



# **OFFICIAL PREPARATION GUIDE**

**FOR THE**

## **ART THERAPY CREDENTIALS BOARD EXAMINATION (ATCBE)**

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 develop their respective individual approaches in preparation for taking the ATCBE; however, enhanced performance on the examination is neither expressed nor implied. The ATCB does not endorse, nor recommend any study guide published by any other group or individual not directly related to the ATCB. For all inquiries, we invite you to contact the ATCB National Office directly, at [atcb@nbcc.org](mailto:atcb@nbcc.org) (or by calling 877-213-2822) for assistance or additional information.

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# **ART THERAPY** | **ATCB** **CREDENTIALS BOARD, INC.**

Dear Registered Art Therapist:

Thank you for your interest in becoming a board certified art therapist. The ATR-BC distinguishes those who have met and continue to satisfy standards defined by the profession. Possessing this credential demonstrates your commitment to providing quality services to your clients as well as indicates a commitment to the art therapy profession.

It is our hope that the following information will guide you through the certification process from completing the application for the ATR-BC through the maintenance of your ATCB credentials. In this guide, you will find information about:

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

The Art Therapy Board Certification Examination (ATCBE) is administered at several test sites on a specified date each year. Please see the ATR-BC application form for specific information.

Please note that licensing boards may also administer the ATCB exam for state credentialing purposes. Those interested in state licensure are encouraged to contact their state certification board for specific information regarding this process. Passing the ATCBE to become licensed in a particular state does not automatically qualify you for ATR-BC (board certification with ATCB).

If you have any questions, please contact the ATCB National Office toll free at 877-213-2822 or e-mail us at [atcb@nbcc.org](mailto:atcb@nbcc.org).

Sincerely,

The ATCB Board of Directors

## **THE ART THERAPY CREDENTIALS BOARD, INC. (ATCB)**

Founded in 1993 as an art therapy credentialing organization, the ATCB creates and maintains standards associated with earning art therapy credentials.

### **ATCB Mission**

to protect the public by promoting the competent and ethical practice of art therapy

In response to its mission, the ATCB offers two (2) credentials:

- the Registered Art Therapist (ATR), and
- the Board Certified Art Therapist (ATR-BC).

A third credential, the Supervisor Credential, is in development and is expected to be available soon. ATCB credentials are solely owned and granted by the ATCB. Credential holders must adhere to the ATCB's Code of Professional Practice. The ATCB protects the public by reviewing and adjudicating ethical complaints made against credential holders as warranted and outlined by the Code of Professional Practice.

## **THE PURPOSE OF BOARD CERTIFICATION AS AN ART THERAPIST**

The purposes of the ATR-BC include:

1. providing national standards of professional practice in art therapy,
2. recognizing art therapists who have met national professional art therapy standards as defined by the profession,
3. promoting professional accountability, and
4. requiring continuing professional growth and development.

## **ATCBE APPLICATION PROCESS**

The ATCBE is offered at several locations throughout the country on the national examination date. The date and locations of the examination are selected by the ATCB Board of Directors and based upon an assessment of geographic need. Information about the upcoming test date and locations can be found on the current ATR-BC application form. This form is available on the ATCB Web site, [www.atcb.org](http://www.atcb.org). Should you have difficulties accessing or downloading the application form, please contact the ATCB National Office at [atcb@nbcc.org](mailto:atcb@nbcc.org) or at 877-213-2822 (toll free).

Candidates must complete the current ATR-BC application form to apply for board certification through the ATCB. Please read all information included in this booklet and follow all instructions carefully. Applicants are strongly encouraged to retain a copy of all submitted materials.

## **ELIGIBILITY REQUIREMENTS**

You are eligible to apply for the ATR-BC if you are a current ATR through the ATCB.

In order to have your application considered, you must:

1. submit a completed current ATR-BC application (see above information about how to obtain),  
**Important note: If you are interested in taking the ATCBE for state licensure, you must comply with your state's licensure process. Please contact your state licensure board for specifics.**
2. provide approved form of payment (see below for specifics),
3. include a copy of your current ATR certificate or ATR card, and
4. mail the complete ATR-BC application packet (forms, fee, and documentation) to the:

**Art Therapy Credentials Board, Inc.  
3 Terrace Way  
Greensboro, NC 27403**

## **APPLICATION FEE**

The application fee for taking the certification examination is noted on the application form. Applicants submit a money order, check, or credit card (Visa or MasterCard) payable to the Art Therapy Credentials Board, Inc. No other form of payment will be accepted.

## REFUND POLICY

After completing the ATR-BC application and submitting payment, if the applicant cannot take the examination, he or she may request a refund by submitting a certified, return-receipt letter to the ATCB National Office. This letter must be sent a **minimum of 30** days before the examination date. This request will be reviewed by the ATCB Board of Directors and will be allowed only at their discretion.

Requests for refunds due to emergencies which are verified by documentation will be decided upon on a case-by-case basis, at the discretion of the ATCB Board of Directors. There will be no refund for “no shows.”

## THE FORMS

It is important that your application form be completed carefully and accurately. The information you provide on the application and any accompanying documents that are required will be used by ATCB to determine your eligibility to sit for the examination.

Type or print clearly all information requested except signatures. Check off the location where you will be taking the examination. Your acknowledgment, admission packet, and examination results will be sent to the mailing address indicated on the application form.

### Application Checklist:

- Completed ATR-BC Application Form.
- Money order, credit card, or check payable to the Art Therapy Credentials Board, Inc.
- Copy of ATR certificate or current ATR card.

**The above items are required in order to meet eligibility requirements.**

## ADMISSION PACKET

You will receive an admission packet approximately 20 days before the examination date. It will contain your identification (ID) number, the test date, reporting time, the test center address, as well as your Admission Document. **Your Admission Document must be presented in order to enter the examination site.** Please keep a record of your ID number as you will need it when you report to the test center.

Contact the ATCB National Office if:

- you lose your Admission Packet, or
- you have not received your Admission Packet ten (10) days before the examination date

## **SPECIAL TEST ARRANGEMENTS**

### **ADA ACCOMMODATIONS**

In compliance with the Americans with Disabilities Act (ADA), ATCB makes reasonable special testing arrangements for candidates with professionally diagnosed 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 one’s self, performing manual tasks, walking, seeing, breathing, learning and working). An applicant must have a documented disability as defined by the ADA in order to request special testing accommodations.

Persons with “transitory” or “temporary” conditions (*e.g.*, sprains, fractures, and medical emergencies) who desire accommodations should contact ATCB as soon as possible. While ATCB is not required by the ADA to accommodate “transitory” or “temporary” conditions, accommodations for candidates with such conditions will be considered on an individual basis.

An applicant requesting accommodation(s) must make the request in writing to the ATCB National Office. The request must include a letter from the applicant’s healthcare provider documenting the disability and the requested testing accommodations. Such documentation must be professionally prepared and appear on the professional’s stationery. 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 knowledge within the last three (3) years of the candidate’s disability and must have diagnosed, evaluated, treated, or consulted with the candidate within the last three (3) years.

For a learning disability or mental disorder, the professional’s report must include the applicant’s current Diagnostic and Statistical Manual of Mental Disorders (DSM) classification. The diagnosis of a disorder with a DSM classification does not necessarily mean that the applicant has a disability as defined in the ADA which must be accommodated by ATCB.

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 individual must show that he or she experiences substantial impairment in such activity as caring for one’s self, 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 that results in her being disabled, she may be eligible for special testing accommodations.

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. 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, it will be reviewed by the national office, in consultation with the Board of Directors and/or legal counsel as appropriate. If additional information is required in order to consider a special accommodation request, the applicant will be notified.

Candidates requesting nonstandard testing accommodations must send their written request and supporting materials to the ATCB National Office at least **60** days prior to the scheduled examination date. All requests are reviewed individually and are subject to ATCB approval. If an applicant's accommodation request is approved, the applicant and the testing center will be notified of the special accommodation. If an applicant's accommodation request is denied, the applicant will be given the opportunity to appeal to the Board of Directors. Any such appeal must be in writing and must be postmarked no later than seven (7) days after receiving the denial notice. The decision on appeal is final.

## **RELIGIOUS REASONS**

An applicant may request accommodation for religious reasons in order to have the examination administered outside the regularly-scheduled timeframe. In order to make this request, the candidate should submit a completed application and all applicable fees. At least **60** days prior to the original examination date, the candidate must submit a written request to take the examination on another day due to religious reasons and documentation from the applicant's clergy. (This documentation must be written and provided on official letterhead.) The written request and supporting documentation should be sent to the ATCB National Office who will notify the candidate if it is approved or denied. If the request is accepted, the ATCB National Office shall set up an alternate examination date that adheres to the applicant's religious requirements. Alternate dates are determined by the ATCB and the examination administration site.

## **TEST-ON-DEMAND**

An applicant may request to have the board certification examination administered outside the regularly scheduled timeframe by requesting a Test-on-Demand. In order to make this request, the candidate must submit a written request to the ATCB National Office. The request must include **all** of the following:

1. a specific reason for the Test-on-Demand,
2. a \$300 Test-on-Demand fee (this fee is in addition to the regular examination fee),
3. three (3) dates that the candidate is available to sit for the examination (the earliest date shall be at least **60** days later than the date of the request),
4. a time preference (morning or afternoon), and
5. the names of local community colleges and/or universities in or near the requested test location.

## **TEST CENTER REGULATIONS**

Strict security measures are maintained throughout all phases of ATCB examination development and administration. All candidates will be required to present an Admission Document and photo identification in order to enter the testing center. 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, the giving or receiving unauthorized information or aid, or attempting to remove test materials or notes from the testing room, will be sufficient cause to terminate candidate participation.

Please note:

1. All candidates must present an admission document and photo identification from a government agency at the test center in order to take the examination. **No exceptions to these requirements will be made.**
2. Candidates must arrive at the test center **30 minutes** prior to the testing time. Late arrivals cannot be admitted to the test center.
3. 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. They must be left with a proctor.
4. Beepers, cellular phones, and calculators are **NOT** allowed in the testing room. Eating and drinking are also not allowed in the testing room.

## **EXAMINATION SCORING AND REPORTING**

The ATCB will mail candidates their examination results in approximately eight (8) weeks. **Results will not be given over the telephone.**

## **CERTIFICATION**

Each candidate who meets current ATR-BC application requirements and passes the examination will receive a certificate suitable for framing and will be allowed to designate himself or herself as a Board Certified Art Therapist (ATR-BC).

## **APPEALS**

Any candidate who fails to meet current application requirements or pass the ATCB examination is entitled to an appeal. To appeal, the candidate must submit a written letter to the ATCB National Office detailing the reasons for the appeal (providing all relevant documentation) within **30** days from receiving notice of his or her examination results.

Appeals will be reviewed by the ATCB Board of Directors in accordance with their policies and procedures.

