

Application for Temporary Inactive Status

I, _____ am requesting Temporary Inactive Status of my ATR or ATR-BC credential.

Requested Inactive Period (mm/dd/yyyy):

From: _____ To: _____

I am requesting Temporary Inactive Status because (attach an additional page if needed): _____

Terms and conditions of credential holders request are as follows (Read carefully):

- A credential holder in good standing may request Temporary Inactive Status at any time, for a minimum of one (1) and a maximum of three (3) years, provided their credential is current and in good standing at the time of request.
- Acceptable reasons for seeking Temporary Inactive Status include: unemployment, maternity or paternity leave, serious illness or disability, military service, volunteer service not related to art therapy, or education.
- A credential holder shall not provide art therapy services, education or supervision in a paid position or on a volunteer basis while on Temporary Inactive Status.
- A credential holder who has requested Temporary Inactive Status shall not receive refund for any fees previously paid to the ATCB.
- Credential holders granted Temporary Inactive Status may use the “ATR Temporary Inactive” or the “ATR-BC Temporary Inactive”, but not the “ATR” or the “ATR-BC.”
- A \$25 application fee shall apply to all applications for Temporary Inactive Status dated on or after July 1, 2009.

The following items are relevant only to ATR-BCs requesting Temporary Inactive Status.

- For each year of Temporary Inactive Status during the five (5)-year recertification cycle the ATR-BC is not required to obtain 20 CECs towards recertification or to pay the annual renewal fee.

- For each year of active status during the five (5)-year recertification cycle in which the credential holder had a period on Temporary Inactive Status, the ATR-BC is required to obtain CECs at a rate of 20 per year and is required to pay the annual credential maintenance fee.
- For ATR-BCs, the originally scheduled date for recertification will remain unchanged unless that date falls within the inactive period. In such cases the new recertification date will be on the 30th of June immediately following reinstatement to active status.

The applicant for Temporary Inactive Status must:

- submit this request to the ATCB National Office at least eight (8) weeks in advance of the requested temporary inactive period. ATCB will notify you by mail as to whether the request is approved or denied.
- request reinstatement to Active Status eight (8) weeks prior to the scheduled conclusion of the approved inactive period, in writing, to the ATCB National Office. The request must be accompanied by the annual maintenance fee. Upon receipt of the reinstatement request and fee, the ATCB will send the credential holder a letter of reinstatement.

At any time after the first year on Temporary Inactive Status, a credential holder initially granted Temporary Inactive Status for a period of more than one year, may request reinstatement to Active Status by submitting a written request to the national office accompanied by the annual maintenance fee.

I have read and agree to the above terms of my request for Temporary Inactive Status.

Signature: _____ Date: _____

Print Name: _____ ATR# or ATR-BC#: _____

Mailing Address: _____

E-mail Address: _____ Phone Number: (____) _____

Method of Payment

- Enclosed is a check or money order, made payable to ATCB in the amount of \$25.
- Please charge the credit card listed below in the amount of \$25.

Card Type: Visa MasterCard

Name on Card: _____

Account # _____ Exp. Date _____

3-digit verification number (located on back of card): _____

Cardholder Signature: _____ Date: _____

Daytime Telephone: _____ Evening Telephone: _____

Remit completed form and payment to: ATCB · 3 Terrace Way · Greensboro, NC 27403