



BUSINESS ETHICS

By Jennifer Whitlow, MT-BC

*"As President of the Association for Indiana Music Therapy and a frequent presenter otherwise, I have witnessed Jennifer Whitlow's public speaking on multiple occasions. She is a very passionate speaker and **particularly enthusiastic regarding ethics and music therapy**. Jennifer has a **robust understanding** of ethical music therapy practices and the policies and practices that a therapist should uphold, and I highly recommend her speaking on this topic!" - Lindsey Wright, MT-BC*

*"When it comes to business, Jennifer Whitlow is my go-to person. **She is passionate about sharing the knowledge** she has learned while growing a successful music therapy business, and that passion exudes from her when discussing and presenting on business-related topics. Business ethics in general can be tricky to navigate, but Jennifer is a **more than capable guide**". - Morgan Sparks, MT-BC*

Description: Are you a contractor? Do you receive a 1099 from any entity at the end of the year? Do you make residual income from a blog, CD album, or supervision services? Do you run a private practice?

If you answered yes to any of the above, then you ARE a business owner. Know business ethics!

This course is designed for every music therapist with questions about ethics. The 3 modules explore starting a business, ethics in service provision, and business expansion.

Jennifer Whitlow, MT-BC, manages a team of 8 staff, and provides a full-spectrum of music therapy services in Indiana. With fast changing technology, new regulations, and dual relationships becoming more complicated over time, prepare and educate yourself! Come get the support you need with our course.



Prerequisites: Facebook profile is recommended, not required. The course forum is held in a Facebook group. Participants may submit insights via email in lieu of the Facebook forum.

Board Certification Domains:

The participant will identify at least five ways they engage in ethical services for their clients while respecting privacy, dignity, and human rights. (BCD IV. B.4)

The participant will be able to articulate an ethical response to clients when leaving a company, by providing the client with transitional support and recommendations. (BCD III. C. 5)

The participant will be able to identify a minimum of three ethics in the AMTA code of ethics that requires and MT to practice within their scope, provide quality services, and/or maintain quality of care with consumers. (BCD IV. B. 14)

Instructor Qualifications:

Jennifer Whitlow, MT-BC owns Dynamic Music Therapy in Indianapolis, a thriving music therapy private practice, where she works with a team of therapists. Jennifer has served as President and Public Relations Chair of the Association for Indiana Music Therapy, and Secretary of the Great Lakes Region of AMTA. She has presented both CMTEs and concurrent sessions, including Strategic Planning, Employee Engagement, Contracting vs. Employment, and more.



Video Course Format:

1. Module 1: Starting a Business (41 minutes)

- a. Introduction
- b. Federal, State, and Local Law
- c. Importance of Compliance
- d. Marketing
- e. Social Media
- f. Policies and Procedures

Module 1 Homework (10 minutes)

2. Module 2: Providing Ethical Services (43 minutes)

- a. Ethical Scenarios
 - i. Solicitation
 - ii. Differentiating
 - iii. Leaving a Company
- b. Ethically Setting Rates
- c. Ethical Services
- d. Dual Relationship
- e. Protecting Your Clients

Module 2 Homework (10 minutes)

3. Module 3: Expanding Your Business (40 mins)

- a. Contractor vs. Employee
- b. Employee Handbook and Policies
- c. Managing Caseloads
- d. Employees
- e. Supervision
- f. Outro

Module 3 Homework & Final Eval (10 minutes)

Total Time: 154 minutes

Number of CMTEs: 3 Price: \$85 Typical Access Period: 2 Months

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CBMT Relationship: *Business Ethics* is approved by the Certification Board for Music Therapists (CBMT) for 3 Continuing Music Therapy Education credits. Sound Health Music, Approved Provider #P-110, maintains responsibility for program quality and adherence to CBMT policies and criteria.