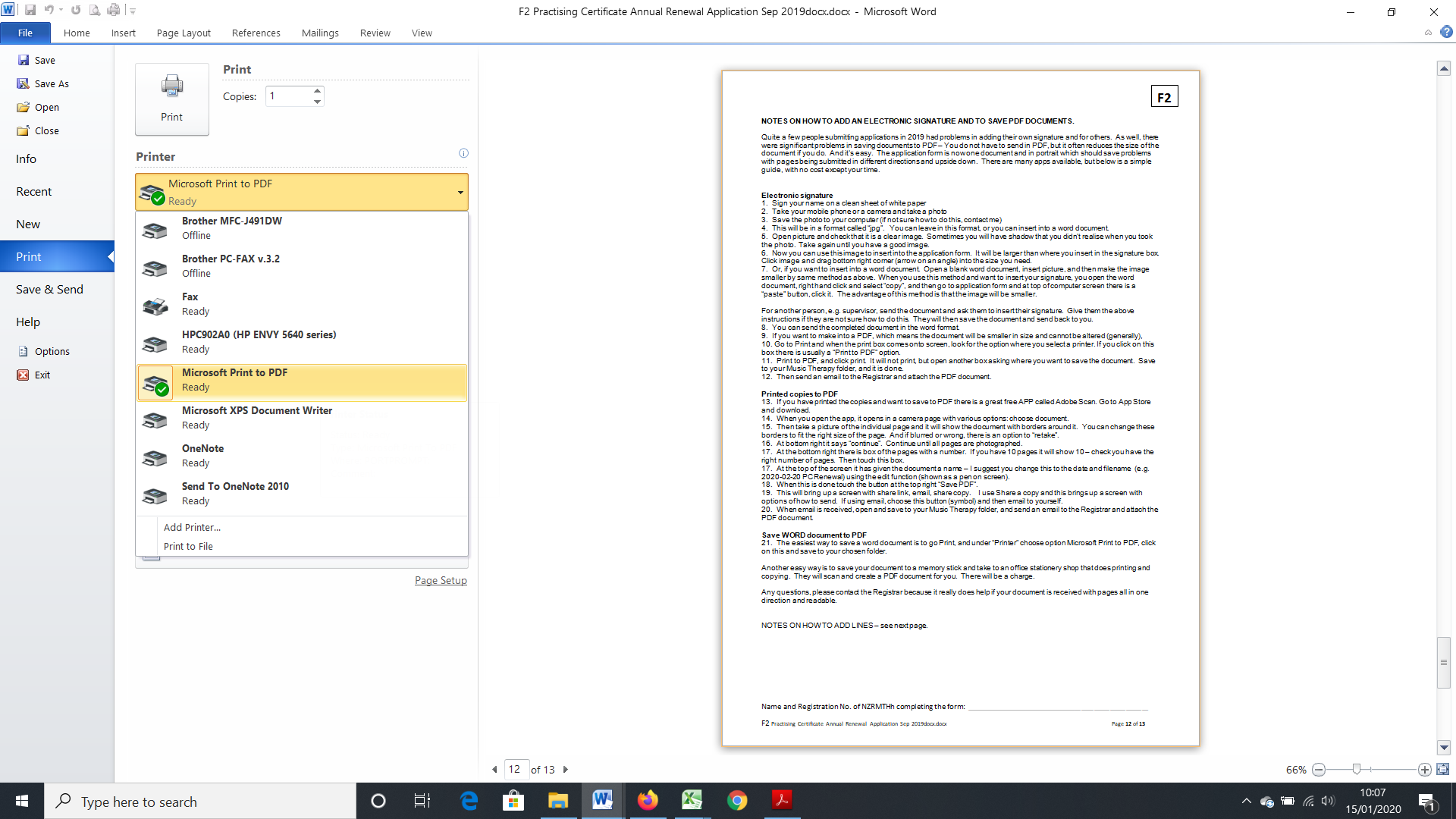
20. This will bring up a screen with share link, email, share copy. I use Share a copy and this brings up a screen with options of how to send. If using email, choose this button (symbol) and then email to yourself.

21. When email is received, open and save to your Music Therapy folder, and send an email to the Registrar and attach the PDF document.

**Save WORD document to PDF**

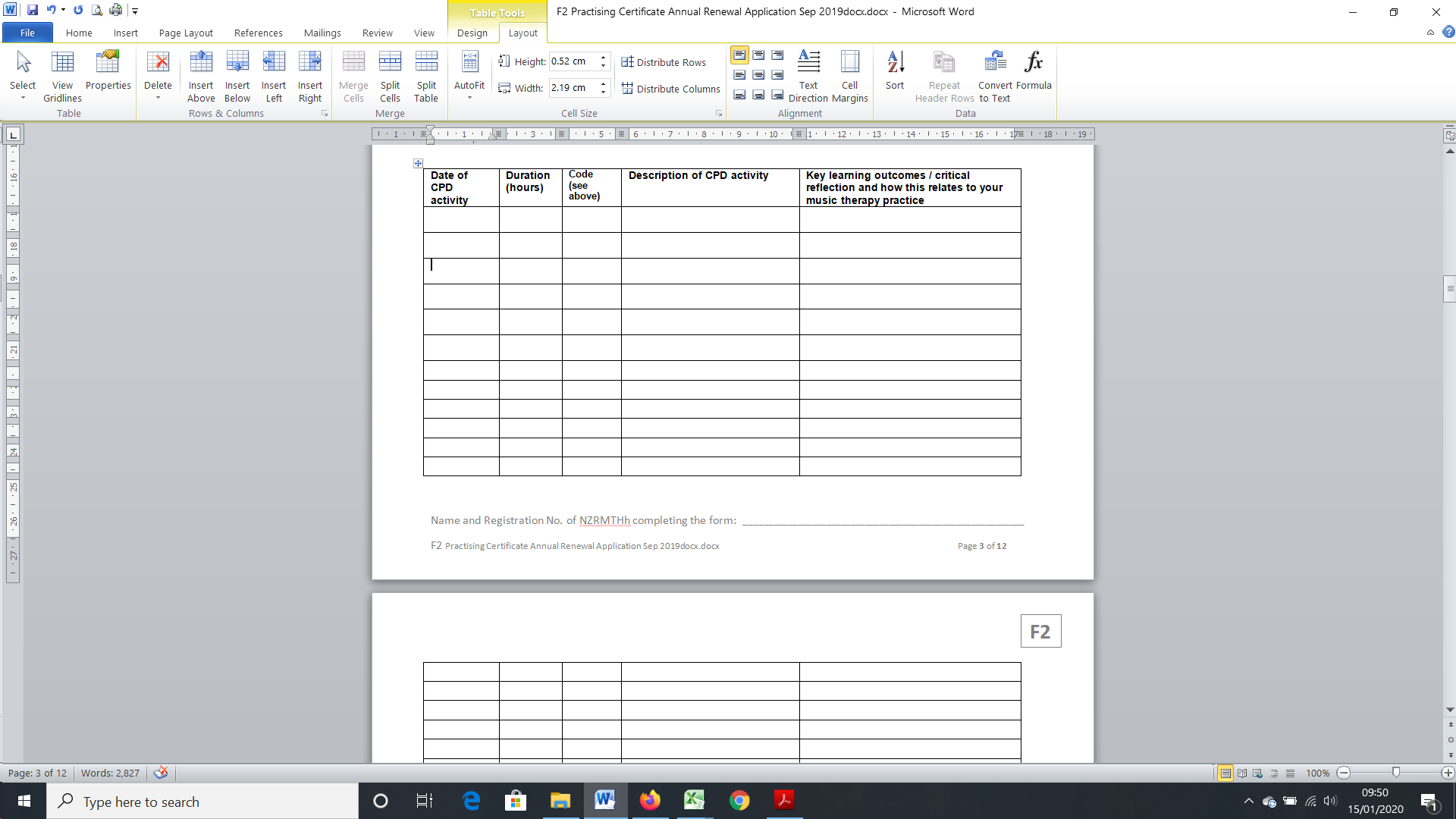
22. The easiest way to save a word document is to go Print, and under “Printer” choose option “Microsoft Print to PDF”, click on this and save to your chosen folder. It will save as PDF.

See below for a graphic example of option to choose from Print menu.



23. Another way is to save your document to a memory stick and take to an office stationery shop that does printing and copying. They will scan and create a PDF document for you. There will be a charge.

**HOW TO ADD LINES**



Put cursor on any line

Click on Layout at top

Click on Insert Above or Below

24. The same process applies to delete a line, if you wished to reduce the number of lines on a page.

Any questions, please contact the Registrar because it really does help if your document is received with pages all in one direction and readable.

Barbara Lewis, Registrar

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NZ Music Therapy Registration Board