



ART THERAPY CERTIFIED SUPERVISOR (ATCS)

2021 Application Handbook

Attention: Please check our COVID19 page for important updates on the pandemics' impact on the application process.

As part of our commitment to art therapy's competent and ethical practice through the credentialing of art therapy professionals, the Art Therapy Credentials Board upgraded our processing systems. We no longer accept application materials via mail as of February 19, 2021. Please follow application submission guidelines outlined in this handbook.

As of 2021 the ATCS standards were updated and are outlined in this handbook. There is a one year grandfathering period should any applicant choose to follow the previous standards. Applicants opting to be grandfathered must have their applications submitted by December 31, 2021.

Applicant must be a Board Certified Art Therapist (ATR-BC) whose ATR-BC credential has been in active status for a minimum of two years prior to application and who meets the requirements detailed below.

Education-Based Requirements

A minimum of 10 hours of formal education training in clinical supervision and/or supervised supervision. These education/training hours must have taken place within ten years of application date. Education hours submitted as continuation education credits **must meet the ATCB recertification standards in place at the time of application. Verification of education requirement can be in the form of an official transcript or CEC certificate(s) of completion.**

Endorsement Requirements

A letter of endorsement from a current ATR-BC attesting to the applicant’s supervisory competency. The letter must be emailed to applications@atcb.org

Supervision Requirements

*** Due to National Office closures as a result of the COVID19 pandemic, ATCB staff are unable to pull archived records of previously supervised ATR applicants.**

A completed Verification of Supervision Form(s) documenting provision of **a minimum of 500 hours** of supervision of art therapists and art therapy interns placed in clinical and community settings.

NOTE: For supervision hours provided out of one’s private practice to apply toward meeting the ATCS requirements, the supervisee(s) must have successfully earned the ATR credential.

Professional Disclosure Statement Requirement

ATCS applicants must provide a draft of the Professional Disclosure Statement that the applicant intends to use with supervisees after being approved for the ATCS. This Disclosure Statement must demonstrate an understanding of the multiple responsibilities of clinical supervision. You may submit the disclosure statement currently distributed to supervisees only if all required information is included, and contains instructions about ATCB’s complaint procedures and how a supervisee with concerns may file a complaint with ATCB and any other relevant licensure board or credentialing body. **The Professional Disclosure Statement submitted with this application must include:**

- Your name
- Supervisor’s name (if applicable)
- Business or employer’s name, address, telephone number, and e-mail address
- Description of formal training and education, including highest relevant degree and educational institution
- Description of relevant art therapy credentials
- Description of all professional affiliations, memberships, licensing, and certifications, including credential number and issuing state or organization
- Affirmation of past and present adherence to the *ATCB Code of Ethics, Conduct, and Disciplinary Procedures*
- Areas of competence and services provided
- Philosophical/theoretical approach to supervision
- Description of relevant academic training or professional experience in demonstrating competency in clinical supervision
- Fees for supervision (must state specific fee or fee range). If no fee, this must be stated.
- Instructions regarding how a supervisee should address any dissatisfaction with the supervision process including how to file a complaint with ATCB, Inc., the ATCB’s address, telephone number, and e-mail address

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Processing applications remains the utmost priority for ATCB. To ensure this process is not compromised because of the remote work required during the pandemic by the National Office we have instated an new application submission process. Applicants must provide the name and email for their supervision verifiers and endorsers. The National Office will contact these individuals on the applicants behalf.

Qualified applicants must complete the ATCS application online via MYATCB and pay the fee of **\$115. The application fee is nonrefundable and nontransferable.** Submission of an application and fee does not guarantee the ATCS will be granted.

- **Due to National Office closures as a result of the COVID19 pandemic, ATCB staff are unable to pull archived records of previously supervised ATR applicants.**
- **All application materials must be submitted in English.** If required documentation materials are not available in English, applicants must arrange to have an English translation provided at their own expense. ATCB accepts translations from University Language Services (www.universitylanguage.com). The translation must be forwarded directly by University Language Services to ATCB's national office.

The Application Process

- Applications are reviewed in the order of receipt. An application enters the formal review process once all application requirements are met-not from the date of application. Failure to complete all required items will result in the need for additional reviews. Subsequent reviews can take up to eight weeks from document receipt
- Professional Disclosure Statement must be uploaded online during the application process.
- If additional information is needed for the review, the ATCB will contact you via email with details regarding the documentation needed and deadline for submission. ATCB reserves the right to request clarifying information as needed.
- Following review of all application materials, results will be reflected on your MyATCB account. Please check your MyATCB for application status.
- If your application is denied (incomplete/pending) after final review is completed, you are entitled to request an appeal of the review decision. Applicants wishing to appeal must send a written request to appeals@atcb.org. The request should include the reason an appeal is warranted and any information supporting your assertions. If you appeal, this information will be reviewed by the appropriate standards committee to determine whether an appeal ATCB will mail a certificate to you once you have been granted the ATCS. Additional information about the maintenance of your credential and ID card are located in your documents on your MyATCB account.

Annual Maintenance of Renewal

Only those individuals who have applied and been approved as an Art Therapy Clinical Supervisor by the Art Therapy Credentials Board, Inc. are legally entitled to use the ATCS credential as evidence of their professional status. Fraudulent use of the ATCS credential may subject the user to legal action. 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 \$ 25 are required to maintain the ATCS credential.

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 ATCS credential is inactive may not refer to themselves as an ATCS. To return to active status:

- 1) a letter requesting reinstatement of the ATCS. 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 ATCS 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.