

MARYLAND MUSIC THERAPY TASK FORCE

INCREASING CONSUMER ACCESS THROUGH OCCUPATIONAL REGULATION

For Security Purposes these applications are not compatible using mobile devices or tablets - You will need to use a laptop or desktop to fill out the application.

To Access your Application and the Online Submission Page, Click

Here: <https://health.maryland.gov/boardsahs/Pages/licensing.aspx>

- The Application can be found under, “Apply For A License” > Step 1 > “Music Therapist Fillable Application.”
- Online Application Submissions can be found under, “Apply For a License” > Step 2 > “Music Therapy Application Submission.”
- All Submissions must be **signed and notarized** prior to uploading. Please be sure to upload a single document of your compiled forms, and fill out the check-boxes online as applicable.

This is more than just your average application -

Additional steps and information submitted to the Board are required, including: Application fee of \$150, a Passport-sized Photo, Background Check with Fingerprints, Affidavit to CBMT, and Notarized Application. English as Secondary Language (ESL) Applicants must include a copy of their Test of English as a Foreign Language (TOEFL) with their applications.

Please Be Aware of the following fees that may incur during this process:

- Application Fee (\$150.00)
- Passport Photo (Projected, \$0.00 - \$14.99)
- Notary Fee (Up to \$4.00)
- CJIS Background Check (Projected, \$31.25 - \$47.00)
- Mailing Fees (Projected, \$1.00 - \$4.00)

Total Projected Cost: \$201.24 - \$220

Disclaimer: Maryland Music Therapists continuing to practice Music Therapy within the State of Maryland and operating without an approved license, or pending an approved license, within these deadlines may be subject to disciplinary action by the Board.

Application Questions? For application status updates or questions about the application process please email monicah.wright@maryland.gov

Questions, Comments, or Concerns regarding licensure can be addressed by emailing the Maryland State Task Force at mdstate.task.force@gmail.com

Don't Delay - Get Licensed Today!

Maryland Music Therapy Licensing Check-List:

- 1. Obtain a Personal Photo (Passport Size, 2"x2")**
 - *What qualifies for a passport photo?* Check it out, here:
<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>
Note: Passport photos can be obtained through CVS Pharmacy, Walgreens Pharmacy, The UPS Store, FedEx Office Store. Some major retailers such as Walmart or Target may vary by location/photo centers.

- 2. Complete the Music Therapist Licensure Application online through the Maryland Department of Health**
<https://health.maryland.gov/boardsahs/Pages/licensing.aspx>
 - Print your completed application
 - Save a digital copy for your records
 - Application Payments (\$150) can be submitted online, check, or money order payable to:

Maryland Department of Health
Board of Examiners for Audiologists, Hearing Aid Dispensers,
Speech-Language Pathologists and Music Therapists
4201 Patterson Avenue,
Baltimore, Maryland 21215-2299

- 3. Get Application Notarized!**
 - *Need a Local Notary?* Ask your Bank! Most Banks will provide free notary services to their members. Other options may include: UPS Stores, Financial Advisors, and Private Notaries in your area - Call first if you need an appointment!

- 4. Submit Affidavit to CBMT**
 - Located in Application - Section VII, Page 6-7/15
 - Affidavit Found in Licensing Application

- 5. Make a Copy of MT-BC Certificate**

- 6. Obtain a Criminal History Records Check (CHRC) Background through CJIS**
 - To Find an Approved Fingerprinting Site Near You, Go
To: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>
 - Schedule your Appointment under "*Governmental Licensing/Certification ,State & FBI with Fingerprints*"
 - Include a copy of your receipt with your Licensing Application

- 7. Submit Notarized Application, Above Transcripts/Receipts, and Payment to:**
 - **Online Application Submission Portal *THEN***
 - **Mail Application Packet To:**

Maryland Department of Health
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