ART THERAPY CREDENTIALS BOARD, INC. ATCB

REGISTERED ART THERAPIST (ATR)

2021 Application and 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 will no longer accept application materials via mail as of February 19, 2021. Please send all application materials as outlined in this handbook.

ART THERAPY CREDENTIALS BOARD, INC. ATCB

Education Requirements for the ATR

All coursework must have earned credit from a college or university approved by a national or regional accrediting agency. An overall grade point average (GPA) of 3.0 or higher is required for all coursework counted towards the credential.

Programs that are CAAHEP accredited or AATA approved: If you have a master's degree or higher from a program approved by AATA or accredited by CAAHEP at the time of graduation please move to the **Post-Education Supervised Art Therapy Experience Requirements on page 3.** If the program is no longer approved, the applicant is responsible for obtaining verification of past approval directly from AATA or CAAHEP, and submitting that verification along with the application.

For programs that aren't CAAHEP accredited or ATTA approved the degree requirements for the ATR are: A master's or higher degree with coursework in the following areas is recommended: human growth and development, theories of counseling/psychotherapy, psychopathology/abnormal psychology, psychological assessment, research, and field experience in a clinical setting. If an applicant does not have such a specific master's or higher degree, they must have still earned a master's degree or higher, and will still be responsible for collecting all of the listed mental health coursework and field experience prerequisites at the graduate level.

- Eighteen semester credits (or 27 quarter credits) in studio based art courses.
- Studio art coursework can be at the graduate or undergraduate level.
- Applicants must have successfully completed coursework in a variety of two- and three-dimensional art media (which may include digital art) and processes.
- At least 12 credit hours must be completed prior to beginning the art therapy coursework. The remaining six hours may be completed after beginning the first art therapy course that will count toward this credential, but must be completed within a year of beginning graduate coursework in art therapy.
- Studio based courses taken within an art therapy program do not satisfy the prerequisite studio art courses.
- In lieu of academic based studio coursework, the ATCB will accept up to six credits from a portfolio demonstrating competency, provided the applicant obtains a letter from a full-time or pro rata faculty member who has current ATR-BC or ATCS status and who teaches in a program that is within a regionally or nationally accredited institution of higher education, and who has reviewed the portfolio and is willing to attest that the applicant has demonstrated such competency. Applicants may also use non-credit art instruction (see p 8).

Mental Health Content Requirement: A minimum of three graduate semester credits (or four quarter credits) in each of the following six areas. If the master's or higher degree did not include coursework in all required areas, up to two courses may have been completed independent of the graduate program, provided they earned graduate credit at a nationally or regionally accredited college or university. Official transcripts are required for all coursework applied to the ATR requirements. If content is covered in the context of an art therapy graduate program, this must be demonstrated through course descriptions or syllabi detailing course content.

- **Psychopathology/Abnormal Psychology:*** Criteria of psychiatric diagnoses, biopsychosocial factors, and level of functioning; theories of psychopathology; ability to recognize indicators of functional and organic disorders in clients; basic knowledge of types of psychopharmacological medications.
- **Psychological Assessment:*** Historical perspectives of assessment, basic concepts of standardized and nonstandardized testing and assessment, fundamentals of psychological testing, biopsychosocial assessment, statistical concepts including reliability and validity, strategies for selection of the assessment tools, and familiarity with a variety of specific instruments and procedures used in appraisal and evaluation.

*****_Course descriptions/syllabi must demonstrate coverage of DSM diagnostic criteria in use at the time the course was successfully completed._

Education Requirements - continued on the next page

- **Human Growth and Development:** Human psychological development across the life span, theories of personality development, cultural and environmental influences. Familiarity with human behavior, including developmental crises, disability, exceptional behavior, and addictive behavior.
- **Counseling/Psychological Theories:** Historical development of counseling and psychological theories, understanding of systems perspective, application to case material, and interviewing and counseling skills.
- **Research:** Basic tenets of planning, conducting, and evaluating research and understanding research methodology, to include qualitative and quantitative designs. The importance of research in the psychotherapy professions, ethical, practical, and legal considerations, and the use of research to assess effectiveness of mental health services.
- **Field Experience:** Clinical field experience providing counseling/psychotherapeutic services under supervision and completed for graduate credit. This requirement can be waived if the applicant is a graduate of an art therapy graduate program and completed art therapy field experience meeting the ATR requirement.

Art Therapy Core Content Requirement: A minimum of 24 graduate semester credits (or 36 quarter credits) in art therapy core curriculum (not including credits earned for practicum/internship or studio art) that substantially cover the content in the nine areas listed below. These courses can be completed within a degree program or outside a degree program.

- **History of art therapy:** includes a study of art therapy history and events, the development of art therapy as a distinct therapeutic practice, and the contributions of major art therapy theorists and practitioners.
- **Theory of art therapy:** includes a study of psychotherapy theories relevant to art therapy.
- **Techniques of practice in art therapy:** includes a study of the application of art therapy theory, the use of art processes and materials in art therapy practice, and the establishment of therapeutic goals and intervention strategies.
- **Application of art therapy with people in different treatment settings:** includes a study of art therapy interventions including materials, theories and practices for the treatment of individuals in various treatment settings (e.g. inpatient, outpatient, partial treatment programs, and aftercare).
- **Art therapy assessment:** includes a study of a variety of art therapy assessment tools and methods, administration and documentation of art therapy assessment, and the formulation of treatment goals, objectives, and strategies related to assessment and evaluation.
- **Ethical and legal issues of art therapy practice:** includes a study of the ethical and legal issues of the art therapy profession, the ethical standards of the ATCB and the AATA, and the proper application of ethical and legal principles of art therapy practice.
- **Matters of cultural and social diversity bearing on the practice of art therapy:** includes a study of cultural diversity theory and competency models applied to an understanding of diversity of artistic language, symbolism, and meaning in artwork and art making across culture and within a diverse society.
- **Standards of good art therapy practice:** includes a study of art therapy professional organizations, credentialing and licensure, public policy, advocating for the profession, and client advocacy.
- **Group art therapy:** includes a study of the theory and practice of group art therapy, principles of group dynamics, therapeutic factors, member roles and behaviors, leadership styles and approaches, selection criteria, and the influence of art media on group process.

Practicum/Internship Requirement: These requirements must be completed within a structured art therapy practicum course for graduate credit. The practicum course must be taught, supervised or advised by a current ATR, ATR-BC and/or ATCS. On-site supervision must be provided by someone with a minimum of a master's degree in a mental health field and a current master's level mental health credential or license. A master's or higher degree in a mental health field must have been required to obtain that license or credential. A minimum of 700 hours of supervised art therapy practicum/internship, including a minimum of 350 hours of direct provision of art therapy services to individuals, groups, and/or families. The remaining hours may include supervision, case review, record keeping, preparation, staff meetings, and other administrative functions. Supervision hours must be overseen and documented as such: individual (1:1) supervision hours must be accrued at a ratio of one hour of supervision for every ten hours of practicum/internship and/or group (two or more supervisees per supervisor) supervision must be accrued at a ratio of one and one-half hours of supervision for every ten hours of practicum/internship. A minimum of 70 individual or 105 group supervision hours is required.

Post-Education Supervised Art Therapy Experience Requirements

Graduates of AATA-Approved or CAAHEP-accredited Programs - A minimum of 1,000 post-education, direct client contact hours using art therapy. Hours used to complete administrative tasks cannot be included for the purpose of obtaining the ATR. Post-education experience must start after the date the master's or higher degree was conferred and all educational requirements and prerequisites were completed and documented.

Supervision Requirement: **A minimum of 100 hours of supervision** at least **50 hours** must be provided by a current ATR-BC or ATCS. Additional hours may be supervised by an ATR, or a fully licensed or credentialed practitioner with a master's degree or higher in art therapy or a related mental health field and whose license/credential is for independent practice. Automatically acceptable related fields are counseling, marriage and family therapy, social work, psychology, addictions counseling, psychiatric nursing, and psychiatry. Other related mental health fields are considered on a case-by-case basis.

For a supervisor's license or credential to be accepted, a master's or higher degree in a mental health field must be required to obtain that license/credential. Licenses/credentials that do not require a master's degree are not accepted.

Graduates of Art Therapy Programs not AATA-Approved or CAAHEP-accredited - A minimum of 1,500 hours of direct client contact using art therapy. Hours used to complete administrative tasks cannot be included for the purpose of obtaining the ATR. Post-education experience must start after the date the master's or higher degree was conferred and/or all educational requirements and prerequisites have been completed and documented. If a course is lacking in any area—i.e., studio art, prerequisites, or AT core curriculum—no credit is granted for any post-education experience. If additional coursework is completed to meet these requirements, post-education experience may then begin to accrue.

Supervision Requirement: **A minimum of 150 hours of supervision** at least **75 hours** must be provided by a current ATR-BC or ATCS. Additional hours may be supervised by an ATR, or a fully licensed or credentialed practitioner with a master's degree or higher in art therapy or a related mental health field and whose license/credential is for independent practice. Automatically acceptable related fields are counseling, marriage and family therapy, social work, psychology, addictions counseling, psychiatric nursing, and psychiatry. Other related mental health fields are considered on a case-by-case basis.******

For a supervisor's license/credential to be accepted, a master's or higher degree in a mental health field must be required to obtain that license/credential. Licenses/credentials that do not require a master's degree are not accepted.

Post-Education Supervised Art Therapy Experience Requirements - continues on the next page

Post-Education Supervised Art Therapy Experience Requirements (cont.)

Individuals with post-master's or post-doctoral coursework in art therapy - A minimum of 2,000 hours of direct client contact using art therapy. Applicants who completed all education requirements **on or after August 1, 2019**, must complete **a minimum of 1,500 post-education, direct client contact hours** using art therapy. Hours used to complete administrative tasks cannot be included for the purpose of obtaining the ATR. Post-education experience must start after all educational requirements and prerequisites have been completed and documented. If a course is lacking in any area—i.e., studio art, prerequisites, or AT core curriculum—no credit is granted for any post-education experience. If additional coursework is completed to meet these requirements, post-education experience may then begin to accrue.

Supervision Requirement: **A minimum of 200 hours of supervision** at least **100 hours** must be provided by a current ATR-BC or ATCS. Applicants who completed all education requirements **on or after August 1, 2019**, must complete **150 hours of supervision, all of which must be by an ATR-BC supervisor.**

Additional hours may be supervised by an ATR or amaster's or higher fully licensed or credentialed practitioner with a master's degree or higher in art therapy or a related mental health field and whose license/credential is for independent practice. Automatically acceptable related fields are counseling, marriage and family therapy, social work, psychology, addictions counseling, psychiatric nursing, and psychiatry. Other related mental health fields are considered on a case-by-case basis.

For a supervisor's license/credential to be accepted, a master's or higher degree in a mental health field must be required to obtain that license/credential. Licenses/credentials that do not require a master's degree are not accepted.

Private Practice Hours - Any applicants planning to use post-education art therapy experience in their own private practice must be a licensed/certified practitioner in another psychotherapeutic discipline. ALL post-education art therapy experience hours completed in an applicant's private practice MUST be supervised by a current ATR/ATR-BC/ATCS. Please note that certain states will not allow one to maintain a private practice without the proper credential; the applicant is responsible for being informed about and adhering to the requirements of relevant state licensure boards.

Volunteer Experience: ATCB accepts supervised direct client contact experience providing art therapy services as a volunteer, in lieu of paid employment. Please be aware that in order to qualify, volunteer art therapy experience hours must be accrued through an organization or agency that provides supervised mental health services.

It is the applicant's responsibility to determine that each supervisor's license or credential is current, and in good standing throughout the length of supervision, and acceptable per the ATCB's requirements.

Reference Requirements

Three positive references from professionals who are familiar with the applicant's work performance and art therapy skills.

- **At least one** Reference Form must be completed by a current ATCB credential holder (ATR, ATR-BC and/or ATCS) who can support the applicant's competency for registration as an art therapist. Supervisors who complete the Verification of Post-education Experience Form may also submit a Reference Form on behalf of the applicant.
- **Two additional** Reference Forms may be completed by any of the following professionals who are familiar with the applicant's work performance and art therapy skills:
    - **A current ATCB credential holder (ATR, ATR-BC and/or ATCS) who did not supervise the applicant**
    - **A supervisor who possesses a license or credential in a related mental health field**
    - **A mental health professional or educator who is not ATCB credentialed and who did not supervise the applicant** (To qualify, a reference must have completed their undergraduate or graduate degree in a related mental health field [psychology, counseling, social work, marriage and family counseling, addictions counseling, etc.] **NOTE:** The ATCB does not consider occupational therapy, rehabilitation and/or recreational therapy as a related mental health field.)

Spouses or other close relatives may not complete references or verification forms on an applicant's behalf.

Completing the Application

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. *Any application submitted after May 1, 2021* Applicants must provide the name and email for their Supervisors and References. The National Office will contact these individuals on the applicants behalf.

If an education review is required, applicants need to upload their Coursework Verification form and provide the name and email of the individual whom will complete their Verification of Practicum/Internship. The National Office will contact these individuals on the applicants behalf.

- **Applicants must create a new online profile at myatcb.atcb.org/Account/Login.**
- The application fee is **$125**. **The application fee is nonrefundable and nontransferable.** This fee covers the administrative costs of application review. Submission of an application and fee does not guarantee the ATR will be granted.
- Applicants educated outside the United States need to complete a course-by-course and degree equivalency review. The review must be conducted by either World Education Services (**www.wes.org**) or Educational Credential Evaluators, Inc. (**www.ece.org**) and forwarded directly to your application via MYATCB. A review by WES or ECE does not guarantee approval for the ATR, as these organizations review only for U.S. equivalency and do not review according to ATR application requirements. Program and course descriptions must also be submitted by applicants educated outside the U.S. All application materials must be submitted in English and if these are not available in English, applicants must arrange to have an English translation provided. Translations are accepted only from University Language Services (**www.universitylanguage.com**) and must be uploaded to your application via MYATCB.

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 submission.** 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.
- For applications submitted **BEFORE May 1, 2021** official forms from the current year only will be accepted. Be sure you are using the most current forms, available in this application handbook. All agreements must be emailed to applications@atcb.org or if applicable be uploaded online during the initial application process.
- Transcripts - All transcripts must be sent directly from the issuing college or university via electronic submission. This means only a college or university registrar's office can email on an applicant's behalf.
- If additional information is needed for the review, the ATCB will contact you via MYATCB accounts with details regarding the documentation needed and deadline for submission. ATCB reserves the right to request clarifying information as needed.
- Once all supporting application documents are received, the application will move to an “In Review”, review times can take eight to twelve weeks. Following review of all application materials, results will be reflected on your MyATCB account. Please check your MyATCB for application status.
- If approved you will be notified if your ATR application has been approved. Once approved, you may then use the ATR professional designation for the remainder of the credential year of which you are approved. The credential year of the ATCB runs July 1 through June 30.
- 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 is warranted, and if the committee deems it appropriate for appeal, the Board of Appeals will consider it.

All information submitted with applications will be stored and treated with highest degree of data protection and confidentially.

Annual Maintenance of Renewal

Only those individuals who have applied and been approved for registration status by the Art Therapy Credentials Board, Inc. are legally entitled to use the Registered Art Therapist (ATR) credential as evidence of their professional status. Fraudulent use of the ATR credential may subject the user to legal action. The ATCB credential year is July 1-June 30. Once awarded the credential the ATR professional designation is valid for the remainder of the credential year of which you are approved. 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-. To return to active status:

1) Completion of the reinstatement application on MYATCB
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.*

Applying for Board Certification (ATR-BC)

In order to take the Art Therapy Credentials Board Examination (ATCBE) to obtain Board Certification (ATR-BC), you must first hold the ATR credential and be in good standing with the ATCB. To obtain more information, visit the ATCB's website at www.atcb.org.

ART THERAPY CREDENTIALS BOARD, INC. ATCB

Verification of Coursework Form

Please complete this form and upload when prompted during the online application process or email to the ATCB at applications@atcb.org. **This form is NOT REQUIRED for graduates of AATA-APPROVED or CAAHEP-ACCREDITED degree programs.**

Applicant's Name: _____
(Last, First)

PLEASE PRINT USING BLACK INK.

PART I: ART THERAPY CORE CURRICULUM

- Applicants must document a minimum of 24 graduate semester credits (or 36 quarter credits) in art therapy core curriculum. This does NOT include courses in, or credits earned, for practicum/internship. Practicum/Internship courses and credits are documented separately. Courses must include the content areas listed below.
- All courses must be graduate level and must be from a college or university approved by a national or regional accrediting agency.
- Official transcript(s) must accompany this form.
- List courses that are directly related to the art therapy core content areas only and that fulfill the listed content areas.
- When a single course is listed for multiple content areas, the total credit assigned to all content areas may not exceed the total number of credits for the course on the applicant's transcript.
- Applicants must attach college catalog descriptions or course syllabi for each course listed. If you no longer have your course descriptions or syllabi, please contact the Office of the Registrar or Graduate Office at your educational institution for assistance.
- ATCB reserves the right to request course syllabi if additional information is required.

Art Therapy Core Curriculum Content Area	Course No. or Code	Course Title (as it appears on the transcript)	Semester/Quarter Hours	College or University*
History of Art Therapy				
Theory of Art Therapy				
Techniques of Practice in Art Therapy				
Application of Art Therapy with People in Different Treatment Settings				
Group Art Therapy				
Art Therapy Assessment				
Ethical and Legal Issues of Art Therapy Practice				
Standards of Good Practice in Art Therapy				
Matters of Cultural and Social Diversity Bearing on the Practice of Art Therapy				

**If all art therapy coursework was obtained through a single education program, please list the program name only once.*

Verification of Coursework Form- continues on the next page

PART II: RELATED CONTENT - STUDIO ART

- Applicants must document 18 semester credit hours (or 27 quarter credit hours) in studio art based courses.
- Studio art courses may be undergraduate or graduate level. Please include course descriptions photocopied from the course catalog. If you no longer have this information, contact the registrar's office at the school you attended and request a copy of the course descriptions from the years the courses were taken.
- Studio art coursework must have been successfully completed in a variety of two- and three-dimensional art media (which may include digital art) and processes.
- In lieu of academic-based studio coursework, the ATCB will accept up to six semester (nine quarter) credit hours from a portfolio demonstrating competency, provided the applicant obtains a letter from a full-time or pro rata graduate art therapy program faculty member who is a current ATR-BC/ATCS, who has reviewed the portfolio, and writes a letter attesting that the applicant has demonstrated competency.
- At least 12 semester (18 quarter) credit hours must have been completed prior to beginning the art therapy coursework. The remaining six semester (nine quarter) credit hours may have been completed after beginning the first art therapy course counted toward the ATR, but must have been completed within a year of beginning graduate coursework in art therapy.
- Applicants wishing to fulfill some or all of the studio art requirements through training received outside of traditional academic settings may document clock hours of studio instruction time using the ratio of 15 contact hours as equivalent to one semester credit. This documentation must be in the form of an original letter (on official letterhead) signed by the studio art instructor. Original letter (s) must be provided with this Verification of Coursework Form.
- Credits used to fulfill Art Therapy Core Curriculum content areas specified on the previous page may not also be used to fulfill the Studio Art requirement.
- Official transcript(s) must accompany this form.

For art courses taken in academic settings:

Course No. or Code	Course Title	Semester/ Quarter Hours	College, University, or other institution through which the course was completed *

For art courses taken outside of traditional academic settings:

Course Title	Course Instructor	No. of Contact Hrs.	No. of credit equivalency hours	Institution through which the course was completed *

** If all courses were completed through one college/university/institution, please list the school only once.*

Verification of Coursework Form- continues on the next page

MENTAL HEALTH CONTENT REQUIREMENT

- Applicants must document a minimum of three semester (or four quarter) credit hours of graduate level coursework in each of the listed areas. Descriptions of the areas are included below for reference.
- If the master's degree did not include coursework in all required areas, up to two courses may have been completed independent of the master's program, provided these courses earned graduate credit at a nationally or regionally accredited college or university.
- Official transcript(s) must accompany this form.
- If content is covered in the context of an art therapy graduate program, this must be demonstrated through course syllabi detailing course content.

Mental Health Content Area	Course No. or Code	Course Title (as it appears on the transcript)	Semester/ Quarter hours earned for this course	College or University*
Psychopathology/Abnormal Psychology				
Psychological Assessment				
Human Growth and Development				
Counseling/Psychological Theories				
Research				
Field Experience				

- **Psychopathology/Abnormal Psychology:**** Criteria of psychiatric diagnoses, biopsychosocial factors, and level of functioning; theories of psychopathology; ability to recognize indicators of functional and organic disorders in clients; basic knowledge of types of psychopharmacological medications.
- **Psychological Assessment:**** Historical perspectives of assessment, basic concepts of standardized and non-standardized testing and assessment, fundamentals of psychological testing, biopsychosocial assessment, statistical concepts including reliability and validity, strategies for selection of the assessment tools, and familiarity with a variety of specific instruments and procedures used in appraisal and evaluation.
- **Human Growth and Development:** Human psychological development across the life span, theories of personality development, cultural and environmental influences. Familiarity with human behavior, including developmental crises, disability, exceptional behavior, and addictive behavior.
- **Counseling/Psychological Theories:** Historical development of counseling and psychological theories, understanding of systems perspective, application to case material, and interviewing and counseling skills.
- **Research:** Basic tenets of planning, conducting, and evaluating research and understanding research methodology, to include qualitative and quantitative designs. The importance of research in the psychotherapy professions, ethical, practical, and legal considerations, and the use of research to assess effectiveness of mental health services.
- **Field Experience:** Clinical field experience providing counseling/psychotherapeutic services under supervision and completed for graduate credit. This requirement can be waived if the applicant is a graduate of an art therapy graduate program and completed field experience meeting the ATR requirement as part of that program.

** If all mental health coursework was completed through a single college or university, please list the school's name only once.*
*** Course descriptions/syllabi must demonstrate coverage of DSM psychiatric diagnostic criteria in use at the time the coursework was successfully completed.*

ART THERAPY CREDENTIALS BOARD, INC. ATCB

Verification of Practicum/Internship Form

Applicant's Name:

_____

PARTS I, II, AND III TO BE COMPLETED BY THE APPLICANT'S PRACTICUM/INTERNSHIP INSTRUCTOR, SUPERVISOR OR ADVISOR

Part I - Instructor, Supervisor, or Advisor Information – Thank you for completing this form. Please email the original with your signature to applications@atcb.org.

1. Full Name and title: _____
2. ATCB ID Number (found on the certificate and wallet card for your ATR, ATR-BC, or ATCS) _____
3. Name of the institution or facility where practicum/internship hours were completed by the applicant:

   _____
4. Street address: _____
5. City/State/ZIP Code: _____
6. Your Daytime Phone: _____ Ext: _____

Part II - About Applicant's Hours

Practicum/Internship	From (mm/dd/yy)	To (mm/dd/yy)
Dates		

SUPERVISOR:

Please return both pages of this form via email to applications@atcb.org

Type of Hours	Average Hours Per Week	Total Hours
All Practicum/Internship Hours: Includes all direct/indirect experience hours. A minimum of 700 hours is required.		
Direct Client Contact Hours: A minimum of 350 hours is required.		
Supervision: A minimum of **70 individual or 105 group supervision hours** is required. If a combination of individual and group supervision hours is documented, the hours will be calculated at a ratio of one and one-half group supervision hours equals one individual supervision hour.	Individual: _____ Group: _____	Individual: _____ Group: _____

Verification of Practicum/Internship Form- continued on the next page

Part III - Evaluation (Attach additional pages if needed.)

1. Responsibilities - Please describe duties for which the applicant was responsible during practicum/internship.

2. Competency - Please inform us of the applicant's competency in art therapy. Include comments about the applicant's ability to assess client needs, implement art therapy services, interact with other professionals, and utilize supervision.

3. Professionalism - Please provide your opinion of the applicant's suitability for the ATR credential.

4. Other Comments - Please provide ATCB with any additional information that will assist us in assessing the applicant's qualifications.

I, the undersigned, do state that the answers given above are true and correct. I agree to provide any additional information requested by ATCB.

_____ _____

Signature of Practicum/Internship Instructor, Supervisor or Advisor ***(original ink signature required)*** *Date*

Thank you for completing this form. After you complete Parts I, II, and III, please return this form via email to applications@atcb.org.

ART THERAPY CREDENTIALS BOARD, INC. ATCB

Verification of Post-Education Experience Form

Applicant: Fill in your name only. Your supervisor is to complete the remainder of this form.

Applicant's Name: _____
(Last, First)

Dear Supervisor: Please document ONLY the dates of supervision you provided and during which you were credentialed by ATCB. If you are not ATR/ATR-BC/ATCS please also submit a photocopy of your current license or credential.

Supervisor's Full Name: _____

Supervisor's Contact Information: **Phone:** _____

E-mail:_____

Supervisor's ATCB credential number (ATR, ATR-BC, and/or ATCS#): _____

Supervisor's License or Credential: _____ **License/Credential Number:** _____

Dates of applicant's post-education experience under my supervision: **From** _____ **To** _____

Agency in which the applicant named above obtained post-education art therapy experience while under my supervision.

Agency Name: _____

Agency Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Type of hours completed under my supervision	Total Hours
Direct Client Contact Hours (post-degree date only)	
Supervision Hours * (post-degree date only)	

I, the undersigned, do state that the information provided above is correct. I agree to provide any additional information requested by ATCB.

_____ _____

ATR/ATR-BC/ATCS Supervisor's Signature (original ink signature required) ***Date***

Photocopy BLANK form as needed.

Applicant's Name: _____
(Last, *First)*

INFORMATION BELOW TO BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE. THANK YOU FOR COMPLETING THIS FORM. PLEASE PRINT OR TYPE USING BLACK INK.

Reference's Full Name: _____

Profession: _____

Degree, Professional Certification and/or License: _____

Credentialing Organization or Licensing Body: _____

Business Address: _____

City/State/ZIP Code: _____

Daytime Telephone: _____ **Ext.** _____ **Email Address:** _____

If currently credentialed by the ATCB as an ATR, ATR-BC, and/or ATCS, what is your ATCB ID number? _____

Relationship to applicant:

- ☐ **Art Therapy or Mental Health Educator**
- ☐ **Immediate Supervisor**
- ☐ **Professional Colleague**
- ☐ **Other (specify):** _____

_____

_____

Reference Form-continued on the next page

Please describe the context in which you are familiar with the applicant.

Competency - Please inform us of the applicant's competency in art therapy. Include comments about the applicant's ability to assess client needs, implement art therapy services, interact with other professionals, and utilize supervision.

Professionalism - Please provide your opinion of the applicant's suitability for the ATR credential.

Other Comments - Please provide ATCB with any additional information that will assist us in assessing the applicant's qualifications. Attach additional pages if needed.

I, the undersigned, do state that the answers given above are true and correct. I agree to provide any additional information requested by ATCB.

Signature of person providing reference *Date*