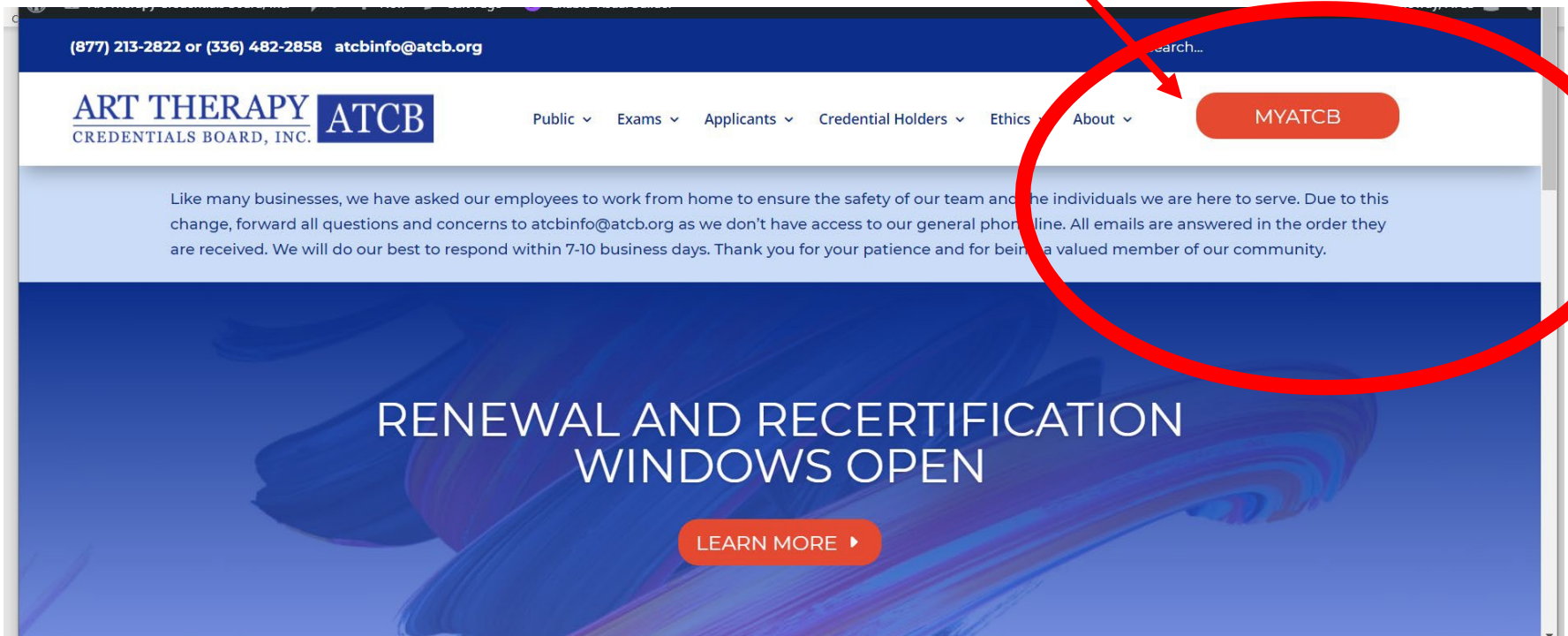


STEP 1:

Go to MYATCB which is found on the ATCB website. Click on the orange MYATCB box



STEP 2:

SIGN IN **If you can't remember your password you will need to reset it. See directions here:**

The screenshot shows a web browser window with the URL my.atcb.org/index.aspx. The page header includes the logo for ART THERAPY CREDENTIALS BOARD, INC. ATCB and the text MYATCB. The main content area is titled "Welcome to MYATCB!" and contains the following text:

MYATCB provides credential holders, certificants and applicants with a single, secure portal to manage their credentials, board certification certificates and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

IMPORTANT INSTRUCTIONS:
If you are an **existing ATCB user**, please login with your MyATCB credentials.
If this is your **first visit to MYATCB**, you must click the [Create Gateway Account](#) button.

- [Forgot username?](#)
- [Forgot password?](#)

Below the instructions is a login form with the following elements:

- *Username:
- *Password:
- Login:
- Create Gateway Account:

At the bottom of the page, there is a security notice: "For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser."

The browser's taskbar at the bottom shows the Windows Start button, a search bar, and several application icons. The system tray on the right indicates a temperature of 91°F, "Partly sunny" weather, and the date and time: 5:00 PM, 6/30/2021.

Step 4:


Once logged in you will see the below. Click on your credential (the green box)-this will open your portal

You are currently authenticated via the Licensure Management System.


ART THERAPY CREDENTIALS BOARD, INC. ATCB MYATCB


Home Applications Request Verification My Profile

LeeAnn Mandrillo Logout

Primary Address 

My Certifications, Credentials, Examinations

 Your registered art therapist is expiring soon! Please renew your registered art therapist by clicking on the green panel below, then selecting the Renewal button on the left-hand side of the page under Options.

 **Registered Art Therapist**
Registered Art Therapist #: **20-443**
Expiration: **07/01/2021** **Active**

Click on a certificate/certification panel above to bring up application history, files, and certificate/certification options.

Step 5:

Once in your portal you will see a menu of options on your left-select Renewal

The screenshot displays a user portal for LeeAnn Mandrillo. On the left, there is a sidebar with the following sections:

- Registered Art Therapist Details:** Registered Art Therapist #: 20-443, Expiration: 07/01/2021, Status: Active.
- Registered Art Therapist Options:** A vertical menu with buttons for ID Card, Renewal, Temporary Inactive Status, Retired Status, ATR-BC Application (Computer Based Exam), and Inactive Status.

The main content area is titled "Application History" and contains two entries:

Application ID	Type	Status
MAND-VNDCV3	Renewal	Complete
MAND-KNMY6C	Initial	Complete

Below the application history is a "Files" section. A blue arrow points from the "Renewal" option in the sidebar to the "MAND-VNDCV3" application entry in the history table.

Step 6:

Follow the steps one at a time. As you complete steps the menu on your left will reflect what is complete.

Be sure to use the name located at the top left of your portal as your signature.

The screenshot shows a web browser window with the URL my.atcb.org/Applications/ATCBRenewal/disciplinaryInfo.aspx. The page header includes the ATCB logo and navigation links for Home, Applications, Request Verification, and My Profile. The user's name, LeeAnn Mandrillo, is displayed in the top right corner. A left-hand menu is circled in blue, showing the following items: Application Start (checked), Address Changes (checked), Disciplinary and Litigation History (selected), Verification, Payment, and Confirmation. The main content area is titled "Registered Art Therapist Renewal" and contains a section for "Disciplinary and Litigation History". Below this section, there are three questions with radio button options for "Yes" and "No":

- *Since the date of your application for ATCB credentials, if this is your first renewal or the date of your latest renewal of ATCB credentials, has an indictment, charge, or complaint (not including traffic offenses) with any court, regulatory authority, professional association, credentialing body, or any governmental or private payer of benefits been filed or entered against you?
- *Since the date of your application for ATCB credentials, if this is your first renewal or the date of your latest renewal of ATCB credentials, has litigation involving allegations of professional negligence or misconduct been filed or entered against you?
- *With respect to the matters listed in 1) and 2) above: has a judgment, order of dismissal or deferred adjudication, conviction, plea of guilty, plea of nolo contendere, or disciplinary sanction been filed or entered against you?

The Windows taskbar at the bottom shows the system tray with a temperature of 91°F, weather of "Partly sunny", and the date and time as 5:25 PM on 6/30/2021.

Step 7

Your new ID card is found here and receipt is here and your expiration date now reflects next year

The screenshot shows a web browser window with the URL my.atcb.org/DisplayLicense.aspx?ID=50725. The page is divided into two main sections: "Board Certified Art Therapist Details" and "Application History".

Board Certified Art Therapist Details:

- Board Certified Art Therapist #: [Redacted]
- Expiration: 07/01/2022 (circled in blue)
- Recertification: 07/01/2026
- Status: Active

Board Certified Art Therapist Options:

- ID Card (highlighted with a blue arrow)
- Recertification standards
- Continuing Education
- Temporary Inactive Status
- Retired Status
- Inactive Status

Application History:

Application ID	Type	Status
ALLA-GG7LZU	Renewal	Complete
ALLA-IUG8D8	Initial	Complete
ALLA-PHAFXA	Initial	Failed

The "Files" section at the bottom is currently empty.