Step 1: Log in to MyATCB. Before you do please review the reinstatement requirements outlined here: https://www.atcb.org/reinstating-credentials/

Step 2: Click on credential. This will bring you into your credential portal.
Step 3. Click on Reinstatement
Step 4: Begin application.

- If you have received a waived fee approval from the ATCB Board of Directors, and see the fee at the end of the application. Do not continue - contact LeeAnn Mandrillo leeann@atcb.org
- Reinstatements require review before approval
- Endorsers must be an ATCB credential holder in good standing.
- Each step of the application must be completed
**Step 5:** Address Changes—please ensure your contact information is up to date

**Step 6:** Complete Ethics Attestation: If you have answered yes to any of the questions above, please provide any/all documents and other information related to the affirmative response. Providing any and all such information will help expedite your application or renewal. If you do not present any and all such information, your application or renewal will likely be delayed and it is likely that the information will be requested by an ATCB ethics officer before your application or renewal can be properly considered and/or processed.
**Step 7:** Endorser-add name and email address. If you need to use someone other than an active ATCB credential holder to serve as your endorsement please contact LeeAnn Mandrillo leeann@atcb.org as this requires board approval. You can also upload the letter of endorsement if you have it.

Use this feature if you have your letter of endorsement.
**Step 8:** Application Attestation—signature must match what is associated with your account (that name is in the top right corner of your portal)

**Step 9:** Payment—if you have a fee waiver from the board once you sign the application will skip payment, process and you will receive email notification. If you have waiver and see the payment requirement, please contact Leeann Mandrillo leeann@atcb.org