



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

**BOARD CERTIFIED ART THERAPIST
(ATR-BC)**

2017 APPLICATION HANDBOOK

Attention: As of September 15, 2016 all ATR-BC applications **must** be completed online. This application handbook provides information about the application process.

Please visit www.ATCB.org/New_Applicants for more information.

OVERVIEW

You may apply to become **Board Certified (ATR-BC)** once you have been approved as a Registered Art Therapist (ATR). To earn the ATR-BC, you must pass the **Art Therapy Credentials Board Examination (ATCBE)**, demonstrating comprehensive knowledge of the theories and clinical skills used in art therapy. As with the ATR, you also agree to provide services within the ethical guidelines of the ATCB's *Code of Ethics, Conduct, and Disciplinary Procedures*.

The ATCBE is administered in two ways:

- **Standard paper-and-pencil option:** offered twice per year at various locations around the U.S. The fee: **\$235** U.S. dollars (early payment) or **\$260** U.S. dollars (late payment).
- **Computer-based testing (CBT) option:** offered during several windows of time each year at over 500 designated testing centers throughout the U.S. The fee is **\$450** U.S. dollars.

The ATCB offers **accommodations for ATR-BC applicants with professionally designated disabilities** as defined by the Americans with Disabilities Act. Refer to page two of this Handbook for more information.

For information regarding **test dates, registration deadlines and fees** please refer to the ATCB Examinations webpage (<http://atcb.org/Examinations>).

APPLICATION PROCESS

ATR-BC applications **MUST** be completed online at least four to six weeks prior to the desired administration date of the ATCBE. To apply online, go to: <http://myatcb.atcb.org/Account/Login>.

Once your online application, including payment, is processed you will receive a confirmation email from the ATCB National Office.

If taking the **paper-and-pencil exam**, within three weeks of the examination date, you will receive a letter of admission by email. The admission letter will provide your ID number, test date, reporting time, and the test center address/directions. The paper-pencil version of the examination is scheduled to begin at 9:00 AM. Examinees must report to the testing center by 8:30 AM. Four hours are allotted for testing. Additional information can also be found in the Official ATCBE Preparation Guide, http://www.atcb.org/resource/pdf/ATCB_Prep_Guide.pdf.

If taking the **computer-based exam**, approximately three weeks prior to the testing window, you will receive an email message directly from Pearson VUE, the ATCB's testing partner. The email from Pearson VUE will provide your candidate ID number and instructions for how to schedule your exam. You will be able to select your testing day and time during the two week testing period. Four hours are allotted for testing. Follow the instructions below to locate a Pearson VUE testing site in your area:

1. Visit <http://home.pearsonvue.com/test-taker/All-Tests.aspx>
2. Scroll down to locate the Art Therapy Credentials Board Examination (ATCBE)
3. On the ATCB Examinations page, on the right hand side, click on the link "Find a Test Center"
4. Enter your address into the Test Center search box.

Please review the **ATCBE Official Preparation Guide** (http://www.atcb.org/resource/pdf/ATCB_Prep_Guide.pdf) for more detailed information regarding the ATCBE.

ATRS WHO HAVE PASSED THE ATCBE FOR STATE LICENSURE

If you are a current ATR and you passed the ATCBE for state licensure within the past 36 months, you may apply for Board Certification using your passing ATCBE score. You **MUST** apply online and you **MUST** have taken and passed the ATCBE for state licensure within the preceding **five years (60 months)** prior to submitting your application. The application fee is **\$75**. To apply online, go to: <http://myatcb.atcb.org/Account/Login>.

SPECIAL EXAMINATION ACCOMMODATIONS (SEAs)

If you are an ATR applying for Board Certification and you are requesting special examination accommodations to take the ATCBE, you must answer the required questions in the ATR-BC online application. **If requesting special accommodations, your application MUST be submitted at least sixty (60) days prior to the examination date or testing window.** In some instances, 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.

Candidates With Disabilities

When completing your online ATR-BC application, be prepared to briefly identify the nature of your disability and provide (either by uploading or by postal mail) letterhead documentation from a qualified professional specifying diagnosis and recommended accommodations. You must specify 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.

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 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). 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 if you do not end up using the additional time or dictionary.**

Request for Non-Saturday Exam (for paper-and-pencil administrations only)

Non-Saturday testing is available only for ATRs who cannot test on Saturday because of religious convictions. To apply for this accommodation, you must provide (either by uploading or by postal mail) signed letterhead documentation from your clergyperson verifying that you cannot participate in the examination on a Saturday for religious reasons. There is no fee for this accommodation.

TEST BY EXCEPTION

Test By Exception is available for candidates wishing to have the examination administered outside the regularly scheduled time frame. The administration fee for Test By Exception is **\$300 in addition** to the regular examination fee. As part of the application for Board Certification, the candidate must provide the specific reason for the request. The candidate must provide three (3) dates that they are available to sit for the examination that are at least sixty (60) days later than the date of the request and must include the names of local community colleges and/or universities at or near the requested test location. The ATCB will evaluate the request for accommodation and render a decision within thirty (30) days of receipt.

MAINTAINING BOARD CERTIFICATION

Continued board certification is subject to compliance with the ATCB Code of *Ethics, Conduct, and Disciplinary Procedures*. 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 in May of each year and payment is due by **June 30th**. The annual maintenance fee for the ATR-BC is **\$100**. In order to retain your credential(s), the maintenance fee must be paid annually. If the maintenance fee is not paid by October 1, your credential will be placed into lapsed status. If the lapse is for less than three years, and if your recertification date does *not* fall within this timeframe, your credential can be reinstated by paying all outstanding maintenance and late fees. If the lapse is three or more years, reapplication under current standards will be required. If your recertification date falls within the time the status was lapsed, retaking the ATCBE to regain the ATR-BC is required.

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 retaking and passing the Art Therapy Credentials Board Examination (ATCBE), which is updated annually. The five (5) year Recertification requirement, an industry-standard timeframe, 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. Please refer to the ATCB Recertification Standards for additional information, <http://www.atcb.org/resource/pdf/Recert%20Standards%201-1-2013.pdf>.