

Exam Administration: Saturday, July 14, 2012 **Exam Fee:** \$235 (U.S. dollars) if postmarked by May 10, 2012
\$260 (U.S. dollars) if postmarked after May 10 and before May 21, 2012

Applications must be postmarked before May 21, 2012 to be processed for the July 14, 2012 administration of the ATCBE.

If you are a current ATR and you passed the ATCB Examination within the last 36 months, do not submit this packet. Instead, submit the ATR-BC Application Packet (available at www.atcb.org/applications).

The examination is scheduled to begin at 9:00 AM. Please plan to report to the testing center by 8:30 AM. Four hours are allotted for testing. For more information regarding the exam location, please contact the ATCB after May 15, 2012. Do NOT contact the test center. For more information, please see the Official ATCBE Preparation Guide (no cost) at www.atcb.org.

Mail completed application and payment to:

ATCB
3 Terrace Way
Greensboro, NC
27403

PLEASE PRINT OR TYPE.
DO NOT USE PENCIL.

FOR OFFICE USE ONLY

REF.#1: _____
BATCH #1: _____
DATE: _____
AMOUNT: _____

1. Exam Location Choice (check one): CITY

Savannah, GA (AATA Conference)
 Minneapolis, MN
 Nashville, TN
 Las Vegas, NV
 Manchester, NH
 New York City, NY
 Rochester, NY

2. ATR Registration Number (ATR must be current): -

3. First Name/MI:

Last Name:

4. Last Four Digits of Social Security Number:

5. Preferred Address:

City/State/ZIP Code/Country:

Application continues

PAYMENT VOUCHER

Enclosed is a check or money order - payable to ATCB- in the amount of: _____
Note: There is a \$20 fee for returned checks.

Please charge the credit card as listed below in the amount of: _____

Card Type: VISA MasterCard

Name on Card:

Acct.#: Exp. date: /

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

Cardholder Signature: _____ Date: _____

Daytime Telephone: _____ Evening Telephone: _____

I agree to cooperate promptly and fully in any review of any credentialing by ATCB, including submitting such documents and information as it may be required in the sole discretion of ATCB to confirm the information in this application. _____ (initial)

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

- Any formal charge, complaint or conviction related to a criminal or quasi-criminal act, civil action or civil litigation;
- Any other charge or complaint by a regulatory or professional organization, including any corrective action(s) issued.

Upon certification, I understand that credentialing data is considered to be public information, and I authorize ATCB to release such information and my name and address in its listing of credentialed art therapists, unless I indicate otherwise to the National Office.

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

Signature

Date

REMEMBER: You must possess a current ATR credential to apply for the ATR-BC. Before mailing this application, be sure to include your \$235 U.S. dollars (early payment) or \$260 U.S. dollars (late payment). You will receive your examination admission information approximately 20 days prior to the test. This information will include your ID number, the test date, reporting time, the test center address, and your admission document. **MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS.**

MAINTAINING BOARD CERTIFICATION

Applicants who have been approved for board certification by the Art Therapy Credentials Board, Inc., are legally entitled to use the Board Certified Art Therapist (ATR-BC) designation as evidence of their professional status. Fraudulent use of the ATR-BC designation may subject the user to legal action. An invoice for the annual maintenance fee will be sent out in May of each year and payment is due by June 30th. In order to retain your credential(s), maintenance fees must be paid annually. If the maintenance fee is not paid within 120 days, your credentials will be placed into "lapsed" status. If the lapse is for less than three years, the credential can be reinstated by paying all back maintenance and late fees. If the lapse is three or more years, reapplication under current standards will be required. Continued board certification is also subject to compliance with the ATCB *Code of Professional Practice*.

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 protection the public.

If you are an ATR applying for Board Certification and you are requesting **special examination accommodations** to take the ATCBE, you must complete this form and submit it to ATCB along with your application for Board Certification. Supporting documentation or a fee may be required as described below. Requests that are not accompanied by the required supporting documentation or fee cannot be approved.

Applicant's Name: _____

Candidates With Disabilities

Please briefly identify the nature of your disability. Attach letterhead documentation from a qualified professional specifying diagnosis and recommended accommodations. Specify below the special accommodations and/or arrangements you will need to complete the ATCBE. Documentation may not be more than five years old. There is no fee for the disability accommodation.

I certify that this information is correct. I have attached the required documentation.

Applicant's Signature _____ Date _____

Candidates for Whom English is a Second Language

If English is not your native language, you may request two additional hours to test. You may also request a word-to-word translation dictionary (the dictionary will be non-electronic, will not define terms, and will be supplied by the ATCB at the exam site). There is a \$60 fee for this accommodation in addition to the standard application fee, which must be submitted with this application. This fee is non-refundable if you do not end up using the additional time or dictionary. Please check the accommodation(s) you need and sign the statement below:

- Extra time
- Word-to-word translation dictionary (non-electronic)

I hereby certify that English is not my primary language. My primary language is _____.

Applicant's Signature _____ Date _____

Request for Non-Saturday Exam

Non-Saturday testing is available only for ATRs who cannot test on Saturday because of religious convictions. To apply for this accommodation, please sign the statement below and attach the required documentation. There is no fee for this accommodation.

I have attached a letter from my clergyperson verifying that I cannot participate in the examination on Saturday for religious reasons. Please contact me to arrange a non-Saturday administration of the ATCBE.

Applicant's Signature _____ Date _____