



OFFICIAL PREPARATION GUIDE

FOR THE

ART THERAPY CREDENTIALS BOARD EXAMINATION (ATCBE)

Revised January 2025

This preparation guide was developed by the Art Therapy Credentials Board, Inc. (ATCB) to provide information to art therapists who plan to take the ATCBE. Its purpose is to assist art therapists in developing a personal approach to preparing to take the ATCBE. **Enhanced performance on the examination is neither expressed nor implied as a result of consulting this guide.** The ATCB does not endorse or recommend any study guide available through other organizations, groups, or individuals.



Dear ATCBE Candidate,

Thank you for your interest in taking the Art Therapy Credential Board Examination (ATCBE). The ATCBE is used to obtain board certification distinction carried on the registered art therapist credential (ATR-BC). The ATR-BC distinguishes those who have met and continue to satisfy professional standards. Possessing this certification demonstrates your commitment to providing quality services to your clients and indicates a commitment to the art therapy profession.

The ATCBE is also used by the states of Kentucky, Maryland, New Jersey, New Mexico, New York and Washington DC to obtain state licenses in art or creative arts therapy. **Please work directly with these state licensure boards to obtain approval to take the exam.**

We hope that the following information will guide you through the exam process, from completing the application to becoming board-certified to maintaining your credentials and certification. In this guide, you will find information about:

- the ATCB
- board certification
- the application process
- special test arrangements
- examination scores
- maintenance of credentials certification
- the examination.

The Art Therapy Board Certification Examination (ATCBE) is administered via computer-based testing and remote proctoring in collaboration with our testing administrator, Prometric. Please visit the ATCB website for information on board certification

Those interested in state licensure are encouraged to contact their state board for specific information regarding this process. Passing the ATCBE to become licensed in a particular state **does not** automatically qualify you as an ATR- BC (board certification with the ATCB). The process for board certification after passing the exam for state licensure is available on the website.

Sincerely,

The ATCB Board of Directors

Founded in 1993 as an art therapy credentialing organization, the ATCB creates and maintains standards for earning art therapy credentials and board certification. Its mission is to protect the public by establishing and upholding the highest standards for the competent practice of art therapy through credentialing and certification.

In response to its mission, the ATCB offers the following credentials:

- Provisionally Registered Art Therapist (ATR-P)
- Registered Art Therapist (ATR)
- Art Therapy Credentialed Supervisor (ATCS)

ATCB credentials are solely owned and granted by the ATCB. Credential holders must adhere to the Code governing Standards of Practice, Eligibility for and Regulation of Credentials, and Disciplinary Procedures. The ATCB protects the public by reviewing and adjudicating complaints against credential holders as warranted and outlined by the "Code."

THE PURPOSE OF BOARD CERTIFICATION IN ART THERAPY

The purposes of board certification include, but are not limited to:

- The highest distinction in art therapy, recognized internationally.
- Assurance to employers, clients, and the public that you have met rigorous professional standards.
- A portable, nationally accredited certification, recognized by the National Commission on Certifying Agencies (NCCA) and licensing boards in multiple states.
- Ongoing professional development, ensuring that credential holders stay current with the latest scientific, legal, and clinical advancements in the field.

APPLICATION PROCESS

AVAILABILITY and FEE

The application fee for the ATCB for board certification is \$275. The application fee for the ATCB for state licensure is \$325.00. The exam is offered via computer-based testing (CBT) at Prometric testing centers worldwide or via home-based proctoring. Applications are non-refundable and non-transferable. Please ensure you are completing the correct application.

ATCB Examination Administration policy allows testing candidates:

- A six-month testing window in which to schedule the exam.
- Testing at an approved center or via remote proctoring
- Up to three testing opportunities per calendar year. *

*A 90-day waiting period between exam administrations is required to maintain best practices in exam rigor and integrity.

APPLYING TO TAKE THE ATCBE FOR BOARD CERTIFICATION

To apply for board certification (BC), candidates must be current ATRs and complete the online application via MyATCB. In addition, candidates must read all information on the board certification webpage and follow all instructions carefully.

APPLYING TO TAKE THE ATCBE FOR STATE LICENSURE

Several states use the ATCBE as a condition for licensure. **Candidates interested in taking the ATCBE for state licensure must comply with the state's licensure process.** Please refer to the state licensure provided on the ATCB website and contact the state licensure board for specific requirements.

State approval is required to take the ATCBE for state licensure. To apply for the exam, candidates must complete the application online via MyATCB. Candidates must review all information included in the application and follow all instructions carefully. In addition, candidates must submit a copy of their approval letter from the state board to be approved to sit for the exam.

Taking the ATCBE for state licensure **DOES NOT** qualify the exam candidate as board-certified with the ATCB. However, if the candidate is a Registered Art Therapist (ATR) in good standing and has already passed the ATCBE as part of their state licensure requirement, they may apply for Board Certification (ATR-BC) using their passing ATCBE score. **Candidates must submit their applications through the designated platform, MyATCB, and have successfully completed the ATCBE for state licensure within five years (60 months) from the examination date.**

NONDISCRIMINATION POLICY

The ATCB is committed to operating its programs in a nondiscriminatory manner and affirms that it shall not discriminate based on race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental disability, medical condition (including but not limited to cancer-related or genetic characteristics), pregnancy, age, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).

COMPLETING THE APPLICATION

ATCBE applications must be completed carefully and accurately. ATCB will use the information you provide in the application to determine your eligibility to sit for the examination.

Candidates need to ensure their email address is accurate in their MyATCB, as the ATCB will send you essential exam-related information via email.

Once an application is processed and the candidate is approved to sit for the ATCBE, a confirmation email from the ATCB is sent. It will contain important information related to scheduling your exam with the testing provider, Prometric.

ADA ACCOMMODATIONS

In compliance with the Americans with Disabilities Act (ADA), the ATCB makes reasonable special testing arrangements for candidates with disabilities. Under the ADA, a disability is defined as "a physical or mental impairment that substantially limits one or more major life activities" (e.g., caring for oneself, performing manual tasks, walking, seeing, breathing, learning, and working). Therefore, a candidate must have a documented disability as defined by the ADA to request special testing accommodations.

Candidates with "transitory" or "temporary" conditions (e.g., sprains, fractures, and medical emergencies) who desire accommodations should contact the ATCB as soon as possible. While the ADA does not require the ATCB to accommodate "transitory" or "temporary" conditions, accommodation for candidates with such conditions will be considered on an individual basis.

A candidate requesting accommodation(s) must make this request in the ATCBE application. The request must include a letter from the candidate's healthcare provider documenting the disability and the requested testing accommodations. Such documentation must be professionally prepared and appear on the professional's stationery or official letterhead. In addition, the healthcare professional must be a licensed or otherwise qualified professional whose credentials are appropriate to diagnose and evaluate the applicant's disability.

Regardless of when the original diagnosis of a disability was made, the healthcare professional must have known about the candidate's disability within the last three (3) years and must have diagnosed, evaluated, treated, or consulted with the candidate within the previous three (3) years.

For a learning disability or mental disorder, the professional's report must include the candidate's current Diagnostic and Statistical Manual of Mental Disorders (DSM) classification. However, the diagnosis of a disorder with a DSM classification does not necessarily mean that the applicant has a disability defined in the ADA that the ATCB must accommodate.

For candidates with physical or health-related disabilities (e.g., blindness, deafness, diabetes), copies of medical records are not necessary; however, the candidate must provide sufficient documentation from a physician that confirms the diagnosis of a physical or health-related disability "that substantially limits a major life activity." To demonstrate this, the candidate must show that they experience substantial impairment in such activities as caring for themselves, hearing, seeing, learning, or walking, in more than one setting (e.g., work, school, socially). Pregnancy is not a disability; however, if a candidate is pregnant and has a resulting medical complication resulting in a disability, special testing accommodations will be considered on a case-by-case basis.

Testing accommodation recommendations should be reasonable and appropriate for the candidate's documented disability and cannot fundamentally alter the measurement of the knowledge and skills that the examination is intended to assess. Therefore, prior testing recommendations and any history of accommodations will be considered but do not guarantee accommodations on the ATCBE.

Once an accommodation request has been received, the National Office will review it in consultation with the Board of Directors and/or legal counsel, as appropriate. If additional information is required to consider a special accommodation request, the candidate will be notified. All requests are reviewed individually and are subject to ATCB approval. If the candidate's accommodation request is approved, the candidate and the testing center will be notified of the special accommodation.

If a candidate is testing for state licensure and needs testing accommodations, **they must contact their state licensure board for information and approval.** The ATCB cannot provide accommodation without approval from your state licensure board. This includes English as a second language accommodation requests.

ENGLISH AS A SECOND LANGUAGE

For board certification candidates, if English is not their native language, the candidate may request additional testing time and the use of a word-to-word translation dictionary. The dictionary must be non-electronic, must not define terms, and must be supplied by the examinee. The exam administrator will examine the dictionary before use.) There is a \$60 fee for this accommodation in addition to the standard application fee, which must be paid at the time of application. This fee is non-refundable.

ACCOMMODATION DENIALS

Any candidate whose request for Special Test Arrangements (ADA or ESL) is denied may submit an appeal to the board of appeals. For the appeals policy, please visit the ATCB website.

EXAM SECURITY

The ATCBE and all items on the examination are the exclusive property of the Art Therapy Credentials Board, Inc. Candidates who apply for the certification examination acknowledge that they understand and agree to the following prior to taking the examination:

- Retention, possession, copying, distribution, disclosure, discussion, or receipt of any ATCBE examination question, in whole or in part, by written, electronic, oral, or other form of communication, including but not limited to emailing, copying, or printing of electronic files, and reconstruction through memorization and/or dictation, before, during or after the certification examination is strictly prohibited.
- Disclosure, discussion, or receipt of any ATCBE examination questions and/or the examination, in whole or in part, on social media networking, in study groups, or by other methods is strictly prohibited.
- Theft or attempted theft of examination content is punishable by law.
- Candidate participation in any irregularity occurring during or after the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the examination results, or necessitate other appropriate action per the ATCB Code of Ethics, Conduct, and Disciplinary Procedures. Incidents regarding examination administration security will be reported to the ATCB. Grounds for sanction may be warranted.

Strict security measures are maintained throughout all phases of the ATCB Examination development and administration process.

Trained proctors will supervise the administration of the examination and maintain strict security throughout the testing period. Irregularities observed during the testing period, such as creating a disturbance, giving or receiving unauthorized information or aid, or attempting to bring in or remove test materials or notes from the testing room, will be sufficient cause to terminate candidate participation.

Computer-based administration in a test center requires the following:

- At the test center, all candidates must present two signed forms of identification, one of which must be a government-issued photo ID (driver's license, passport, military ID, etc.) to take the examination. If you do not have a government-issued photo ID, please contact the ATCB to receive additional instructions. There are NO exceptions to these requirements.
- Candidates must arrive at the test center 30 minutes before the scheduled testing time unless otherwise noted by the testing center. Late arrivals cannot be admitted to the test center.
- Devices with memory capabilities, books, papers, and notes, and large personal possessions such as briefcases or backpacks will not be permitted in the examination area. Instead, they must be left with testing center personnel.
- Cellular phones, calculators, and other electronic devices are NOT allowed in the testing room.
- Food and beverages are not allowed in the testing room.

Remote proctor administration requires the following:

Online, remote exams are offered using Prometric's ProProctor™ application. **Candidates must first confirm their computer's compatibility to allow remote proctoring first.**

*** IMPORTANT: Candidates must utilize a personal computer to take their exam remotely. Company or employer-owned computers may have restrictions and may not allow installation of Prometric's ProProctor™ application. The candidate is responsible for ensuring that their computer meets Prometric's ProProctor™ requirements for remote testing. ***

For a remotely proctored exam, candidates must supply a computer, which must have a camera, microphone, and an internet connection, and be able to install a lightweight app before the test event. Candidates can take the exam online while a Prometric proctor oversees the examination process remotely. To first ensure your computer meets the technical specifications, please do so by performing a system check.

ProProctor™ System Requirements:

- Laptop/PC Power Source: Please plug your device directly into a power source unattached from a docking station.
- Screen Resolution: 1024 x 768 is the minimum resolution required.
- Operating System: Windows 7 or higher | MacOS 10.13 or higher
- Web Browser: Current version of Google Chrome
- Internet Connection Speed: 0.5 Mbps or greater. Please position your device where you can receive the strongest signal. For the best experience, please use an Ethernet cable to connect directly to the router.

All background applications must be closed before starting the ProProctor™ application. If the computer is connected to a VPN (virtual machine), the ProProctor™ will close, and the test will end.

EXAMINATION INFORMATION

The ATCB conducts a national job analysis survey every five years to define the art therapist's role and describe the responsibilities, tasks, knowledge, and skills necessary to practice the profession. The survey is distributed to professional art therapists.

The survey data are analyzed to ensure that the examination accurately assesses the knowledge base and skills required of practicing art therapists. The certification examination is typically composed of 175 multiple-choice questions. Of these, 150 are used for scoring purposes. The remaining 25 items are in development for future examinations. The examinee is not identified with these development items. Candidates have 3.5 hours to complete the examination.

KNOWLEDGE AREAS

Candidates should be able to apply the knowledge included in each content area to the various practice dimensions. The knowledge covered by the certification examination will be tested at three cognitive levels:

- basic understanding (recall of knowledge)
- application (applying knowledge to a particular example)
- mastery (analysis, synthesis, and evaluation).

Practice questions can be found at the end of this guide

The following section includes an outline of the major content areas of the examination. The results of the ATCB's National Art Therapy Job Analysis Survey determined the major content areas. The following content areas are covered in the exam:

- I. Theoretical Approaches
- II. Facilitate Treatment
- III. Administer and Evaluate Art Therapy and Art-Based Assessments
- IV. Professional Practice and Ethical Responsibilities
- V. Professional Development and Research
- VI. Administrative Functions and Program Management

The following listing presents the knowledge, skills, and tasks under each domain of the Content Outline.

1. Theoretical Approaches (10%)

- Attachment Theory
- Cognitive Behavioral Therapy (CBT) and other behavioral approaches (Acceptance and Commitment Therapy (ACT), Behavioral Therapy, Dialectical Behavior Therapy (DBT))
- Developmental Approaches
- Environmental/Ecotherapy Approaches
- Expressive Therapies Continuum
- Family Systems Theory
- Feminist Theory/Social Justice Approaches/Socially-engaged Practice

- Humanistic Approaches (Adlerian, Existential, Gestalt, Spiritual/Transpersonal)
- Motivational Interviewing (MI)/Transtheoretical Model (TTM)/Stages of Change (SOC)
- Psychodynamic Approaches (Psychoanalytic, Jungian, Internal Family Systems (IFS))
- Positive Psychology
- Solution-focused Therapy
- Somatic Approaches
- Systems Theory
- Trauma-Informed Therapy

2. Facilitate Treatment (30%)

- Adapt interventions to address clients' communication/developmental level/learning styles and evolving treatment needs (maintain a physically safe environment regarding art materials – e.g., monitor sharps, select non-toxic materials)
- Apply general interviewing skills (e.g., reflective statements, summarizing, session closure)
- Collaborate with the client in formulating and modifying the treatment plan and goals
- Conduct comprehensive intake and ongoing evaluations (conduct biopsychosocial evaluation, obtain demographic information and relevant history, assess the reason for referral/presenting problems, determine the current level of functioning and mental status)
- Demonstrate empathy and validation
- Document communications with clients and treatment team members
- Establish a therapeutic relationship
- Facilitate the creative process (knowledge of media and material use, select appropriate and safe media and material, utilize concepts of fine arts and art history, introduce the art therapy process, maintain an appropriate pace for art therapy, facilitate conclusion of the art therapy process within the session)
- Manage group dynamics
- Observe and process the art production and use of material (e.g., color, line, shading, perspective, symbols, material selection and use, metaphors, and respond appropriately to images that suggest violence or other risk factors)
- Observe and respond to dynamics of the session (e.g., affect, behavior, verbal and nonverbal communication, and/or interpersonal interactions)
- Promote client understanding of the art process and attainment of treatment goals
- Provide crisis intervention
- Refer to other treatment providers as needed
- Routinely evaluate clients' progress and the efficacy of the art therapy process
- Understand current Diagnostic and Statistical Manual diagnoses
- Use art therapy skills to facilitate expression and exploration of feelings, thoughts, and behaviors (e.g., witnessing, intention setting, art directives, encouraging reflection and connection of symbols to personal, cultural, and historic contexts)

3. Administer and Evaluate Art Therapy and Art-Based Assessments (15%)

- Determine the need for, select, and administer the appropriate art therapy and art-based assessment (linked to client goals)
- Write and evaluate art therapy and art-based assessment reports
- Understand and administer art therapy and art-based assessments
- Belief Art Therapy Assessment (BATA)

- Bird's Nest Drawing (BND)
- Bridge Drawing
- Cognitive Art Therapy Assessment (CATA)
- Diagnostic Drawing Series (DDS)
- Draw-A-Person-In-The-Rain (DAP)
- Draw-A-Story (DAS)
- Face Stimulus Assessment (FSA)
- Formal Elements Art Therapy Scale (FEATS)
- Kinetic drawings (Kinetic-Family-Drawing (KFD), Kinetic-House-Tree-Person (K-H-T-P), Kinetic-School-Drawing (KSD))
- Family Art Evaluation
- Levick Emotional and Cognitive Evaluation and Assessment Method (LECATA)
- Mandala Assessment Research Instrument (MARI)
- Person Picking an Apple from a Tree (PPAT)
- Road Drawing
- Silver Drawing Test (SDT)

4. Professional Practice and Ethical Responsibilities (25%)

- Abide by the ATCB Code of Ethics, Practice, and Disciplinary Procedures
- Comply with the Health Insurance Portability and Accountability Act (HIPAA)
- Discuss confidentiality/privacy, fee structure, and storage/retention of artwork
- Document art therapy products (label/photograph/store)
- Document supervision sessions
- Engage in Cultural Responsiveness (e.g., activism, personal art making, continuing education/training, peer consultation, and supervision)
- Evaluate risk of harm to self and/or others (duty to warn)
- Understand supervision models
- Provide guidance on ethical research practices
- Provide supervision and consultation
- Review and obtain informed consent and release of information forms
- Seek supervision and consultation
- Set up a secure teleconference for therapy sessions and supervision
- Use technology for data management (e.g., progress notes, records, billing, storage of art products)
- Utilize appropriate electronic methods of communication with clients
- Utilize reflective art-making processes

5. Professional Development and Research (10%)

- Gather, review, and interpret research literature and apply to practice
- Prepare research for publication
- Provide guidance on ethical research practices
- Understand and conduct qualitative research (interviews, focus groups, etc.)
- Understand and conduct quantitative research (experimental designs, developing or distributing measures, distributing surveys)

6. Administrative Functions and Program Management (10%)

- Conduct programmatic needs assessments/program evaluation
- Consult with other agencies/organizations
- Ensure that universal precautions are utilized in the work environment (e.g., body fluids)
- Learn new techniques or media relevant to the client population/setting
- Orchestrate programming that supports the work setting (e.g., fundraising, shows, exhibitions, weekly schedules)
- Organize non-art therapy activities for clients (e.g., field trips, enrichment activities)
- Participate in administrative meetings, case presentations, and clinical team meetings
- Provide appropriate physical space (e.g., proper ventilation, lighting, and access to water)
- Provide community outreach, staff training, and in-services

EXAMINATION SCORING AND REPORTING

The Art Therapy Credentials Board Examination (ATCBE) examination score is determined only through candidate performance. The methodology used to determine the passing point is a modified Angoff method. This method requires the ATCBE standard-setting committee to review and evaluate each question on one version of the exam, in alignment with the published content outline, to determine the passing score expected from a minimally qualified candidate. It is important to note that a candidate's ability to pass the examination depends on the knowledge and skill of the candidate and not on the performance of other test takers.

The passing score obtained through standard-setting on the first version (base form) of the exam is applied to other ATCBE test versions through statistical equating. Statistical equating adjusts the passing score up or down by accounting for the overall difficulty of each test form. Therefore, statistical equating ensures fairness to all candidates by associating the cut score on a test form with the overall difficulty level of the items. Statistical equating may cause the passing scores to vary slightly for each ATCBE test form.

The process of statistical equating uses a 25% overlap of items between the base form and the new test form. These common items constitute an equating link between the forms. Equating ensures that the average difficulty level (p-value) for all exam versions is close range. These measures ensure that the candidates who pass the ATCBE have the knowledge and understanding expected from a minimally competent art therapist to receive board certification.

Official ATCBE results are available within 12 business days* to allow for score equating and are uploaded to the examinee's MYATCB accounts. However, an unofficial score report is available within hours of exam completion.

RETESTING

Examinees who do not pass the ATCBE shall receive a letter informing them of their right to appeal. (See appeal procedures below.) **No examinee may take the ATCBE more than 3 times in 12 months**, whether for board certification or state licensure. Individual states may have further restrictions regarding retesting for licensure applicants.

TESTING IRREGULARITIES

Candidates who experience anything that may have impacted their performance must submit an incident report at the testing center and report the irregularities to Headquarters within 72 hours of taking their exam.

APPEALS

Any candidate who fails to pass the ATCBE is entitled to appeal following the ATCB appeal policy parameters, which can be found on the ATCB website. **Test scores cannot be changed** following best practices for exam validity, but alternatives such as retesting may be allowed.

CERTIFICATION

Each candidate who meets current board certification requirements and passes the examination for board certification will carry board certification on the ATR credential (ATR-BC). Board certification is valid for five years. After each five-year cycle, the board certification will require recertification. To maintain board certification, the following must be completed:

- The annual renewal of the ATR credential. An active ATR in good standing is a requirement for board certification.
- Adhere to the Code governing Standards of Practice, Eligibility for and Regulation of Credentials, and Disciplinary Procedures
- Complete the recertification process before the end of the certification cycle.

The ATCB reserves the right to revoke the certification of anyone who does not comply with the above.

Annual Renewal of ATR

The ATCB credential year is July 1 to June 30. The ATR is a prerequisite for board certification. Renewals of the ATR must be completed via the MyATCB system. There is a \$100 administrative fee. These fees support the continued updating of the registry and credentialing processes, and The Code of Ethics, Conduct, and Disciplinary Procedures, daily operational costs, and activities that promote art therapy's professional practice and ensure public protection.

Five Year Recertification

The primary function of recertification is to assure that all those with board certification satisfy all educational and experiential requirements. This is accomplished by completing 100 continuing education credits every five years or retaking and passing the ATCBE.

The recertification process enables those with board certification to keep pace with current scientific evidence regarding assessment, intervention, education, and essential legal, statutory, or regulatory issues. The requirements for recertification are outlined in the recertification standards section of the ATCB website.

There is a \$100 administrative fee for board recertification. These fees support updating the certification program and its accreditation, Code governing Standards of Practice, Eligibility for and Regulation of Credentials, and Disciplinary Procedures, daily operational costs, and activities that promote art therapy's professional practice and ensure public protection.

The board-certified art therapist must be knowledgeable about the requirements and any revisions to the recertification process or procedures. Any changes to the recertification process will be communicated to all credential holders and published on the ATCB website and/or in the organization's online publications.

Credential holders are responsible for keeping their contact information accurate with the ATCB National Office.

Recertification Audits

Ten percent (10%) of those eligible to recertify will be randomly selected for audit. The recertification application will notify these candidates that they have been selected for audit. Audited candidates must submit documentation (such as certificates of attendance from qualifying programs and transcripts) verifying CE activities entered into the recertification application. Each candidate will be notified of the outcome of their recertification application review.

If the ATCB determines an application for recertification contains deficiencies, the candidate will be notified by email. The candidate will have 90 days to provide additional information regarding the CECs submitted for recertification and/or any CECs earned since being notified of existing deficiencies.

Recertification candidates notified of deficiencies will be placed on probationary status for 90 days. However, if the documentation that verifies compliance with ATCB requirements is submitted within that time frame, such probation will be removed, and recertification will be granted.

Candidates not recertified by the ATCB through the above process will lose board certification distinction and be required to apply for certification through a new application process and meet current requirements to become board certified again. This would include retaking the Art Therapy Credentials Board Examination (ATCBE).

Candidates wishing to apply for a 90-day extension of their recertification deadline must do so online via MyATCB. They must explain the need for an extension and pay a \$50 recertification extension fee. The National Office will forward the request to the Board of Directors for review and consideration. Once a determination has been made, the recertification applicant will be notified.

PREPARING FOR THE EXAMINATION

The ATCBE is a professional certification exam that requires thoughtful preparation. The following checklists are provided to assist candidates in preparing for the exam.

The ATCB suggests candidates develop a study plan:

- Identify your own best methods of studying (e.g., alone or with others, time of day, location, by rewarding yourself at intervals).
- Organize all information about the exam procedure and the topics covered by the exam.
- Become familiar with the type of questions, topic areas, etc. as given in this guide.
- Prioritize concepts and topics to study.
- Identify your strengths and areas you may struggle
- Be systematic; determine what material you can briefly review and what material you need to concentrate on more in-depth.
- Read the sample questions to familiarize yourself with the nature and format of the questions that will appear on the examination.
- A reference list is given under "Suggested Reading" in this guide. This list is not meant to represent all knowledge required for mastery in the field of art therapy, nor are exam questions taken from this material, *per se*. Instead, the list is an aid to give you an idea of sources that can be used to review areas in which you may feel your training or experience is deficient.
- If taking the exam for board certification, you are required to abide by the ATCB Code of Ethics, Conduct, and Disciplinary Procedures. Be
- Manage your time to ensure ample time to review content before testing