



**ART THERAPY**  
CREDENTIALS BOARD, INC.



**ATR-BC RECERTIFICATION  
STANDARDS  
2024**



An ATR-BC is a registered art therapist (ATR) who has Board Certification. In addition to the completion of the annual renewal of the ATR credential, all Board Certified Art Therapists (ATR-BCs) must recertify their board certification (BC) every five (5) years. The purpose of the recertification process is to ensure that all art therapists board certified by the ATCB continue to meet standards for board certification.

The main function of recertification is to assure that all those with board certification satisfy all educational and experiential requirements. This is accomplished through the completion of 100 continuing education credits every five years. The recertification process enables board-certified registered art therapists to keep pace with the most current scientific evidence regarding assessment, intervention, and education as well as important legal, statutory, or regulatory issues. The recertification process assures that those with board certification distinction are as competent as one who recently took and passed the ATCBE.

The five (5) year Recertification requirement, an industry-standard time frame, ensures that registered art therapists with board certification (ATR-BC) are current in maintaining the knowledge and skills necessary to demonstrate proficiency in the field in order to protect the public.

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 must ensure satisfactory exam results **before their recertification due date.**

Candidates who fail to complete the recertification process outlined in this document but still wish to be board certified must re-apply for certification, take and pass the examination. Until that process is complete, they must cease in using the Board Certified title or credential.

Any ATR with BC distinction (ATR-BC) that is returning to active status from temporary inactive status must follow the recertification standards of the year they are required to complete recertification.

For ATR-BCs who also carry the Art Therapy Credentialed Supervisor (ATCS), failure to complete the board recertification process will result in simultaneous loss of the ATCS. Board certification is a prerequisite for the ATCS.

Failure to complete the ATR-BC recertification process does not affect the registration as an Art Therapist (ATR). However, the annual renewal of the ATR must be completed every year. Annual renewals for the ATR credential are April 1 through June 30.

If the ATR credential is not renewed by June 30, the board certification distinction will be inactive until the ATR is reinstated. Therefore, registration as an art therapist (ATR) is a board certification requirement.

**Recertification and renewal are separate processes with separate application and fees**

The remainder of this document outlines procedures for persons who plan to recertify their board certification (BC) by accruing continuing education credits (CECs). These recertification standards should be reviewed in their entirety before starting the recertification application.

## RECERTIFICATION PROCESS

**The recertification application must be completed on the MyATCB portal.** If you do not have an account on MyATCB, please create one as soon as possible. Step-by-step directions to creating an account on MyATCB can be found here: <https://www.atcb.org/wp-content/uploads/2021/06/Creating-an-account-on-MYATCB.pdf>

- 1) It is highly recommended that all Art Therapists with Board Certification maintain records of the following:
  - A copy of these (current) ATCB recertification standards. These standards are located on the ATCB website and in your MyATCB portal.
  - Update the CE tracker located within MyATCB portals.
  - Approved audit documentation for CECs as they are acquired (examples given below).
  
- 2) The recertification window opens annually on April 1 and closes on June 30. The ATCB National Office will send a recertification notification to the email on file. Please log onto MyATCB to ensure that the email on file is the correct way to reach you. Although the ATCB does allow a 30 day grace period (July 1 through July 31), there is a \$ 30 late fee to complete the recertification application during this 30 day grace period.
  
- 3) All Art Therapists with Board Certification are required to complete the CE tracker, **which is located in the recertification application. The CE tracker located in MyATCB portals IS NOT the recertification application.** However If you add CEs into the Continuing Education tracker tool on your MyATCB portal, these will populate into the CE section on your recertification application.

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**the ATCB no longer accepts handwritten CEC tracking forms.**

- 4) The CE tracker requires the following information about each activity:
- CE type
  - Program Name
  - Content Area
  - Sponsor
  - Accrediting Agency (examples of these are found in the recertification standards)
  - Start and End Date
  - Hours

**Annually, a maximum of ten percent (10%) of those due to recertify will be selected randomly for an audit.** Only audited candidates must submit supporting documents to verify continuing education activities outlined on their CE tracker. Documentation must be supplied in English.

**Please see AUDIT COMPLIANCE on page seven (7) for additional details if you are selected for an audit.**

- 5) Each candidate will be notified of the outcome of their recertification via the email on file with the ATCB. If approved, a new certificate will be uploaded to your MyATCB portal.
- 6) 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.

**A candidate who does not meet the criteria for recertification should reference the section "Application Deficiencies" below for information about non-approval.** If you have not completed the required CECs, you may:

- Apply for an extension of up to three (3) months. The extension fee is \$50. The extension is for recertification only. Recertification Extension applications are found in MyATCB portals.
- Apply to take the ATCB Examination (ATCBE). Upon receiving a passing score, you will be recertified automatically. The fee for the ATCBE is \$275
- Choose to relinquish your Board Certification by sending us your statement of relinquishment of your BC to [atcbinfo@atcb.org](mailto:atcbinfo@atcb.org).

Step-by-step directions on the recertification process can be found here:  
<https://www.atcb.org/wp-content/uploads/2022/02/Recertfying-on-MyATCB.pdf>

## RECERTIFICATION CYCLE TIME FRAME

- 1) All certification periods begin with a July 1 date, approximately five years following the initial certification date.
- 2) All recertifications are due by June 30, the fee is \$100. There is a 30 day grace period (July 1-July 30) with a \$30 late fee.
- 3) The time period during which CECs are counted for your first cycle begins with your certification date and continues until you submit materials for your recertification due date.

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

## RECERTIFICATION REQUIREMENTS

- 1) Accrual of at least 100 eligible CECs in the 5-year cycle
  - A **minimum of six (6) hours** must be attained in the content area of **Ethics**.
  - A **minimum of six (6) hours** must be attained in the content area of **Supervision**.
  - Educational activities focused on art methods or techniques (without reference to therapeutic uses) are **limited to ten (10) CECs per cycle**.
  - Participation in a juried art exhibition is limited to **one show, or ten (10) CECs**, per cycle.
- 2) Completing the recertification application and the 5-year recertification fee payment. The recertification fee is \$100. This fee is separate from the annual renewal fees of the ATR and/or ATCS credential.

## CONTINUING EDUCATION ELIGIBLE CONTENT AREAS

Whether attended, taught, or produced, each activity must fall into one of the following content areas and be recorded by that content area number on the CEC log in the recertification application.

- 1: Psychological and Psychotherapeutic Theories and Practice
- 2: Art Therapy Assessment
- 3: Art Therapy Theory and Practice
- 4: Client Populations and Multicultural Competence
- 5: Art Therapy and Media (see restrictions given in the preceding section for courses covering only art technique and for juried art exhibitions)
- 6: Professional Issues (e.g., supervision; building a private practice; art therapy and social action)
- 7: Ethics (minimum of 6 CECs per 5-year cycle)

## 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 education 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 teaching or taking a graduate or undergraduate course in any eligible content areas. Each course title can be counted only once per recertification cycle.
- **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 exhibition date).
- **\*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.

\*Note: Applicants wishing to use these activities they deem to be of professional quality self-published or published in non-peer-reviewed publications may apply for pre-review as described below.

Please see recertification application instructions found [here](#) for a sample CE tracker

## 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, or national credentialing body for continuing education credit. Usually, pre-event advertising, registration materials, and conference attendance certificates for approved professional education will state 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).

Inservice, grand rounds or case presentations provided by an accredited or incorporated agency or institution on topics contained in the content areas are eligible if proper program documentation is provided (evidence of content matter covered, such as a descriptive agenda or program, and documentation of participation, such as verification of attendance). However, training such as workplace safety, harassment, first aid, infectious disease, etc., is not eligible.

Remote education courses and online juried art exhibitions are eligible if they are within the suitable content areas and meet the foregoing program eligibility requirements.

**step-by-step directions on the recertification process can be found on the MyATCB FAQs on the ATCB website.**

## OPTIONAL PRE-REVIEW SERVICE

The Art Therapy Credentials Board will review any CEC materials for acceptability for a \$25 fee. Materials may be submitted at any time during the 5-year recertification cycle but must be submitted before the end of the cycle-no later than June 30. The application for recertification pre-review can be found in MyATCB portals.

## AUDIT COMPLIANCE

Annually, a maximum of ten percent (10%) of each year's candidates for board recertification will be selected at random for audit. Applicants being audited will complete the steps listed above in the section titled "Recertification Requirements." In addition, to accompany the CE tracker audited applicants must upload documentation to verify all items included on the tracker.

Acceptable forms of documentation include:

- Programs or catalogs for conferences and symposia and accompanying certificates of attendance or completion that show the applicant's name. Note that these may need to be accessed online and printed out in some cases. 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 photocopy of the university catalog or printout of the webpage showing course, instructor, and semester/year course were taught.
- Signed letters on the letterhead of organizations or institutions for whom non-academic workshops were given or courses taught.
- Photocopies of sections of published material, inclusive of publication name, author, and date of publication.
- For juried art exhibition, a program, brochure, catalog, newspaper article, or printout from a website provides the exhibition date(s) and the artist's and juror's identity.

## APPLICATION DEFICIENCIES

If an application for recertification is determined to contain deficiencies, the candidate will be notified. The candidate will have ninety (90) days to clarify the deficiency, provide additional information regarding the CECs submitted, and/or provide documentation of any CECs earned since being notified of the deficiencies.

Recertification candidates who have been notified of deficiencies will be placed in pending status during the ninety (90) day period mentioned above. If the documentation that verifies compliance with recertification requirements is submitted within that time frame, pending will be removed and recertification granted. **All candidates for recertification, regardless of status, must abide by the ATCB Code of Professional Practice.**

## ETHICS REVIEW

If you have answered yes to any of the questions on the ethics attestation, 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 recertification will likely be delayed, and the information will likely be requested by an ATCB ethics officer before your application or renewal can be considered appropriately and/or processed.