

CAAMT Grievance Policy and Procedure:

The mission of CAAMT is to “pursue the advancement of music therapy as a profession in the State of California through community outreach, public education, and support of local music therapists”. One way in which this organization seeks to educate and support our local music therapists is through the offering of Continuing Music Therapy Education (CMTE).

Grievance Procedures:

Although CAAMT strives to provide quality continuing music therapy education, participants of these events have the right to file a grievance with the organization. A grievance must include the following information:

- The title and date of the CMTE
- The grievance regarding the event and any requests to be made to the organization to resolve the grievance

Participants should send grievances by email to info@caamt.org within one month of the participant completing the provided continuing education. Within seven days of receipt of this email, the Board of Directors shall be notified of the grievance and the participant will be notified of the receipt of the email as well as the next steps in the grievance process. The grievance will then be discussed at the next immediate board meeting. The participant will be notified of any decisions made by the Board of Directors within seven days of the meeting.

Appeal Procedures:

Participants of CAAMT’s provided continuing music therapy education have the right to appeal decisions made by the Board of Directors regarding the filed grievance. Participants should send appeals via email to the Continuing Education Director at vice.president@caamt.org within 7 days of the decision notification. The appeal will be discussed at the next immediate board meeting and the participant will be notified of any further decisions made by the Board of Directors within one month.

If an understanding isn’t reached by this point, the participant has right to have the unresolved grievance addressed by CBMT’s Continuing Education Committee. This will occur only after the CAAMT’s Grievance Procedure has been exhausted.