

RETIRED STATUS

APPLICATION HANDBOOK

2018

Attention: As of March 1, 2017 all Retired Status applications **must** be completed online. This application handbook provides information about the application process.

ATR-BC Retired Status Requirements Change: Effective July 1, 2018, if you are an ATR-BC and you are granted retired status and later wish to return to active status, before requesting to return to active status, you must first complete six (6) CECs in ethics in the field of art therapy within the six (6) month period prior to requesting reactivation of your ATR-BC.

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

RETIRED STATUS

APPLICATION HANDBOOK

2018

In order to apply for Retired Status with the ATCB, your credential(s) must be current and in good standing and you must agree to the terms and conditions as outlined below.

You must apply for Retired Status online via the MyATCB site, <https://www.atcb.org/signin>. The annual maintenance fee of **\$25** must be paid at the time you apply, and you will be billed thereafter at an annual rate of **\$25**.

Terms and conditions of credential holders requesting Retired Status are as follows (**please read carefully**):

- Your ATCB credential(s) must be current and in good standing in order to request retired status.
- You attest that you have retired from the provision of art therapy service, education, and/or supervision in a paid position and wish to change your current ATR, ATR-BC and/or ATCS to a retired status.
- If you hold the ATR-BC credential and wish to apply for ATR-BC-Retired status during the 12 month period immediately preceding the conclusion of your five-year recertification date, you must first apply to recertify your ATR-BC credential and be approved. If you do not recertify your ATR-BC credential, you may apply for ATR-Retired status.
- Once approved, you may not use the ATR, ATR-BC, or ATCS designation. In its place, you may use ATR-Retired, ATR-BC Retired and/or ATCS Retired (depending on prior status).
- While in retired status, you may not be employed as an art therapist but you may provide unpaid volunteer art therapy services.
- You may provide service to a state or national art therapy organization.
- You must continue to adhere to the ATCB *Code of Ethics, Conduct, and Disciplinary Procedures*.
- You may not provide ATR supervision. You can only verify supervision completed prior to your retirement for supervisees whose applications for registration were submitted after your retirement.
- You will be billed and must remit an annual maintenance fee of **\$25** to the ATCB National Office.
- You will continue to receive all ATCB publications and information (for which you will inform ATCB of any changes in my contact information).
- You will be exempt from the procedures required to maintain the ATR, ATR-BC, and the ATCS with your retired credential status (i.e. Continuing Education) except as stated elsewhere.
- If you are an ATR-BC and you are granted retired status and later wish to return to active status, before requesting to return to active status, you must first complete five (5) CECs in ethics in the field of art therapy within the six (6) month period prior to requesting reactivation of your ATR-BC. (See cover page for explanation of requirements change effective July 1, 2018.) Documentation of completing the CECs in ethics must be included with your letter requesting reactivation. You may submit your letter with documentation to the ATCB via email, atcbinfo@atcb.org, or US postal mail.
- If you are a retired ATCS and wish to return to active status, in addition to completing the requirements for coming out of ATR-BC, you must complete three (3) CECs in supervision within the six (6) month period prior to requesting reactivation.

**7 Terrace Way
Greensboro, North Carolina 27403-3673**

Phone: 877.213.ATCB [2822] Toll Free or 336.482.2858 ■ **Fax:** 336.482.2852

E-Mail: atcbinfo@atcb.org ■ **Web:** www.atcb.org