

Application of Evaluation for Music Therapy Internship Eligibility

Projected Internship Starting Date: _____

Name: (last, first) _____ KUID #: _____

Address: _____
Street City State Zip Code

Phone #: (____) _____ KU Advisor: _____

Major Code: (circle one)

0484 (Pre-Professional Sequence UG)

0771 (Graduate Equivalency & Master's)

F484 (Post-Professional Sequence UG)

0111 (Graduate Equivalency ONLY)

Have you been accepted to your professional sequence _____ Yes _____ No

The information below is required of all students intending to intern in music therapy at the University of Kansas. You will need to complete these required searches and provide the subsequent documentation to show completion.

Required Searches:

- Office of Inspector General's List of Excluded Individuals/Entries. Web address: <http://oig.hhs.gov/fraud/exclusions.html>
Needed Information: (1) Name (2) Social Security Number, or (3) Employee Identification Number, or (4) Tax Identification Number
Includes: A list of excluded individuals or entities. **Cost of search: \$0.**
- Global Terrorism Check (Required by Homeland Security). Web address: <http://www.treas.gov/offices/enforcement/ofac/sdn/>
Includes: (1) office of foreign assests control (2) list of specially designated nationals and blocked persons. **Cost of search: \$0**
- General Services Administration's Excluded Parties Lists System. Web address: <http://epls.arnet.gov>
Needed Information: (1) Name(s) (2) address(es) (3)DUNS number, or (4) Social Security Number, or (5) Employee Identification Number, or (6) Taxpayer identification Number.
Includes: List includes information regarding (1) entitles (2) debarment (3) suspension (4) proposed for debarment (5) exclusion or disqualification under the non-procurement common rule (6) declared ineligible to receive Federal contracts, certain subcontracts, and certain Federal assistance and benefits. **Cost of search: \$0**
- Criminal Background Check. Web address: <http://www.accesskansas.org>
Needed Information: (1) Name (2) Second name, (optional) (3) credit card number (4) credit card type (5) credit card expiration date.
Included: check the criminal background in the city or country where the person has been living for at least on year. If they have only lived in Kansas there is a website that will check the entire state. **Cost of search: \$17.50**
- Kansas Sex offenders. Web address: <http://accesskansas.org/kbi/ro.shtml>
Needed Information: (1) Names first and last, or (2) city, or (3) county, or (4) zipcode.
Included: List of registered sex offenders in the state of Kansas. **Cost of search: \$0**
- Have you ever had a teaching certificate revoked, suspended, or denied in any state? No Yes
If yes, please give details of the circumstances and attach a copy of the documents regarding the official action taken:

- Have you ever been terminated from a healthcare position, if yes, explain the circumstances? No Yes

Signature

Date

Attach an up-to-date completed curriculum sheet and an "ARTS" form.

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THIS SECTION FOR OFFICE USE ONLY

_____ This student **has** been approved for the internship application process.
Attached are your four (4) letters of authorization to be sent with your internship application materials. (See internship application process instructions listed on the reverse side.)

_____ This student has **not** been approved for the internship application process due to deficiencies.
You must schedule an appointment with your advisor to follow up on your deficiencies.

Comments: _____

Music Therapy Director's Signature

Date

Internship Application Process Instructions

1. Within one year of the date for internship, begin the process.
2. Search for appropriate internship sites on the AMTA web site at www.musictherapy.org
3. Complete a resume, list entries in reverse, chronological order. Include the following:
 - A) Education
 - B) Professional Experience
 - 1) Music Therapy Practica
 - 2) Volunteer work in music therapy
 - 3) Other music therapy related work
 - C) Related Experience
 - D) Other Work Experience
 - E) Other Related Activities
 - F) Music Skills
 - 1) Proficient
 - 2) Functional
 - G) Honors and Awards
 - H) Professional Memberships and/or Affiliations
 - I) References by Name, Title, Address, Phone Number, and email Address

Consult with other students who have completed their resumes to see actual models. It is essential, though, that all students develop their own presentation to best demonstrate their skills and abilities.

- 4) Obtain an Application of Evaluation for Music Therapy Internship Eligibility form to apply for internship.
- 5) Complete the form including an up-to-date curriculum sheet and an "ARTS" form. **COMPLETE ALL REQUIRED SEARCHES AND OBTAIN SUBSEQUENT DOCUMENTATION.** Submit this packet to the Director of Music Therapy.
- 6) The obtained approval form will be accompanied by four copies of an approval letter.
- 7) Include this letter, along with a personal letter and a resume with your application. Be sure to indicate in the personal letter that you are applying for an internship, the date at which you can begin, and the reason(s) why you are interested in the particular internship. Also, indicate why you are a good candidate for the internship.
- 9) All approved students may have four active applications at any one time. If one internship application is denied, or if you decide to discontinue the application process with a particular site, another application can be activated in its place. To obtain another approval form letter, make a written request to the Director of Music Therapy and one will be left for you at the front desk.
- 10) It is essential to inform internship directors at your earliest opportunity of your decision to take, or not take the internship. Internship directors must know who to expect and when they will arrive. They must plan their schedule around your decision.
- 11) Remember that internship directors receive no extra pay for your training. Their reward is your commitment, hard work, and success. They are a very important part of your development. Treat them with great respect, and make every effort to work with them professionally.
- 12) Turn in your MT Internship Information Form prior to leaving for internship.
- 13) Please stay in touch during your internship. It is important to know that you are doing well, and whether there is anything that can be done to expedite your training process. In particular, inform your advisor if there are problems. It is always best to resolve issues and remediate problems at the earliest opportunity. It is important to know your successes too, and to find the very BEST internships for University of Kansas students. That can only be done in cooperation with those of you who experience them first hand. Please keep your advisor informed.
- 14) Good luck! You are about to begin one of the greatest adventures of your professional life –May it be all that you hoped it would be!