



TEMPORARY INACTIVE STATUS APPLICATION HANDBOOK 2018

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

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

TEMPORARY INACTIVE STATUS

APPLICATION HANDBOOK

2018

In order to apply for **Temporary Inactive 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 Temporary Inactive Status online via the MyATCB site, <https://www.atcb.org/signin>. The application fee is **\$25**.

Terms and conditions of credential holders requesting Temporary Inactive Status are as follows (Please 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 five (5) years, provided their credential is current and in good standing at the time of request. The requested inactive period must correspond to the credential year, which is July 1 – June 30.
- 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. You must provide a reason in your application.
- A credential holder shall not provide art therapy services, education or supervision in a paid position or on a volunteer basis while in Temporary Inactive Status.
- A credential holder who has requested Temporary Inactive Status shall not receive a refund for any fees previously paid to the ATCB.
- Credential holders granted Temporary Inactive Status may use the “ATR Temporary Inactive”, “ATR-BC Temporary Inactive”, or “ATCS Temporary Inactive”, but not the “ATR,” “ATR-BC” or “ATCS” designations.
- A **\$25 application fee** shall apply to all applications for Temporary Inactive Status.
- For each year of Temporary Inactive Status the credential holder is not required to pay the annual renewal fee.

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. However, if the credential holder has been approved for temporary inactive status for the maximum period of five (5) years, in order to reinstate to active status, credential holders must complete a minimum of 20 CECs with at least six (6) in ethics prior to requesting reinstatement to active status.
- For each year of active status during the five (5)-year recertification cycle in which the credential holder had a period of 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. Of the number of CECs required at the time of reinstatement, at least six (6) must be in ethics.
- 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.

Applying for Temporary Inactive Status

- Credential holders must apply for the status online (<https://www.atcb.org/signin>) at least eight (8) weeks in advance of the requested temporary inactive period. ATCB will notify you within four (4) to six (6) weeks regarding whether the request is approved or denied.
- The reason you are requesting Temporary Inactive Status must be included.
- Your application fee of **\$25** must be paid at the time of application.

Applying to Return to Active Status

- At least eight (8) weeks prior to the scheduled conclusion of the approved inactive period, you must request reinstatement to active status in writing to the ATCB National Office, 7 Terrace Way, Greensboro, NC 27403. The request must be accompanied by the annual maintenance fee.
- For ATR-BCs, verification of completion of the requisite amount of CECs must be included with the request for reinstatement.
- Once the reinstatement request is reviewed and approved by the ATCB, a letter of reinstatement will be issued to the credential holder. Please allow four (4) to six (6) weeks for processing.
- At any time after the first year of 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 and verification of requisite CECs, if applicable.

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