



PROVISIONAL REGISTERED ART THERAPIST (ATR-Provisional)

2021 Application Handbook

Attention: The ATCB no longer requires ATR-P credential holders to submit updated or new supervision contracts to the National Office.

Those applying for the ATR-P can begin to collect and document supervised hours toward their ATR before the ATR-P is granted

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.

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.

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 of all coursework counted towards the credential.

Studio Art Content Requirements:

- Eighteen (18) 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 (6) 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 art studio courses.
- In lieu of academic based studio coursework, the ATCB will accept up to six (6) 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 of a graduate art therapy program that is within a regionally or nationally accredited institution of higher education, 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. 9).

Mental Health Content Requirement: A minimum of three (3) graduate semester credits (or four (4) quarter credits) in each of the following six (6) 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-Provisional requirements. If content is covered in the context of an art therapy graduate program, this must be demonstrated through course syllabi detailing course content.

1. **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.
2. **Psychological Assessment:*** Historical perspectives of assessment, basic concepts of standardized and non-standardized testing and assessment, fundamentals of psychological testing, bio-psychosocial assessment, statistical concepts including reliability and validity, strategies for selection of the assessment tool, 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 coursework was successfully completed.
3. **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.

4. **Counseling/Psychological Theories:** Historical development of counseling and psychological theories, understanding of systems perspective, application to case material, and interviewing and counseling skills.
5. **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.
6. **Field Experience:** Clinical field experience providing counseling/psychotherapeutic services under supervision and completed for graduate credit. This requirement can be waived if 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 ten 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 AATA and the ATCB, 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.
- **Systems in Art Therapy:** includes familiarity with family systems and approaches, community and organizational systems and practices, multicultural.

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 (2+ 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.

Individuals who obtain their ATR-Provisional will need to meet the following requirements in order to be granted their ATR.

- I. 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 pre-requisites have been 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 master'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 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.

- II. Graduates of Art Therapy Programs not AATA-approved or CAAHEP-accredited** - 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 the date the master's or higher degree was conferred and/or all educational requirements and pre-requisites have been completed and documented. If coursework 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 master'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.

- III. Individuals with post-master's or post-doctoral coursework in art therapy** - A minimum of 2,000 post-education, direct client contact hours 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 pre-requisites have been completed and documented. If coursework 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 a master'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.

** 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.

ATR-P and ATR Post-Education Supervision Requirements

Private Practice Hours - An applicant who wishes to obtain post-education art therapy experience in their own private practice must be a licensed or 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-BC or ATCS. Please note, however, that certain states will not allow one to maintain a private practice without the proper credential; the applicant is responsible for obtaining information 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 service.

Supervision Agreement

When completed the application a completed Supervision Agreement Form of supervisors they will be utilizing to accrue hours toward the ATR must be uploaded with your application. The supervision agreement form will serve to demonstrate the applicant's commitment to obtaining art therapy supervision. It will also help protect the applicant from receiving supervision from a non-approved supervisor. The supervision agreement must be completed by an ATCB credentialed art therapist.

Please note until further notice the ATCB is no longer requiring ATR-P's to submit updated Supervision Agreement Forms when adding or changing a supervisor. 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. Please refer to the ATR post-education supervision requirements which can be found in the ATR handbook.

The Application Process

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. 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.

Candidates applying for the ATR-P can begin to collect and document supervised hours toward their ATR before the ATR-P is granted.

- Applicants must create a new online profile. Please click the MYATCB tab on the website to get started.
- Once your profile is created you will need to select Registered Art Therapist-Provisional in the application tab on the top right.
- The application fee is **\$60**. **The application fee is nonrefundable and nontransferable.** Submission of an application and fee does not guarantee the ATR-Provisional will be granted.
- **If applying after May 2021 Applicant Attestations** must be uploaded with the application, it can also be emailed to applications@atcb.org. Official forms from the current year only will be accepted. Be sure you are using the most current forms, available in this application handbook.
- 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.
- Applicants educated outside the United States must have a course-by-course and degree equivalency review completed at their own expense. The review must be conducted by either World Education Services (www.wes.org) or Educational Credential Evaluators, Inc. (www.ece.org) and uploaded to your application in MYATCB. **A review by WES or ECE does not guarantee approval for the ATR-Provisional, as these organizations review only for U.S. equivalency and do not review according to ATR-Provisional or 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 at their own expense. Translations are accepted only from University Language Services (www.universitylanguage.com) and must be uploaded directly to your application via MYATCB.
- Applications are reviewed in the order of receipt. An application enters the formal review process **once all application requirements are met**. 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.
- If additional information is needed for the review, the ATCB will contact you with details regarding the documentation needed and deadline for submission. ATCB reserves the right to request clarifying information as needed.
- Once granted, the ATR-Provisional is valid for five years. The ATR-Provisional credential cannot be renewed after five years.
- 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.

Maintaining the ATR-Provisional

Only those individuals who have applied and been approved for provisional registration status by the Art Therapy Credentials Board, Inc. are legally entitled to use the Provisional Registered Art Therapist (ATR-Provisional) credential as evidence of their professional status. Fraudulent use of the ATR-Provisional credential may subject the user to legal action. The ATCB credential year runs July 1-June 30. Once awarded the credential the ATR-P 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 \$25 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-Provisional credential is inactive may not refer to themselves as an ATR-Provisional. To return to active status:

- 1) letter requesting reinstatement of the ATR-Provisional
- 2) \$400 reinstatement fee
- 3) Sealed letter from a current ATCB credential holder endorsing the former ATR-Provisional's return to active status.

The letter requesting reinstatement must include either:

- a) A statement of attestation that the former ATR-Provisional 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-Provisional 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 Registration (ATR)

Individuals who have been granted ATR-Provisional status and have completed the required post-graduate supervised experience may apply for the full Registered Art Therapist (ATR) credential via the MyATCB website, Prior to applying for the ATR, you must review the ATR Application **requirements**. For individuals who have been granted ATR-Provisional status, the application fee for the full ATR credential is **\$65**.

Please complete this form and upload when prompted during the application process. 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), in sealed envelope(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 (which may include digital art) media 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), in sealed envelope(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), in sealed envelope(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				

** If all mental health coursework was completed through a single college or university, please list the school’s name only once.*

- **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.

*** Course descriptions/syllabi must demonstrate coverage of DSM psychiatric diagnostic criteria in use at the time the coursework was successfully completed.*

- **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.

Prior to earning clinical supervision hours for achieving ATR status, you must submit this completed Supervision Agreement Form (all three pages, including signatures and dates) to the ATCB for approval. All agreement forms will be reviewed in the order they are received. If the ATR-Provisional credential holder is submitting a new or revised supervision agreement form, it will be reviewed within 10 days of receipt by the ATCB. If submitting a supervision agreement form as part of your original ATR-Provisional application, allow six to eight weeks for processing. The beginning date for approved supervision agreements is the date the agreement is approved by the ATCB. Supervision hours earned before that date will not count toward the ATR.

SUPERVISEE INFORMATION

The required hours of supervision are outlined in the ATR-Provisional Application Handbook. A minimum of half of the required hours must be provided by a current ATR-BC or ATCS. Additional hours may be supervised by an ATR or a master'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. Refer to pages three and four of this handbook for the complete set of ATR post-education supervised art therapy experience requirements.

Name of Applicant: _____

Address: _____

Phone: _____ **E-mail:** _____

Place of employment: _____

Agency address: _____

Job position/title: _____

SUPERVISOR INFORMATION

The required supervision criteria are outlined in the this Handbook. A minimum of half of the required hours must be provided by a current ATR-BC or ATCS. Additional hours may be supervised by an ATR or a master'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. In order 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. Credentials that do not require a master's degree are not accepted.

Name of Supervisor: _____

Address: _____

Phone: _____ **E-mail:** _____

Place of employment: _____

Job position/title: _____

Supervisor's license/credential: _____ **License/credential number:** _____

ATCB credential & number (if applicable): _____

If the supervisor is not a credentialed art therapist (ATR, ATR-BC or ATCS), a copy of the supervisor's current professional credentials/license must be included with this form.

Supervisors:

- I have and will maintain my credentials and/or license during the period of time I am providing supervision to the applicant and will provide immediate notification of any lapse or revocation in my credentials and/or license to both the applicant and to the ATCB.
- I understand that the hours of supervision I provide cannot be counted if I knowingly or unknowingly allow my credential(s) to lapse during the time I provide supervision.
- I understand that the guidelines for supervision requirements are outlined in the ATR-Provisional Application Handbook, available at [atcb.org/New Applicants](http://atcb.org/New_Applicants).
- I shall maintain records of the supervision I provide to the applicant.
- I have at least a working knowledge of art therapy and sufficient experience, training, and education in the areas of therapy and supervision to competently provide quality supervision.
- I shall ensure that the extent, kind, and quality of art therapy performed and provided by the applicant are consistent with the education, training and experience of the applicant.
- I shall recommend further education or training in areas in which I believe the applicant is deficient.
- I have read, understand and agree to abide by the most recent version of the ATCB *Code of Ethics, Conduct, and Disciplinary Procedures* and am able to discuss its importance with the applicant. I understand that it is my duty to report any suspected violations of the *Code* to the Board as specified within the *Code*.
- If my license or credential is in a related mental health field, I have read, understand and agree to abide by my profession's Code of Ethics.
- I understand that it is my responsibility to give notice of at least two weeks, unless otherwise unavoidable, if I wish to terminate my supervisory relationship.

By signing this document, I attest that I have read, understand, and will abide by the contents set forth in this document.

Projected **beginning date** for supervision: _____

Projected **ending date** for supervision: _____

(if **uncertain** of an ending date for supervision, you may indicate **"To Be Determined"** or **"TBD"**)

Name of Applicant (*please print or type*)

Date

Signature of Applicant

Name of Supervisor (*please print or type*)

Date

Signature of Supervisor

Applicants:

- I understand that it is my responsibility to maintain accurate records of my direct client contact hours as well as my supervision hours. Hours completed while not under supervision may not count toward my total hours.
- I understand that I will have up to five years to complete my hours toward the ATR. I understand that the ATR-Provisional credential cannot be renewed after five years.
- I understand that supervision is a learning experience and I must be honest with my supervisor in discussing my work with clients in order to learn from my supervision.
- I understand that it is my responsibility to read and ask questions concerning the ATCB *Code of Ethics, Conduct, and Disciplinary Procedures*. I understand that it is my responsibility to understand and abide by the most recent version of the *Code of Ethics, Conduct, and Disciplinary Procedures*.
- I understand that if I believe I am not getting my needs met from my supervisor, that I should discuss my concerns with my supervisor. If after discussing my concerns, I still believe that I am not getting my needs met, I should seek supervision from another qualified professional.
- I understand that if my supervisor changes during my provisional registration period, I need to complete and send to the ATCB a new supervision agreement.
- I understand that I may not accrue hours until my supervisor(s) is approved. If I change supervisors, I may not continue accruing hours until the new supervisor(s) is approved.

By signing this document, I attest that I have read, understand, and will abide by the contents set forth in this document.

Name of Applicant (please print or type)

Date

Signature of Applicant

Name of Supervisor (please print or type)

Date

Signature of Supervisor

The supervisor shall provide the applicant being supervised with the original of this signed statement prior to the commencement of supervision and prior to any provision of art therapy services to any clients or patients. The completed form (including all three pages and signatures and dates) must be uploaded to the ATR-Provisional online application. Both the applicant and supervisor should retain a copy of this form for their records.