



## ATR-BC RECERTIFICATION STANDARDS Revised September 2021

### PURPOSE

All Board Certified Art Therapists (ATR-BCs) must recertify every five (5) years. The purpose of the recertification is to ensure that individuals continue to meet standards for board certification, as demonstrated by the accrual of 100 qualifying continuing education credits during their five-year certification cycle or by re-taking and passing the Art Therapy Credentials Board Examination (ATCBE), which is updated annually. The five (5) year Recertification requirement, an industry-standard, ensures that ATR-BCs remain current in their knowledge and skills to protect the public by promoting art therapy's competent and ethical practice.

Those wishing to recertify by taking and passing the exam must apply for and pay the examination fee in addition to the recertification application and fee. The application to take the exam is available online. Credential holders choosing this option will want to plan to ensure satisfactory exam results **before** their recertification due date.

The remainder of this document outlines procedures for persons who plan to recertify for the ATR-BC by accruing continuing education credits (CECs).

### RECERTIFICATION PROCESS

It is highly recommended that Board Certified art therapists maintain an ongoing file with documentation of completed continuing education. The ATCB provides an online tracker in your MyATCB portal. Before documenting your Continuing Education (CE) activities, refer to the information in this document regarding requirements, acceptable CE activities, and CE activity values.

Please note this CE tracker located in the MYATCB portal is for the personal management of your CE credits. This CE tracker is not part of the recertification process; it is a tool available to ATR-BC's to manage and store their CE information. Adding CE activities to your CE tracker does not mean you have recertified. When you are due to recertify your ATR-BC credential, be sure to click the recertification link on the main page to complete your five-year recertification application. You will need to add CE's from your tracker into your recertification application. This step must be completed within the recertification application before you can proceed with finishing your recertification.

Ninety days before an individual's 5-year recertification deadline, the ATCB National Office will send recertification notices to the email on file. Credential holders are responsible for keeping the National Office informed of any changes to their contact information by submitting changes on the MyATCB portal.

To be recertified, you must complete the recertification application that is located in MYATCB portals, including completing the CE tracker with 100 qualifying continuing education credits during the five-year certification cycle or re-take and pass the Art Therapy Credentials Board Examination (ATCBE), which is updated annually.

Ten percent (10%) of those due for recertification will be selected randomly for an audit. If selected for an audit, board-certified art therapists will need to upload supporting documentation for the CEC's outlined

on the tracker. Documentation must be supplied in English. The ATCB National Office reviews recertification applications.

Each candidate will be notified of the outcome of their application review via email. In addition, applicants who do not meet the requirements for recertification will be notified of the deficiencies.

A candidate who successfully meets the requirements for recertification and submits the annual maintenance fee has the right to use the title "Board Certified Art Therapist" and use the credential ATR-BC after their name.

## **RECERTIFICATION CYCLE TIME FRAME**

Initial certification dates vary according to the date the ATCBE is taken and passed. The certification date is provided on the art therapist's MYATCB portal.

All certification periods begin with a July 1 date, approximately five years following the initial certification date. The time period during which CECs are counted for an individual's first cycle begins with the original certification date and continues until June 30 of the year that concludes the 5-year cycle.

Because the date the art therapist takes the examination may result in there being less than five years in the first cycle, there is a grace period of 90 days **prior** to original certification during which any CECs accrued may be carried forward to count toward the first certification cycle.

CECs obtained during the 90 days preceding any five-year cycle *which are not submitted that year* may be carried over into the next recertification cycle. There is no maximum number of CECs which may be carried over.

## **RECERTIFICATION REQUIREMENTS**

During the 5-year recertification cycle, Board Certified art therapists must accrue at least 100 eligible CECs.

A minimum of six (6) hours must be attained in the content area of ethics and 6 hours must be attained in the content area of supervision.

Completing the recertification application, ethics attestation and payment of the recertification fee must be done on the MyATCB portal. The recertification fee is \$100. This is in addition to the annual ATR and/or ATCS renewal fee. Recertification and renewal are separate processes.

## **ELIGIBLE CONTENT AREAS**

Each activity, whether attended, taught, or produced, must fall into one of the following content areas and be recorded by that content area on the CEC log.

- Art Therapy Theory and Practice
- Art Therapy and Media/Materials (see restrictions for juried art exhibitions)
- Ethics and Professional Practice (must complete a minimum of 6 CECs per 5-year cycle)
- Diversity, Equity and Inclusion
- Art Therapy and Other Therapeutic Assessment
- Other Therapeutic Theory and Practice (non-art therapy specific)
- Diagnoses and Populations
- Supervision Techniques ( must complete a minimum of 6 CECs per 5-year cycle)
- Other (must be submitted for pre-approval)

## CEC ACTIVITY VALUES

CECs may be earned for the following activities, provided that they fall within the Eligible Content Areas:

- One (1) CEC per clock hour for attendance at lectures, workshops, and other professional educational venues.
- Three (3) CECs per clock hour for presenting lectures, workshops, and other eligible educational programs in a professional setting (not to a lay audience; see "Program Eligibility" below). A particular presentation/activity may be counted only once per recertification cycle.
- Three (3) CECs per year of service as a reviewer on a peer-review journal.
- Five (5) CECs per year for service as an editor of a peer-review journal.
- Five (5) CECs per published abstract, book review, or video review.
- Five (5) CECs per one (1) semester credit hour for taking a graduate or undergraduate course in any of the eligible content areas. Each course title can be counted only once per recertification cycle.
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- Ten (10) CECs per peer-reviewed published article or professionally produced video.
- Ten (10) CECs per acceptance in a juried art exhibition. (Documentation should include artist's name, juror's name, and date of exhibition). Participation in a juried art exhibition is limited to one show, or ten (10) CECs, per cycle.
- Twenty (20) CECs per juried or peer-reviewed published book chapter or monograph.
- Seventy-five (75) CECs per published (not self-published\*) edited or co-authored book.
- One hundred (100) CECs per published (not self-published\*) authored book.
- Committee work within art therapy organizations (must be submitted for pre-approval – CECs dependent on the context of work)
- Non-identified content areas (must be submitted for pre-approval – CECs dependent on the context of work)

\*Applicants who have items they deem to be of professional quality that is self-published or published in non-peer-reviewed publications may apply for pre-review as described below.

## PROGRAM ELIGIBILITY

CECs will be accepted for all courses or events that fit in the ATCB Eligible Content Areas **and** that are presented or approved by any of the following art therapy, mental health, or behavioral sciences entities: state licensing authority, national professional organization, academic institutions, community-based providers or national credentialing body for continuing education credit. Usually, pre-event advertising, registration materials, and conference attendance certificates for approved professional education will identify such approval. Documentation collected should include descriptive programs or catalogs **and** verification of attendance.

Programs provided by state art therapy associations that are chapter members of the American Art Therapy Association will be accepted for recertification if proper program documentation is provided to attendees (evidence of content matter covered, such as a descriptive program or catalog, **and** documentation of participation, such as a certificate of attendance).

Internet and distance education courses and online juried art exhibitions are eligible if they meet the aforementioned program eligibility requirements.

### **OPTIONAL PRE-REVIEW SERVICE**

Persons who for any reason would like to have CEC materials examined for acceptability in advance may submit documentation to the ATCB along with a \$25 fee. Materials may be submitted at any time during the 5-year recertification cycle up to March 1 of the recertification year.

### **OPTIONAL RECERTIFICATION EXTENSION**

Persons who need additional time to complete the required 100 CE's for recertification may request an extension. All recertification extension require approval. If granted the extension grants an additional 90 days for the end date of the recertification period. There is a \$50 fee which is non-refundable and non transferable. Approved extensions are for recertification only.

### **AUDIT COMPLIANCE**

Ten percent (10%) of each year's candidates for board recertification will be selected at random for audit. Those selected will receive notice via MYATCB.

Applicants being audited will complete the steps listed above in the section titled "Recertification Requirements." In addition, they will submit supporting documentation for identified activities included on their CEC tracker, which lists information about each activity such as the presenter, venue, title and length of presentation, date, location, and contentarea # (as given above).

Acceptable forms of documentation include:

- Programs or catalogs for conferences and symposia **and** accompanying certificates of attendance or completion that show the name of the applicant. Note that in some cases these may need to be accessed online and printed out. It is recommended that this be done at the time and kept in your personal CEC file, as they may not be available for access at the time of recertification.
- Official transcripts for courses taken.
- Course syllabi for teaching graduate or undergraduate courses and a copy of the university catalog or screen capture of webpage showing course, instructor, and semester/year were taught.
- Signed letters on the letterhead of organizations or institutions for whom non-academic workshops were given or courses taught.
- Scanned sections of published material, inclusive of a publication name, author, and date of publication.
- For juried art exhibition, a program, brochure, catalog, newspaper article, or printout from a website that provides the exhibition date(s) and both the artist's and juror's identity.

## **APPLICATION DEFICIENCIES**

If an application for recertification is determined to contain deficiencies, the candidate will be notified by email. The candidate will have ninety (90) days to address the identified deficiencies. This may include revising the application form, providing additional information regarding the CECs submitted, and/or providing documentation of any CECs earned since being notified of the deficiencies.

Recertification candidates who have been notified of deficiencies have a ninety (90) day period to complete identified deficiencies. If the documentation that verifies compliance with recertification

requirements is submitted within that time frame, probation will be removed and recertification granted. All candidates for recertification, regardless of status, must continue to abide by the ATCB Code of Ethics, Conduct and Disciplinary Procedures. If the deficiencies are not remediated, the individual's ATR-BC credential will become inactive and they will need to cease using the ATR-BC designation on all professional and promotional materials.

Candidates who fail to complete the recertification process as directed above, yet still wish to be Board certified, must re-apply for certification and take the examination. Until that process is complete, they must cease using the ATR-BC credential.

Failure to complete the ATR-BC recertification process will result in simultaneous loss of the supervisor (ATCS) credential. Board certification is a prerequisite for the ATCS.

Any individual who has been placed in inactive status, yet continues to use the ATR-BC designation, may be subject to disciplinary action.