



ATR-BC RECERTIFICATION STANDARDS  
(updated December 1, 2011)

PURPOSE

All Board Certified Art Therapists (ATR-BCs) must recertify every five (5) years. The purpose of the ATR-BC recertification process is to ensure that any person board certified by the ATCB continues to meet standards for board certification, as demonstrated by the accrual of 100 qualifying continuing education credits during the five-year certification cycle or by re-taking and passing the Art Therapy Credentials Board Examination (ATCBE), which is updated annually. The five (5) year Recertification requirement, an industry-standard time frame, ensures that ATR-BCs 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 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 will want to plan in advance to ensure satisfactory exam results prior to their recertification date.

This document outlines procedures for persons who plan to recertify by accruing continuing education credits (CECs).

RECERTIFICATION PROCESS

- 1) It is highly recommended that credential holders continually maintain a file containing the following:
  - a copy of the current ATCB recertification standards (this document)
  - ATCB CEC log forms
  - approved audit documentation for CECs acquired (examples given below).The standards document and log forms are available on the website ([www.atcb.org](http://www.atcb.org)). Keeping an up-to-date record of CECs with accompanying documentation will prevent last minute worries or surprises at recertification time.
- 2) Ninety days prior to the deadline, the ATCB National Office will send recertification application packets to the address that is on file. Credential holders are responsible for keeping the National Office informed of any address changes. Changes should be provided in writing.
- 3) A maximum of ten percent (10%) of those due to recertify will be selected randomly for audit. These candidates will receive a packet with appropriate directions.
- 4) Only audited candidates must submit supporting documents to verify continuing education activities. However, all candidates must submit the CEC log, which lists information about each activity such as the presenter, venue, title and length of presentation, date, location, and content

area. Log forms, which are available online for download at any time, are also included in the recertification packet. Documentation must be supplied in English.

- 5) The ATCB National Office will review recertification applications.
- 6) Each candidate will be notified of the outcome of her or his application review. If approved, a new certificate will be mailed two weeks prior to the new certification date. See the section "Application Deficiencies" below for information about non-approval.
- 7) 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 his or her name.

#### RECERTIFICATION TIME FRAME

- 1) Initial certification dates vary according to the date the ATCBE is taken. Your certification date is given on your ATR-BC certificate and on your wallet card.
- 2) All **recertification** periods begin with a July 1 date approximately five years following the initial certification date.
- 3) All recertification packets are due on the preceding June 1.
- 4) The time period during which CECs are counted for your first cycle begins with your original certification date and continues until you submit materials for your recertification due date.
- 5) Because the date you take the examination may result in your having less than five years in your first cycle, and because of the June dead period between the due date of the materials and the recertification date, there is a grace period of 90 days **prior** to original certification or to recertification, during which any CECs accrued may be carried forward to count toward the **next** certification cycle. These examples will clarify this procedure:
  - You attend the AATA conference in July and sit for the examination while there. You may include those CECs you earned at the conference when the time comes for you to recertify, even though technically those CECs were accrued before your certification began.
  - You are due to recertify for a new cycle which will begin July 1. You attend a continuing education activity that June, but since your recertification application is due June 1, it is not possible to include those CECs in your application. Instead, you may carry them over to count toward the next recertification cycle.
- 6) 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 *which are not submitted that year*, may be carried over into the next recertification cycle.

#### NON-AUDIT RECERTIFICATION REQUIREMENTS

- 1) Accrual of at least 100 eligible CECs in the 5-year period, documented by completion of the ATCB CEC log form.

- For those with recertification cycles beginning on or after July 1, 2006, a minimum of six (6) hours must be attained in the content area of Ethics.
  - For those with recertification cycles beginning on or after July 1, 2011, educational activities focused on art methods or techniques (without referral to therapeutic uses) are limited to ten (10) CECs per cycle.
  - For those with recertification cycles beginning on or after July 1, 2011, participation in a juried art exhibition is limited to one show, or ten (10) CECs, per cycle.
- 2) Completion of the recertification application form (included in the renewal packet).
  - 3) Payment of the recertification fee. [Note: continued maintenance of the certification credential (“BC”) requires an annual fee that is separate from the registration credential (“ATR”) fee.]

#### ELIGIBLE CONTENT AREAS

Each activity, whether attended, taught, or produced, must fall into one of the following content areas, and recorded by that content area number on the CEC log. (Use **5.** for participation in a juried art exhibition, and put the name of the juror(s) in the column for presenters.)

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., building an art therapy private practice)
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 educational 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 of the 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 date of exhibition). For those recertification cycles starting on or after July 1, 2008, this CEC is limited to one exhibition [ten (10) credits] per 5-year recertification cycle.

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 who have items they deem to be of professional quality that are self-published or published in non peer-reviewed publications may apply for pre-review as described below.

#### 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.

The American Art Therapy Association is an approved provider for purposes of ATCB recertification, and AATA-sponsored conferences and continuing education programs will be accepted. Programs provided by State Art Therapy Associations that are chapter members of the AATA will also 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).

Inservices, 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).

Training topics such as workplace safety, harassment, first aid, infectious disease, etc., are not eligible.

Internet and distance education courses and online juried art exhibitions are eligible if they meet the foregoing program eligibility requirements.

## OPTIONAL PRE-REVIEW SERVICE

Persons who for any reason would like to have CEC materials examined for acceptability in advance may submit documentation to the ATCB along with a \$25 fee. Materials may be submitted at any time during the 5-year recertification cycle up to March 1 of the recertification year.

## AUDIT COMPLIANCE

A maximum of ten percent (10%) of each year's candidates for board recertification will be selected at random for audit. Those selected will receive a special application packet by mail. It is the responsibility of credential holders to ensure that the National Office has a current address on file.

Applicants being audited will complete the steps listed above in the section titled "Non-Audit Recertification Requirements." In addition, when submitting the application and log, they will send documentation to verify all items included on the log. Acceptable forms of documentation include:

- Programs or catalogs for conferences and symposia **and** accompanying certificates of attendance or completion. Note that in some cases these may need to be accessed online and printed out. 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 webpage showing course, instructor, and semester/year course was 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 website that provides the exhibition date(s) and both the artist's and juror's identity.

## APPLICATION DEFICIENCIES

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

Recertification candidates who have been notified of deficiencies will be placed on probationary status during the ninety (90) day period mentioned above. If documentation that verifies compliance with recertification requirements is submitted within that time frame, probation will be removed and

recertification granted. All candidates for recertification, regardless of status, must continue to abide by the ATCB Code of Professional Practice.

Candidates who fail to complete the recertification process as directed above yet still wish to be board certified, must re-apply for certification and retake the examination.

Failure to complete the ATR-BC recertification process does not affect the registration (ATR) credential.