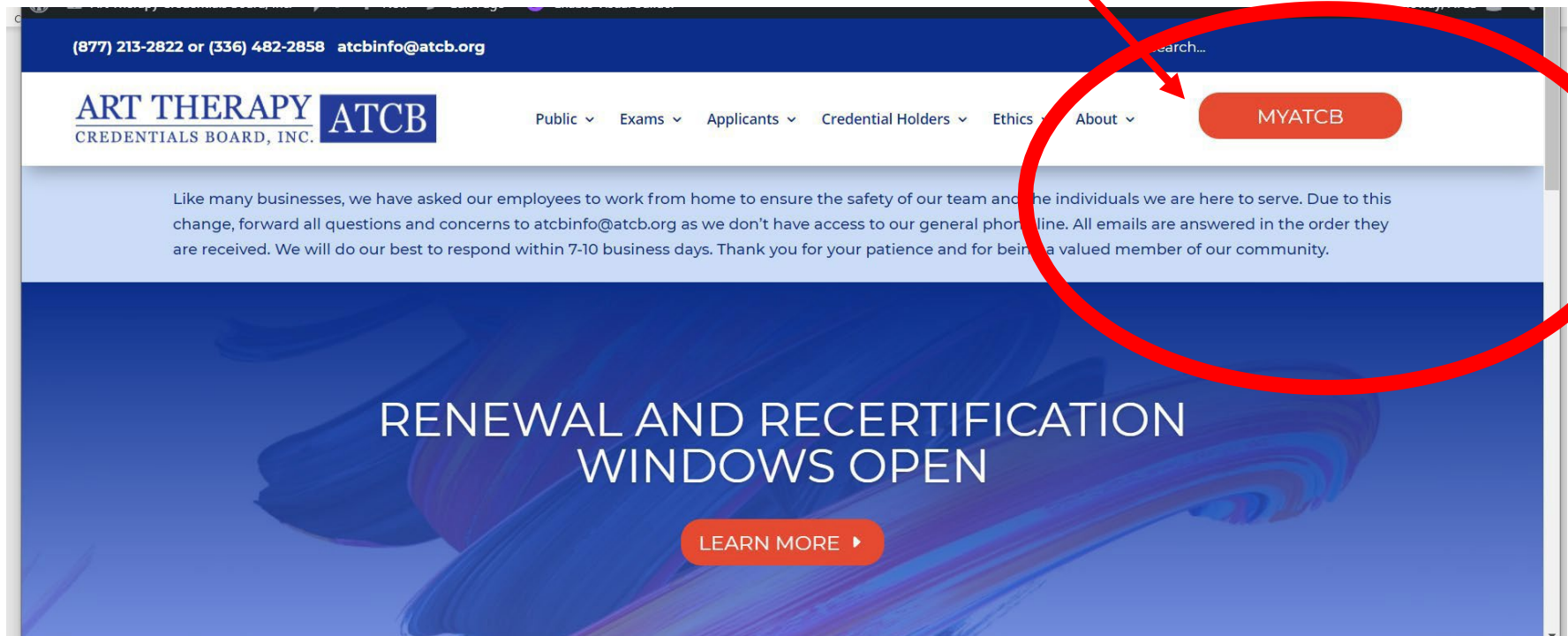


## Recertifying on MyATCB

### STEP 1:

Go to MYATCB which is found on the ATCB website. Click on the orange MYATCB box



## STEP 2:

## SIGN IN

The screenshot shows a web browser window with the URL `my.atcb.org/index.aspx`. The browser's address bar and tabs are visible at the top. The page header features the logo for ART THERAPY CREDENTIALS BOARD, INC. ATCB and the text MYATCB. The main content area is titled "Welcome to MYATCB!" and includes a brief description of the portal's purpose. Below this, there are "IMPORTANT INSTRUCTIONS" regarding login procedures for existing users and first-time visitors. A login form on the right side of the page contains fields for \*Username and \*Password, a "Login" button, and a "Create Gateway Account" button. At the bottom of the page, there is a security warning: "For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser." The Windows taskbar is visible at the very bottom, showing the search bar, taskbar icons, and system tray information including the date and time (5:00 PM 6/30/2021).

my.atcb.org/index.aspx

ART THERAPY CREDENTIALS BOARD, INC. ATCB MYATCB

### Welcome to MYATCB!

MYATCB provides credential holders, certificants and applicants with a single, secure portal to manage their credentials, board certification certificates and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

**IMPORTANT INSTRUCTIONS:**  
If you are an **existing ATCB user**, please login with your MyATCB credentials.  
If this is **your first visit to MYATCB**, you must click the [Create Gateway Account](#) button.

- [Forgot username?](#)
- [Forgot password?](#)

\*Username

\*Password

Login

Create Gateway Account

For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser.

Type here to search

91°F Partly sunny 5:00 PM 6/30/2021

**Step 3:**

Once logged in you will see the below. Click on your credential (the green box)-this will open your portal

The screenshot displays a user portal interface. At the top, there is a navigation bar with the following tabs: Home, Applications, Request Verification, ATCB Communications, and My Profile. Below this bar is a black redaction box and a Logout button. On the left side, there is a 'Primary Address' field with a redaction box and an edit icon. The main content area is titled 'My Certifications, Credentials, Examinations' and contains two informational messages in pink boxes. The first message states: 'Your board certified art therapist is expiring soon! Please renew your board certified art therapist by clicking on the green panel below, then selecting the Renewal button on the left-hand side of the page under Options.' The second message states: 'Your board certified art therapist **recertification** is due soon! Please recertify your board certified art therapist by clicking on the green panel below, then selecting the Recertification button on the left-hand side of the page under Options.' Below these messages is a green credential card for a 'Board Certified Art Therapist'. The card includes a white icon of a paint palette, the text 'Board Certified Art Therapist', the ID number 'Board Certified Art Therapist #: 89-049', the expiration date 'Expiration: 07/01/2022', and a green 'Active' status badge in the bottom right corner. A red arrow points upwards from the bottom center of the page towards the green credential card.

#### Step 4: Select the Recertification Application

The screenshot displays a user interface for a professional board. On the left, a sidebar contains a list of options under the heading "Board Certified Art Therapist Options". The "Recertification" option is highlighted with a blue background and circled in orange. A red arrow points from the "Step 4" text to this option. The main content area shows a list of applications, each with a blue icon, a title, a type, and a "Complete" status in a green box. The applications listed are BOST-ARZVSF (Renewal), BOST-0K8ALD (Initial), BOST-OIU6QF (Renewal), and BOST-IWPWM4 (Complete).

**Board Certified Art Therapist #:** 89-049  
**Expiration:** 07/01/2022  
**Recertification:** 03/01/2022  
**Status:** Active

**Board Certified Art Therapist Options**

- ID Card
- Recertification standards
- Continuing Education
- Temporary Inactive Status
- Retired Status
- Recertification**
- Recertification Extension
- Recertification Pre-Review
- ATR-BC Application (Computer Based Exam)
- ATCS Application
- Inactive Status

Application ID	Type	Status
BOST-ARZVSF	Renewal	Complete
BOST-0K8ALD	Initial	Complete
BOST-OIU6QF	Renewal	Complete
BOST-IWPWM4		Complete

**Step 2: Read Instructions-start application.** Each step of application must be completed. Please do not skip steps

**Application Start** +

- Address Changes
- Disciplinary and Litigation History
- Continuing Education
- Verification
- Payment
- Confirmation

## Recertification

### Application Start

**NOTE: The ATCB has extended the recertification period until July 31, 2021**

Please complete your recertification process step-by-step, skipping sections will create application errors.

As a Board Certified Art Therapist (ATR-BC), you are required to recertify every five years and pay the \$100 recertification fee (**NOTE: not the same as your ATR annual renewal fee**). To recertify, you must demonstrate completion of 100 Continuing Education Credits (CECs) within your five-year cycle and remit payment. Of the 100 CECs, six (6) CEs must be in the area of Ethics. If you also hold the Art Therapy Certified Supervisor (ATCS) credential in addition to the ATR-BC, you are required to complete 10 CE credits in the area of Clinical Supervision. For additional information regarding the recertification requirements, please visit the [ATR-BC Recertification Standards document](#).

**All ATR-BCs due to recertify (including those not audited) must submit a list of their completed CE activities online.** You must complete the CE tracker within this application. You will need to click be prompted to enter your CEC activities by choosing "Continuing Education" from the menu on the left. If you completed the CE tracker on your portal, that is tool for your own management of CE's and is not part of the recertification application.

**Every year, 10% percent of ATR-BCs due for recertification are audited. If you have been selected for audit, you must submit/upload certificates of completion/attendance and other supporting documentation, as outlined in the ATR-BC Recertification Standards document.**

**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.**
- Apply to take the [ATCB Examination \(ATCBE\)](#). Upon receiving a passing score, you will be recertified automatically. **The fee for the ATCBE is \$275**
- Apply for Retired Status (Lifetime vs. Annual). **The fee for lifetime is \$150. The fee for annual is \$25**
- Apply for Temporary Inactive Status. **The Temporary Inactive Status fee is \$25**
- Choose to relinquish your Board Certification by sending us your statement of relinquishment of your BC to [atcbinfo@atcb.org](mailto:atcbinfo@atcb.org).

Please return to your MyATCB Credential page and choose from Board Certified Art Therapist Options to apply for any of these options.

**Failure to recertify by the deadline of July 31st will result in the loss of your Board Certification.**

Exit Save / Next

### Step 3: If needed many any updates to contact information.

The screenshot shows a web browser window with the URL `my.atcb.org/Applications/Recertification/addressInfo.aspx`. The browser's address bar and tabs are visible at the top. The main content area is titled "Address Changes" and contains the following information:

- Preferred Mailing Address**
- Name:** LeeAnn Mandrillo
- \*Country:** United States of America
- \*Address 1:** 5303 Willow Ridge Ave
- Address 2:** (empty field)
- \*Zip/Postal:** 27358
- \*City:** Summerfield
- \*State:** North Carolina
- Primary Phone:** 518-414-6293  
e.g., 123-456-7890
- Alternate Phone:** (empty field)  
e.g., 123-456-7890
- \*Email:** (empty field)

On the left side, there is a sidebar menu with the following items:

- Disciplinary and Litigation History
- Continuing Education
- Verification
- Payment
- Confirmation

At the bottom of the browser window, the taskbar shows the Windows logo, a search bar, and several application icons. The system tray on the right indicates the date and time as 10:01 AM on 9/13/2021, along with weather information (73°F Sunny) and system icons.

## Step 4: Complete Ethics Attestation

my.atcb.org/Applications/Recertification/disciplinaryInfo.aspx

Payment

Confirmation

\*Since the date of your application for ATCB credentials, if this is your first renewal or the date of your latest renewal of ATCB credentials, has an indictment, charge, or complaint (not including traffic offenses) with any court, regulatory authority, professional association, credentialing body, or any governmental or private payer of benefits been filed or entered against you?

Yes  No

\*Since the date of your application for ATCB credentials, if this is your first renewal or the date of your latest renewal of ATCB credentials, has litigation involving allegations of professional negligence or misconduct been filed or entered against you?

Yes  No

\*With respect to the matters listed in 1) and 2) above: has a judgment, order of dismissal or deferred adjudication, conviction, plea of guilty, plea of nolo contendere, or disciplinary sanction been filed or entered against you?

Yes  No

\*Since the date of your application for ATCB credentials, if this is your first renewal, or the date of your latest renewal of ATCB credentials, have you voluntarily surrendered an active professional license pending the outcome of an investigation or hearing?

Yes  No

\*Since the date of your application for ATCB credentials, if this is your first renewal, or the date of your latest renewal of ATCB credentials, have you pled guilty or nolo contendere (no contest) to, or have you ever been convicted of, a criminal offense, or are any criminal charges currently pending against you?

Yes  No

\*Since the date of your application (if this is your first renewal) or the date of your latest renewal of ATCB credentials, have you been placed on a governmental abuse registry?

Yes  No

Renewing-on-MyA...pdf peacock id card.pdf ATRProvisional\_Ap...pdf Show all

Type here to search 73°F Sunny 10:02 AM 9/13/2021

**Step 5:** If you have not completed your CE tracker you will need to add your CE's here. If you have completed your CE tracker, this section will be populated. You will need to select ADD for every CE entered. If you are selected for an audit, you will be required to upload verification of CE's with each entry.

The screenshot displays the ATCB (ART THERAPY CREDENTIALS BOARD, INC.) website interface. At the top left is the logo, and at the top right is the text 'MYATCB'. A navigation bar contains links for Home, Applications, Request Verification, ATCB Communications, My Profile, and Logout. The main content area is titled 'Recertification' and features a sidebar with a progress list: Application Start (checked), Address Changes (checked), Disciplinary and Litigation History (checked), Continuing Education (active), Verification, Payment, and Confirmation. The 'Continuing Education' section is highlighted in blue and contains a '+ Add' button circled in orange. Below this section, it states '\* None Reported'. At the bottom of the page are three buttons: 'Previous', 'Exit', and 'Save / Next'.



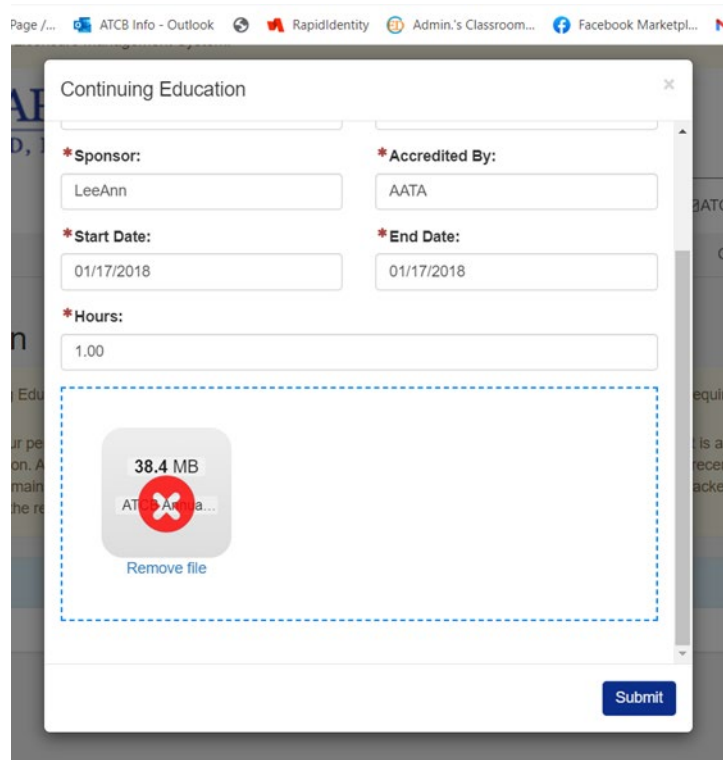
**Step 5:** When you select Add this box will come up for you to add the CE. If you are selected for an audit you will need to upload supporting documents. Uploaded documents can be PDF's or images.

The image shows a 'Continuing Education' form with the following fields:

- \* Type:** A dropdown menu with three options: 'Ethics-Related Continuing Education', 'General Continuing Education', and 'Clinical Supervision Continuing Education'. A red arrow points to this dropdown.
- \* Sponsor:** A text input field.
- \* Accredited By:** A text input field.
- \* Start Date:** A date input field with the placeholder 'MM/DD/YYYY'.
- \* End Date:** A date input field with the placeholder 'MM/DD/YYYY'.
- \* Hours:** A text input field.

At the bottom of the form, there is a file upload area with a dashed blue border. The text inside reads: 'Drop file here to upload', 'Accepted Files: pdfs, images', and 'Max Size: 9765mb'. This area is circled in red, and a red arrow points to it from the right. A 'Submit' button is located at the bottom right of the form.

If you get this error messages



This PDF or graphic you are uploading is too large.  
Contact the National Office [atcbinfo@atcb.org](mailto:atcbinfo@atcb.org)

## Sample complete CE

Continuing Education <span>+ Add</span>	
<p><b>Type:</b> General Continuing Education <b>Program Name:</b> Art Therapy Media and Techniques - Course Taught <b>Content Area:</b> Art Therapy and Media <b>Sponsor:</b> Carolyn Brown Treadon <b>Accredited By:</b>Edinboro University <b>Start Date:</b> 08/26/2017 <b>End Date:</b> 08/26/2017 <b>Hours:</b> 15.00</p>	<p><a href="#">Edit</a> <a href="#">Remove</a></p> <p>1 File(s) Uploaded</p>
<p><b>Type:</b> General Continuing Education <b>Program Name:</b> Histroy and Theories of Art Therapy - Course Taught <b>Content Area:</b> Art Therapy Theory and Practice <b>Sponsor:</b> Carolyn Brown Treadon <b>Accredited By:</b>Edinboro University <b>Start Date:</b> 08/26/2017 <b>End Date:</b> 08/26/2017 <b>Hours:</b> 15.00</p>	<p><a href="#">Edit</a> <a href="#">Remove</a></p> <p>1 File(s) Uploaded</p>
<p><b>Type:</b> General Continuing Education <b>Program Name:</b> Flower to Seed to Flower <b>Content Area:</b> Professional Issues <b>Sponsor:</b> Elizabeth Lykins <b>Accredited By:</b>AATA <b>Start Date:</b> 11/10/2017 <b>End Date:</b> 11/10/2017 <b>Hours:</b> 1.00</p>	<p><a href="#">Edit</a> <a href="#">Remove</a></p> <p>0 File(s) Uploaded</p>
<p><b>Type:</b> General Continuing Education <b>Program Name:</b> Let's Talk! Member Forum: Sharing Ideas and Cultivating Foresight for Art Therap <b>Content Area:</b> Professional Issues <b>Sponsor:</b> DONNA BETTS <b>Accredited By:</b>AATA <b>Start Date:</b> 11/09/2017 <b>End Date:</b> 11/09/2017</p>	<p><a href="#">Edit</a> <a href="#">Remove</a></p>

\*\*\*\* Please note that Once the CE tracker is complete select next the application will not advance if you have not entered 100 CE's, 6 of which are in ethics and another 6 in supervision. If selected for an audit the application won't advance if you have not uploaded your verifications of CE's. \*\*\*\*

## Step 6 Application Attestation

Signature must match the name on your portal (top left corner)

Credentials Board, Inc. (ATCB) is true and accurate to the best of my knowledge. I hereby apply for recertification offered by the ATCB in accordance with and subject to its rules. I understand that the renewal process's information may be used for statistical purposes and to evaluate the credentialing program. I further understand that the information provided by me will be treated confidentially. To the best of my knowledge, the information I have provided is accurate, complete, correct, and made in good faith. I understand that the ATCB reserves the right to verify any or all information in this application and that any incorrect or misleading information I provide may constitute grounds for rejection of my application, revocation of my registration, or other disciplinary actions.

By signing this Authorization, I acknowledge that I have read, understand, and comply with the most recent version of the ATCB Code of Ethics, Conduct, and Disciplinary Procedures. I understand that if I am granted registration as an ATR, it will be my responsibility to comply with all ATCB standards, including the ATCB Code of Ethics, Conduct, and Disciplinary Procedures. I understand and agree to the rejection of my application, revocation of my registration, or other disciplinary action if I violate any of the rules or standards of the ATCB. I understand that any credential granted by the ATCB does not entitle me to state licensure.

I agree to report to the ATCB within 60 days of my receipt of notification, the following matters related to me:

Any name change, mailing address, telephone number, and email address and any other facts bearing on eligibility for credentials, including but not limited to: filing of an indictment, charge, or complaint, not including traffic offenses, with any court, regulatory authority, professional association, credentialing body, or governmental or private payer of benefits; any litigation involving allegations of professional negligence or misconduct and the final disposition of such charges, complaints, or cases including but not limited to, entry of a judgment, order of dismissal or deferred adjudication, conviction, a plea of guilty, a plea of nolo contendere, and imposition of disciplinary sanctions.

Upon renewal, I understand that credentialing data is considered public information. I authorize the ATCB to release such information and my name and city/state in its listing of registered art therapists unless I indicate otherwise to the National Office.

I release the ATCB from all liability and claims arising from any art therapy activity. I understand that application fees are nonrefundable and nontransferable.

By signing, I acknowledge that I have read and understood this information and agreed to abide by these terms.

**\*Signature: (Type full name)**

## Step 7 Payment

- Application Start ✓
- Address Changes ✓
- Disciplinary and Litigation History ✓
- Continuing Education ✓
- Verification ✓
- Payment** ⬇
- Confirmation

### Recertification

#### Payment

By clicking the Submit Payment button, you will be submitting your application and will no longer be able to alter your information.

##### Billing Information

\* First Name:  \* Last Name:

\* Address 1:

Address 2:

\* Country:

\* City:  \* State:  \* Zip:

##### Payment Details

\* Credit Card Number:

\* Card Type:

\* CVV/CVV2:  \* Month:  \* Year:

Description	Item Total
ATR-BC Recertification Fee	\$100.00

Once recertification payment is complete, there will be a receipt located in your portal and the recertification cycle will update.

The screenshot shows the ATCB portal interface. At the top left is the logo for ART THERAPY CREDENTIALS BOARD, INC. ATCB. At the top right is the text MYATCB. Below the logo is a navigation menu with links for Home, Applications, Request Verification, ATCB Communications, and My Profile. Below the navigation menu is the user's name, Charlotte G Boston, and a Logout button. On the left side of the main content area is a vertical menu with items: Application Start, Address Changes, Disciplinary and Litigation History, Continuing Education, Verification, Payment, and Confirmation. The Confirmation item is highlighted in blue. The main content area is titled Recertification and contains a Confirmation box. The Confirmation box has a blue header and a green background. It contains the text: The online portion of your Recertification is now complete. Below this text are three columns of information: Name: [redacted], Date Submitted: 02/18/2022, and Confirmation #: BOST-R5J0WF. Below the information is a green button with a printer icon and the text Print. Below the Confirmation box is a blue button with the text Return to Gateway.

IMPORTANT!!!!

Don't forget to all complete the annual renewal of your ATR!