

# CMTE Course Instructor Application

Those interested in becoming a CBMT course instructor for the SWAMTA Regional conference must provide the following:

1. *Contact information:*
  - name (with credentials)
  - mailing address
  - telephone
  - email address
2. *Current resume (within the last year), vitae with relevant information:*
  - education
  - certifications
  - professional experience
  - presentations/publications
3. *Relevant biographical information*
4. *Topic*
5. *Learner objectives (must adhere to CBMT guidelines-(please quote code number from the Approved Provider manual)*
6. *Presentation format (lecture,experiential)*
7. *AV/Equipment needs*
8. *Suggested number of participants*
9. *Meeting space set-up*

## **Co-sponsorship policy:**

Please note that if two or more CBMT Approved instructors collaborate on a course, one instructor must assume responsibility. This includes issuing credit for the course and including the activity in official records to be submitted for audit and renewal.

## **Confidentiality statement:**

When presenting clinical material (case reports, video/audio recordings, pictures...) it is the instructor's responsibility to provide written accounts of methods used to ensure client anonymity and confidentiality of clinical information.

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**Instructor signature**

*Send information to:* **Ann Petty, MT-BC**  
**SWAMTA Continuing Education Chairperson**  
**5914 Valley Forge Drive**  
**Houston, Tx. 77057**