



ANNUAL REPORT 2016

ART THERAPY | **ATCB**
CREDENTIALS BOARD, INC.



Dear Credential Holder,

The ATCB Board of Directors is proud to provide this Annual Report for 2016. In it, you will find a summary of our operations and accomplishments for the past year. You will also find a short list of some of our goals for 2017.

We want you to be excited about your credential! Your credential represents years of supervised experience, a commitment to practice ethically, and a skill set that appeals to clients who might not be able to adequately represent themselves without our help. Please be sure to pay as close attention to your credential and its standing as you would your clients.

Please visit the ATCB website frequently. Within its pages, you can find answers to questions you might have about continuing competence, retirement, ethics, and more. If you have any questions, please feel free to write or call the National Office.

Peace!

Mary Ellen McAlevey, MA, ATR-BC, ATCS, LPC, ACS
President



Dear Credential Holder,

The publication of the ATCB's first annual report is exciting! It exemplifies all of the outstanding work the Board of Directors and staff accomplish each year, and 2016 was no exception.

While the year was filled with many high notes, major successes included completing the application for NCCA accreditation, revising and publishing the ATCB *Code of Ethics, Conduct and Disciplinary Procedures*, and enhancing the "MyATCB" website feature to include online applications and a more user-friendly format.

We encourage you to read this informative report and peruse the ATCB website. If you have not already, please be sure to create a user account on MyATCB, <https://www.atcb.org/signin>. As always, please contact the National Office, atcbinfo@atcb.org or 877.213.2822, if you have questions or need information. We are happy to assist you.

Warm Regards,

Erin Clark, MSW
Executive Director



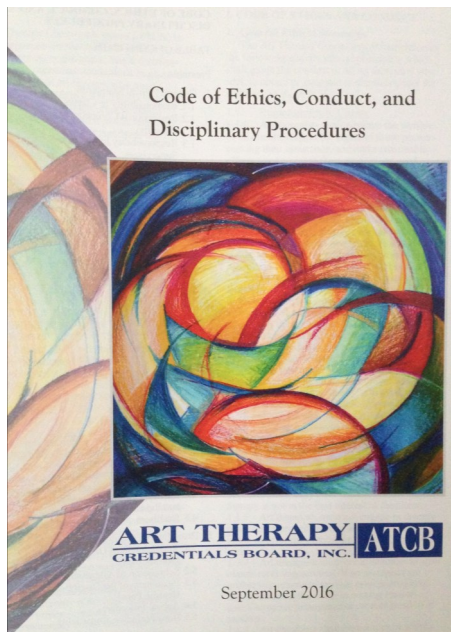
DID YOU KNOW...

- ◆ The *ATCB Code of Ethics, Conduct, and Disciplinary Procedures* was printed and mailed to over 5,000 credential holders?
- ◆ The Board of Directors saved 10% on printing costs from the quoted price due to astute negotiations?

Introducing ATCB's revised *Code of Ethics, Conduct, and Disciplinary Procedures*

Revised in 2016, the ATCB ad hoc committee on code revisions began working in 2012. The Board of Directors is grateful to Dr. Deborah Good, Dr. Penny Orr, Jennifer Stone, Tom Hartsell, Lisa Raye Garlock, Terry Towne, Susan Ainlay Anand, Bonnie Berkowitz, Carolyn Brown Treadon, Mary Ellen McAlevey, and staff of Center for Credentialing and Education. The Board also thanks members of the public and members of the Ethics Committee of the American Art Therapy Association who provided constructive feedback.

The Board also thanks art therapy education program directors who forwarded the ATCB's call for art submissions to their students.

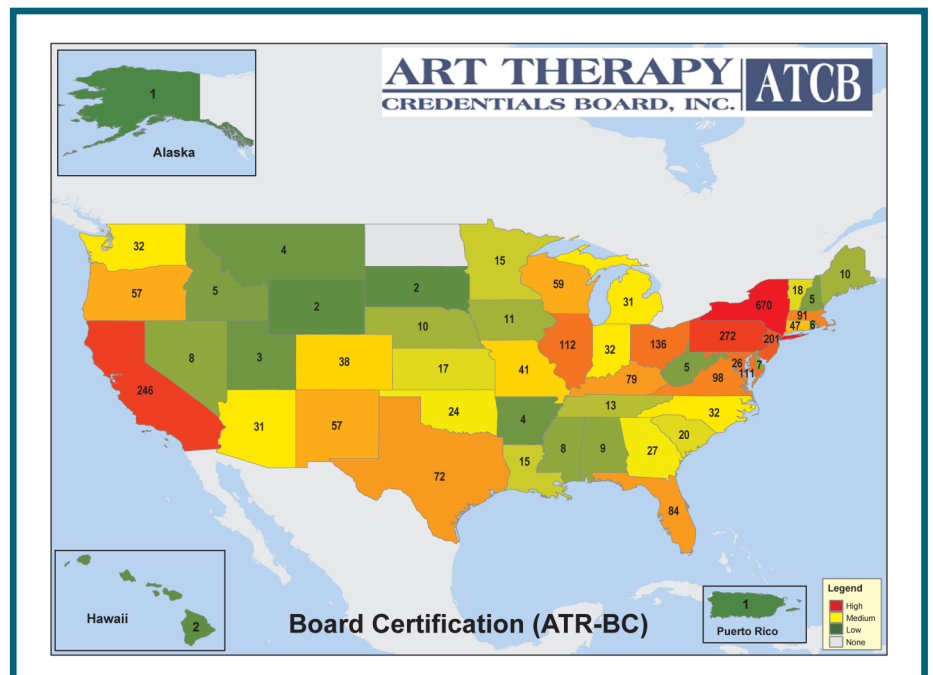
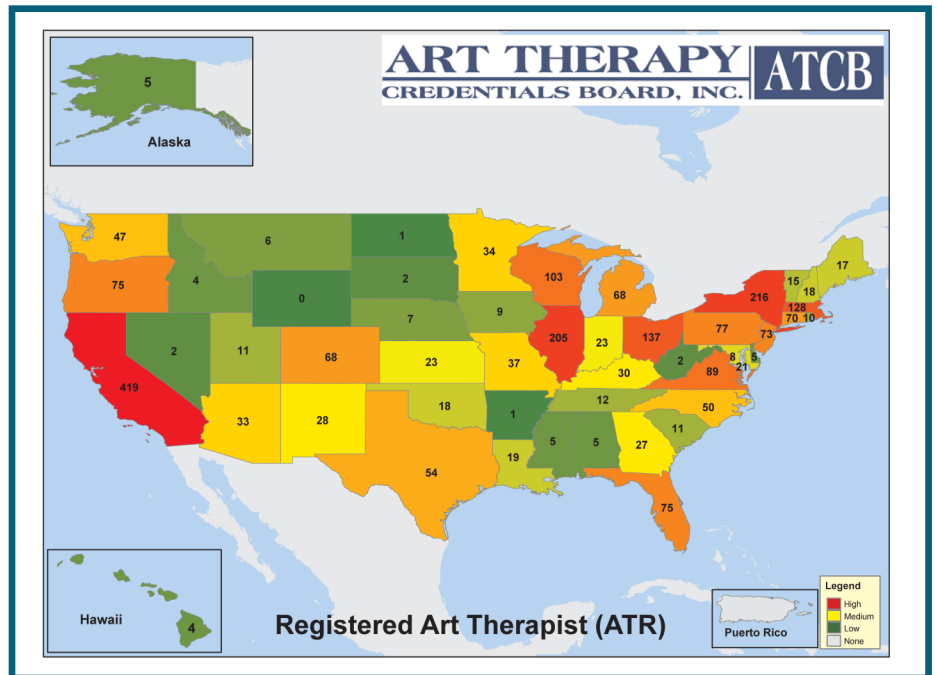


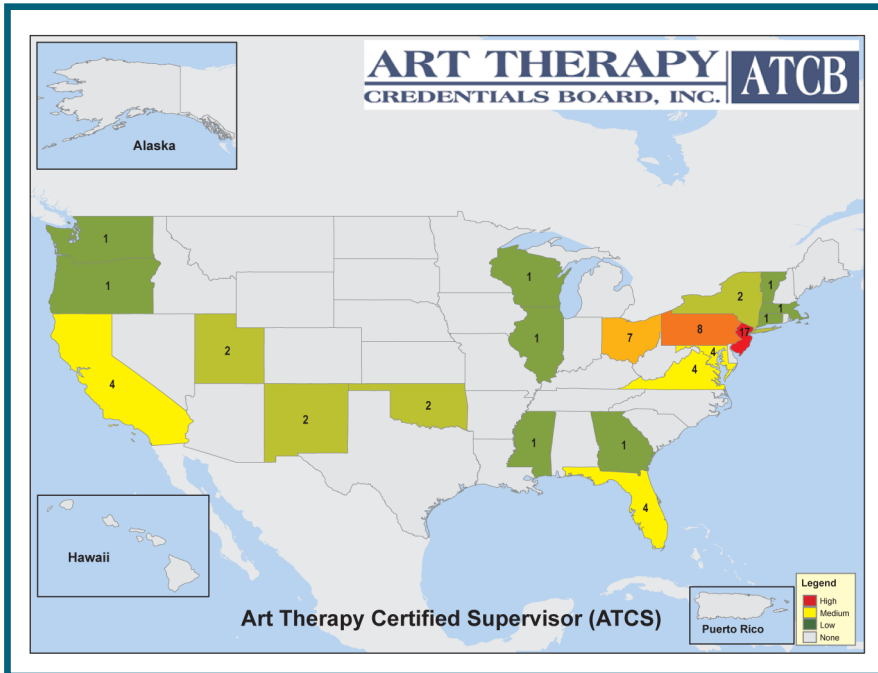
The Code is meant to be a “fluid” document, and the Board welcomes feedback from credential holders and the public for the next revision.

Congratulations to Cover artwork Laura K. Weber, art therapy student at Adler Graduate School's art therapy program, whose artwork was selected from over 30 entries to be featured on the cover of the *Code*. Laura Weber was profiled in the Summer 2016 issue of the *ATCB Review* newsletter. [**Read more here.**](#)



Credential Holder Numbers as of January 2017





WITH CREDENTIAL HOLDERS IN

- ◇ South Korea
- ◇ Australia
- ◇ Sweden
- ◇ Canada
- ◇ Switzerland
- ◇ China
- ◇ Japan
- ◇ Taiwan
- ◇ France



Credential Holders as of 3/1/2016			
	ATR	ATR-BC	ATCS
Active	2,443	2,743	70
Retired	68	51	
Total	2,511	2,794	
GRAND TOTAL 5,305			

Credential Holders as of 2/27/2017			
	ATR	ATR-BC	ATCS
Active	2,565	2,890	86
Retired	73	60	
Total	2,638	2,950	
GRAND TOTAL 5,588			



NCCA in Brief

NCCA Mission

The NCCA helps to ensure the health, welfare, and safety of the public through the accreditation of a variety of individual certification programs that assess professional competency. The NCCA uses a peer review process to:

- Establish accreditation standards;
- Evaluate compliance with these standards;
- Recognize programs that demonstrate compliance;
- Monitor and enforce continued compliance; and,
- Serve as a resource on quality certification.

NCCA Vision

The NCCA will be an administratively independent resource recognized as the authority on accreditation standards for professional certification programs. Based on sound principles, NCCA standards will be optimal and comprehensive criteria for organizational process and performance. They will be broadly recognized, objective, and current benchmarks for certifying bodies to achieve and by which they operate.

ATCB's NCCA Reaccreditation Status



The ATCB's National Office staff uploaded its application for reaccreditation with the National Commission for Certifying Agencies. The application was the result of the diligent work of the members of the ad hoc committee on

NCCA reaccreditation: Carolyn Brown Treadon,

Barbara Parker-Bell, Charlotte Boston, Tom Hartsell, Mary Ellen McAlevy, and ATCB Executive Director Erin Clark.

The 113-step, 86 standards and essential elements on this year's application differed from the previous, 2012 application. NCCA standards were revised in 2015, resulting in the application growing from 42 standards and essential elements.

Since August 2016, the National Office staff has been providing NCCA with regular compliance reports as required of all accredited organizations.

The importance of accreditation by an independent certifying body to a credential holder cannot be understated. As stated on their [website](#), the NCCA is a professional membership association that provides education, networking, and other resources for organizations and individuals who work in and serve the credentialing industry. ICE is a leading developer of standards for both certification and certificate programs, and it is both a provider of and a clearing house for information on trends in certification, test development and delivery, assessment-based certificate programs, and other information relevant to the credentialing community.



ATCB's Improved "MyATCB" Portal Capabilities

The ATCB's enhanced "MyATCB" portal went live in 2016. Once you log in, you can use the portal to:

- ◇ apply for a credential
- ◇ track the progress of your application
- ◇ renew your credential
- ◇ recertify your ATR-BC
- ◇ upload, store, and track your continuing education credits
- ◇ and more!

The ATCB website is the same: www.atcb.org. You must create a profile on "MyATCB" within the website in order to take full advantage of the new benefits. Greater ease without an extra fee. Now, that's service!

The screenshot shows the ATCB website interface on an iPad. At the top, there's a navigation menu with links for Public, Examinations, New Applicants, Credential Holders, News & Info, Ethics, and My ATCB. Below the menu is a "Contact Us" button. The main heading is "MyATCB Log-In". Underneath, there's a paragraph explaining that users need to create an account or log in. A red notice states: "ATCB credential holders who registered or logged into MyATCB prior to September 15, 2016, will need to create a new account. Due to an upgrade of MyATCB, your original account login information is no longer valid." There are two sections: "Existing Users" with a "Log-In" button and "New Users" with a "Create My Account" button. At the bottom, there's contact information for ATCB: 7 Terrace Way, Greensboro, NC 27403-3660, Toll Free: 877.213.2822.

- ◇ All ATCB credential applications must now be completed online.
- ◇ Handbooks are available for each application. Please see [www.atcb.org/New Applicants](http://www.atcb.org/New_Applicants) for the ATR-Provisional, ATR, ATR-BC, and ATCS application handbooks.



2016 HIGHLIGHTS

- JANUARY** ATCB launched Facebook page
Computer-based testing of the ATCB Examination offered
- SPRING** *ATCB Review* switched from PDF to digital format with interactive surveys
- MARCH** ATCB Board of Directors met in Greensboro, NC
Board of Directors welcomed Deborah Murphy as Director
Computer-based testing of the ATCB Examination offered
- SUMMER** ATCB's enhanced website *with free CEC tracker* went live
- JULY** ATCB sponsored booth at AATA conference
Paper-pencil version of the ATCB Examination administered at seven sites throughout the country, including at the AATA conference
- AUGUST** ATCB's NCCA reaccreditation application submitted
- SEPTEMBER** Computer-based testing of the ATCB Examination offered
- OCTOBER** *ATCB Code of Ethics, Conduct, and Disciplinary Procedures* printed and mailed to all credential holders; PDF posted on ATCB website
ATCB Board of Directors met in Greensboro, NC
Board of Directors bade farewell to Treasurer Janice Hoshino and elected Christine Kerr as new Treasurer
- NOVEMBER** ATCB sponsored booth at Expressive Therapies Summit
Paper-pencil version of the ATCB Examination administered at the Expressive Therapies Summit.



About the ATCB Examination

ATCBE Content Outline*

	Number of Tasks	Percent of Tasks
I. Administrative and Therapeutic Environment	26	19%
II. Initial Interview and Evaluation	12	8%
III. Assessment	14	10%
IV. Art Therapy Treatment and Services	30	22%
V. Professional Practice and Ethics	39	28%
VI. Theory and Therapeutic Application	18	13%
Totals	139	100%

Knowledge areas of the ATCBE are determined by the results of the ATCB's national art therapy Job Analysis Survey. Knowledge covered by the examination is tested at three cognitive levels:

- ◇ basic understanding (recall)
- ◇ application (applying knowledge to a particular example)
- ◇ mastery (analysis, synthesis, evaluation)

*The entirety of the ATCBE Content Outline can be downloaded from <http://www.atcb.org/resource/pdf/ATCBExamFrameworkandContentOutline.pdf>.

*The ATCBE Preparation Guide can be downloaded from http://www.atcb.org/resource/pdf/ATCB_Prep_Guide.pdf.

*The ATCB does not currently endorse any study guides for the ATCB Examination.



ATCB Privacy Policy

It is the ATCB's policy to maintain complete, accurate and high quality records. Records are to be retained for the period of their immediate use unless longer retention is required for historical reference, contractual, legal, or regulatory requirements or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No officer, director, employee, volunteer, or agent of the ATCB shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of ATCB or any agency or in relation to or contemplation of any such matter. This policy covers all records and documents of ATCB. ATCB reserves the right to amend this policy at any time and for any reason.

It is ATCB's policy to protect the identity and personal information of its credential holders, applicants for its credential, and any other individuals about whom information is available in the ATCB files. ATCB applicant files and information shall be held securely and in confidence, and will not be released without appropriate authorization.

The ATCB will protect the identity of credential holders upon the written request of the credential holder.

For purposes of this policy, personal information includes, but is not limited to, the following:

- social security numbers;
- driver's license, state identification car, or passport numbers;
- any numbers or information that can be used to access a person's financial resources, including but not limited to checking or savings account numbers and credit card or debit card numbers;
- e-mail addresses, passwords, and Internet account names or numbers;
- digital signatures; and
- fingerprints and biometric data.

Identifying Information

ATCB shall follow the following policies and procedures for social security numbers maintained in its records:

- ATCB shall not communicate or otherwise make available to the general public any individual's social security number.
- ATCB shall not print social security numbers on cards issued to credential holders.
- ATCB shall not require any individual to transmit his or her social security number over the Internet.
- ATCB shall not require an individual to use his or her social security number to access ATCB's website.
- Unless required by law, ATCB shall not print an individual's social security number on any materials that are mailed to the individual.



ATCB Privacy Policy *(continued)*

- Unless required by law, ATCB shall not sell, lease, license, or otherwise intentionally disclose an individual's social security number to a third party without the individual's written consent.

Protection Against Unauthorized Access/Use

ATCB shall take the following steps to protect against the unauthorized access to or use of personal information:

- ATCB shall shred all papers containing personal information after such papers are no longer in use by ATCB, so that the personal information in such papers cannot be practicably read or reconstructed.
- ATCB shall destroy or erase all electronic documents containing personal information after such documents are no longer in use by ATCB so that the personal information in such documents cannot practicably be read or reconstructed.
- All documents (whether paper or electronic) containing personal information shall be destroyed in the manner provided in this policy within one (1) month of the time period for their retention as provided in this retention of documents policy, unless ATCB has a defined need to retain the documents for a longer period of time.
- All staff and volunteers of ATCB having access to personal information shall be notified of this policy upon the beginning of their services with ATCB and at least annually thereafter. The Executive Director shall be responsible for checking ATCB's compliance with this policy, and shall perform regular reviews of ATCB's destruction systems for paper and electronic documents.

ATCB Nondiscrimination Policy

The ATCB is committed to operating its programs in a nondiscriminatory manner, and affirms that it shall not discriminate on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental disability, medical condition (including but not limited to cancer-related or genetic characteristics), pregnancy, age, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).

This nondiscrimination policy applies to ATCB credential holders, persons seeking ATCB credentials, and persons who work for the ATCB in paid or volunteer positions (including employees of the ATCB management company in their roles with the ATCB).



ATCB Examination Policies

CERTIFICATION

Each candidate who meets current ATR-BC application requirements and passes the examination for board-certification purposes will receive a certificate suitable for framing and will be allowed to designate himself or herself as a Board Certified Art Therapist (ATR-BC).

RE-TESTING

No examinee may take the ATCBE more than 3 times in any 12 month period, whether for board certification or licensure. Individual states may have further restrictions regarding re-testing for licensure applicants.

APPEALS

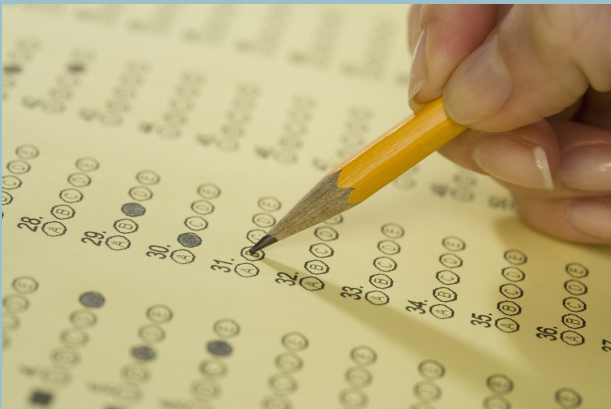
Any candidate who fails to pass the ATCBE is entitled to an appeal. To appeal, the candidate must submit a written letter to the ATCB National Office detailing the reasons for the appeal (providing all relevant documentation) within 30 days from receiving notice of his or her examination results.

Appeals will be reviewed by the ATCB Board of Appeals in accordance with their policies and procedures. In accordance with best practices for the validity of the exam, test scores cannot be changed, but alternatives such as retesting may be allowed.



DID YOU KNOW...

the ATCB's National Office will share ATCB Examination passing rates with art therapy educational program directors? Please contact Erin Clark, Executive Director, at erin@atcb.org for your program's cumulative passing rate information.



Credential holder maintenance fees are allocated to:

- ◆ Ethics
- ◆ Management services
- ◆ Examination services
- ◆ Legal
- ◆ Annual audit fee
- ◆ Marketing
- ◆ Website maintenance
- ◆ Database maintenance
- ◆ Bank and merchant fees
- ◆ Professional relations
- ◆ Travel
- ◆ One-on-one service to callers to the ATCB National Office during business hours



LOOK FOR IN 2017

- ATR-Provisional credential
- ATCBE Job Analysis Survey
- *ATCB Code of Ethics, Conduct, and Disciplinary Procedures* web-based mobile app
- ATCBs' and credentialed art therapists' increased presence on social media outlets

LOOK FOR IN 2018

Reduced fee for computer-based testing version of the ATCB Examination

We couldn't do it without our committee members:

Registration Standards Committee

Chair: Amy Nadler

Donella Arrow

Sheila Lorenzo

Michael Fogel

Sarah Mlynarczyk

Certification Committee

Chair: Heidi Larew

Deborah Elkis-Abuhoff

Beth Ann Short

Libby Schmanke

Eileen Misluk

Teresa Zaiger

Amy Lounsbury-Enk

Charles Marshall

Supervisor Standards Committee

Chair: Kristin Menné

Cindy Lou Nelson

Judith Crotty

And staff:

Executive Director: Erin Clark

Kimia Hafezi

Barbara Melchionne



ATCB Board of Directors 2016

Mary Ellen McAlevey *President*
Barbara Parker-Bell *President-elect*
Carolyn Brown Treadon *Secretary*
Janice Hoshino *Treasurer*
Deborah Sharpe
Charlotte Boston
Lisa Garlock
Christine Kerr
Tom Hartsell *Public Member*

ART THERAPY CREDENTIALS BOARD

The mission of the Art Therapy Credentials Board is to protect the public by promoting the competent and ethical practice of art therapy through the credentialing of art therapy professionals.



ATCB Annual Report 2016 cover artwork by Anastaysia Savage, student at Edinboro University's Master of Arts in Counseling—Art Therapy program.



ART THERAPY
CREDENTIALS BOARD, INC.

ATCB

CONTACT US:

Write



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7 Terrace Way
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Email



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