

**POLICY NUMBER:** 1.14

**CATEGORY:** General Policies

**SUBJECT:** Fees

**Function:**

The Art Therapy Credentials Board awards and maintains credentials and a national examination for board certification and state licensure. The ATCB has a fee schedule to cover the operating and management costs of these offerings.

**Policy:**

All fees and fee waiver allowances shall be established by the ATCB board of directors and reviewed annually by December 31<sup>st</sup>. All applications and processes are non-refundable and non-transferable. The board will allow requests for fee coverage should an individual have a qualified financial hardship that presents a barrier to acquiring a credential, board certification or maintain a credential or board certification. The board of directors can modify financial hardship requirements as necessary due to extraordinary and unprecedented circumstances. A financial waiver request can only be done on an individual applicant or credential holder level. The ATCB does not accept third-party payment of fees on behalf of the credential holder. This transaction must be between the third party and the credential holder.

**Procedure:**

A. All fees shall be collected and processed by the ATCB National Office.

B. The following is the ATCB Fee Schedule:

Type of Fee	Amount	Due Date
Pre-Review of Educational Materials	\$50	At the time the pre-review is requested
ATR-Provisional Application	\$60	At the time the application is submitted
ATR Application	\$125	At the time the application is submitted
ATR-BC Application for ATRs who passed the ATCBE for state licensure	\$75	At the time the application is submitted
ATR Upgrade Application (for ATR-Provisionals)	\$65	At the time the application is submitted
Expedited Application Review	\$50	At the time, the application is submitted-requires board approval.
ATR-Provisional Annual Maintenance	\$25	June 30 each year
ATR Annual Maintenance	\$100	June 30 of each year
ATCS Annual Maintenance	\$25	June 30 of each year
Retired Credential Holder Annual Maintenance	\$25	June 30 of each year,
Late Assessment for Maintenance Fees	\$30	Only applies to those who do not pay the annual maintenance fee by the June 30 deadline
Recertification of Board Certification	\$100	June 30 <sup>th</sup> of the year recertification is required

Recertification Extension Request	\$50	At the time requested, it must be completed before the end of the recertification cycle
Pre-Review of Recertification Documentation	\$25	At the time of the request
ATCBE Examination	\$275	At the time the application is submitted
ESL Accommodation	\$60	Include with ATR-BC application and fee (does not apply to state examinees)
Temporary Inactive Application	\$25	At the time of application
Credential Verification	\$25	At the time of request-covers the cost of one verification request
Reinstatement Fee for inactive credential	\$400	At the time of request

- C. Updated fees are published on the ATCB website.
- D. Financial hardship qualifiers include but are not limited to:
- Loss of employment.
  - Extreme utility bills from weather conditions.
  - Health or accidents that result in high medical costs.
  - death of an immediate family member; and
  - temporary leave of employee absence due to health issues.

Financial hardship requests shall be submitted in writing and include information regarding the nature of the hardship to the Executive Director for board approval. Any financial hardships that do not fall under the parameters shall be brought to the Board of Directors for discussion. All financial hardship waivers shall be brought to the Executive Director prior to paying the fee. All

- E. The ATCB does not accept third party payments.

EFFECTIVE DATE: April 1993

REVIEWED AND REVISED: September 1995; Motion #3, November 1995; Motion #9, April 2000; Motion #18, April 2000; Motion #4, April 2004; Motion #23, November 2004; Motion #45, November 2006, September 2007; Motion #8, Spring 2008; Motion #09-065, October 2009; Motion #10-101, October 2010, Motion #11-022, April 2011; Motion #11-098, November 2011; Motion #13-009, March 2013; Motion #17-017, March 2017, Motion 21-042 July 21