



**BOARD CERTIFIED ART
THERAPIST (ATR-BC)**
2021 Application Handbook

Please visit www.ATCB.org/New_Applicants for more information.

OVERVIEW

You may apply to become **Board Certified (ATR-BC)** once you have been approved as a Registered Art Therapist (ATR). To earn the ATR-BC, you must pass the **Art Therapy Credentials Board Examination (ATCBE)**, demonstrating comprehensive knowledge of the theories and clinical skills used in art therapy. As with the ATR, you also agree to provide services within the ethical guidelines of the ATCB's *Code of Ethics, Conduct, and Disciplinary Procedures*.

The ATCBE is administered via **computer-based testing (CBT)** and is offered during six month windows at over 500 designated testing centers throughout the U.S. The fee is \$275 U.S.

The ATCB offers accommodations for ATR-BC applicants with **professionally designated disabilities** as defined by the Americans with Disabilities Act. Refer to page two of this handbook for more information.

For information regarding **test dates, registration deadlines, and fees** please refer to the ATCB Examinations web page (<http://atcb.org/Examinations>).

APPLICATION PROCESS

All ATR-BC applications **MUST** be completed online at least four to six weeks prior to the desired administration date of the ATCBE. To apply online, go to: <https://www.atcb.org/signin>.

Once your online application, including payment, is processed you will receive a confirmation email from the ATCB National Office.

Approximately **three to four weeks** prior to the testing window, you will receive an email message directly from Pearson VUE, the ATCB's testing partner. The email from Pearson VUE will provide your candidate ID number and instructions for how to schedule your exam. You will be able to select your testing day and time during the three week testing period. Four hours are allotted for testing. Follow the instructions below to locate a Pearson VUE testing site in your area:

1. Visit <https://home.pearsonvue.com/atcbe>.
2. On the ATCB Examination page, on the right hand side, click on the link "Find a Test Center"
3. Enter your address into the Test Center search box.

Please review the **ATCBE Official Preparation Guide** (http://www.atcb.org/resource/pdf/ATCB_Prep_Guide.pdf) and the **ATCBE content outline** (<https://www.atcb.org/resource/pdf/ATCBExamFrameworkandContentOutline.pdf>) for more detailed information regarding the ATCBE.

ATRs WHO HAVE PASSED THE ATCBE FOR STATE LICENSURE

If you are a current ATR and you passed the ATCBE for state licensure within the past five years (60 months), you may apply for Board Certification using your passing ATCBE score. You **MUST** apply online and you must have taken and passed the ATCBE for state licensure within the preceding five years prior to submitting your application. The application fee is **\$75**. To apply online, go to: MYATCB

SPECIAL EXAMINATION ACCOMMODATIONS (SEAs)

If you are an ATR applying for Board Certification and you are requesting special examination accommodations to take the ATCBE, you must answer the required questions in the ATR-BC online application. **If requesting special accommodations, your application MUST be submitted at least 60 days prior to the examination date or testing window.** In some instances, supporting documentation or a fee may be required as described below. Requests that are not accompanied by the required supporting documentation or fee cannot be approved.

Candidates With Disabilities

When completing your online ATR-BC application, be prepared to briefly identify the nature of your disability and provide (either by uploading or by postal mail) letterhead documentation from a qualified professional specifying diagnosis and recommended accommodations. You must specify the special accommodations and/or arrangements you will need to complete the ATCBE. Documentation may not be more than five years old. There is no fee for the disability accommodation.

Candidates for Whom English is a Second Language

If English is not your native language, you may request two additional hours to test. You may also request the use of a word-to-word translation dictionary (the dictionary must be non-electronic, must not define terms, and must be supplied **by the examinee**). There is a **\$60** fee for this accommodation in addition to the standard application fee, which must be paid at the time of application. **This fee is non-refundable if you do not end up using the additional time or dictionary.**

MAINTAINING BOARD CERTIFICATION

Continued board certification is subject to compliance with the ATCB *Code of Ethics, Conduct, and Disciplinary Procedures*. Applicants who have been approved for board certification by the Art Therapy Credentials Board, Inc., are legally entitled to use the Board Certified Art Therapist (ATR-BC) designation as evidence of their professional status. Fraudulent use of the ATR-BC designation may subject the user to legal action.

As an art therapist-board certified, you must maintain your ATR annually. The ATCB credential year runs July 1-June 30. An email alert is sent when renewals have begun. Compliance with the ATCB Code of Ethics, Conduct, and Disciplinary Procedures and the annual maintenance fee of \$100 are required to maintain registration as an art therapist (ATR).

If the renewal is not completed by the due date, a late fee of \$30 will be applied. If by July 30 renewal are not complete, your credential will inactive. An individual whose ATR credential is inactive may not refer to themselves as an ATR-BC. To return to active status:

- 1) a letter requesting reinstatement of the ATR. Email this letter to atcbinfo@atcb.org
- 2) a \$400 reinstatement fee, and
- 3) a letter from a current ATCB credential holder endorsing the former ATR's return to active status. This letter must be emailed by the endorser to atcbinfo@atcb.org.
- 4) The letter requesting reinstatement must include either:
 - a) A statement of attestation that the former ATR has studied the current ATCB Code of Ethics, Conduct, and Disciplinary Procedures, has and will continue to abide by this Code, or
 - b) A statement regarding any Code violations, charges or disciplinary actions from a governmental authority, insurance carrier, professional organization, credentialing board, criminal charges, or placement on a governmental abuse registry. Copies of all related legal or other documents must be included with the statement in an envelope marked Ethics. In such cases, the former ATR attests that s/he understands that these issues must be reviewed and a determination made as specified in the ATCB Code of Ethics, Conduct, and Disciplinary Procedures.

RECERTIFICATION

As a Board Certified Art Therapist (ATR-BC), you are required to recertify every five years and pay the \$100 recertification fee (NOTE: not the same as your ATR annual renewal fee). The purpose of the ATR-BC recertification process is to ensure that any person board certified by the ATCB continues to meet standards for board certification, as demonstrated by the accrual of 100 qualifying continuing education credits during the five-year certification cycle or by retaking and passing the Art Therapy Credentials Board Examination (ATCBE), which is updated annually. To recertify, you must demonstrate completion of 100 Continuing Education Credits (CECs) within your five-year cycle and remit payment. Of the 100 CECs, six (6) CEs must be in the area of Ethics. If you also hold the Art Therapy Certified Supervisor (ATCS) credential in addition to the ATR-BC, you are required to complete 10 CE credits in the area of Clinical Supervision. For additional information regarding the recertification requirements, please visit the ATR-BC Recertification Standards document.

All ATR-BCs due to recertify (including those not audited) must submit a list of their completed CE activities online. If you have not utilized the online CE tracking page before now, you will need to click be prompted to enter your CEC activities by choose "Continuing Education" from the menu on the left.

Every year, 10% percent of ATR-BCs due to for recertification are audited. If you have been selected for audit, you must submit/upload certificates of completion/attendance and other supporting documentation, as outlined in the ATR-BC Recertification Standards document.