



American Art Therapy Association  
**Continuing Education Credits**  
Information and Application Packet

**AMERICAN ART THERAPY ASSOCIATION CONTINUING  
EDUCATION APPROVAL APPLICATION**

*Please type or print:*

Applicants Name: \_\_\_\_\_

(Contact person)

Program Provider: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Co-sponsor: \_\_\_\_\_

Program Title: \_\_\_\_\_

Presentation Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Number of Continuing Education Credits requested: \_\_\_\_\_

Contact Information: Telephone and Email Address \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**REQUIRED DOCUMENTATION FOR EACH PROGRAM may be submitted via one email to [friedalevey@yahoo.com](mailto:friedalevey@yahoo.com)**

- Complete Program Description
- Program Objectives
- Participants Learning Objectives
- Program Schedule or Content Outline
- Bibliography or Reference List
- Speakers/ Faculty
- Description of Facilities
- Learning Evaluation
- Program Evaluation
- \$50 Non-refundable Processing Fee(made payable in U.S. funds to the American Art Therapy Association)

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(For Association use only)

Program Title: \_\_\_\_\_

Association Program Number: \_\_\_\_\_

Total \$ \_\_\_\_\_ received

Continuing Education Credits Approved: \_\_\_\_\_

Signature- Chair, Continuing Education Committee

# Program Evaluation

Please hand this evaluation in at the end of the program. It is important for the American Art Therapy Association to have these on file for the reaccreditation's process.

SESSION TITLE: \_\_\_\_\_

Rate program/speaker from 1-5 with 1 being the lowest and 5 being the highest.  
NA = Not applicable

## Program Evaluation (*Lowest Highest*)

1. Program met the stated objectives	1	2	3	4	5	NA
2. Content covered topic adequately	1	2	3	4	5	NA
3. Rate overall quality of this program	1	2	3	4	5	NA
4. Rate the overall quality of the speakers	1	2	3	4	5	NA
5. Rate the program facilities	1	2	3	4	5	NA
6. How well did this program meet your personal objectives?	1	2	3	4	5	NA
7. I can incorporate program content into my practice	1	2	3	4	5	NA

## SPEAKER EVALUATION

1. Objectives stated were met	1	2	3	4	5	NA
2. Audiovisual – contributed to presentation	1	2	3	4	5	NA
3. Content was relevant to objectives	1	2	3	4	5	NA
4. Presentation – Speaker qualified and Interesting	1	2	3	4	5	NA
5. Effectiveness – Speaker was organized and effective	1	2	3	4	5	NA

### **Mission Statement**

The American Art Therapy Association (AATA) is an organization of professionals dedicated to the belief that the creative process involved in the making of art is healing and life enhancing. Its mission is to serve its members and the general public by providing standards of professional competence, and developing and promoting knowledge in, and of, the field of art therapy.

### ***Purpose of the Continuing Education Committee***

The purpose of the Continuing Education Committee is to develop, oversee, and monitor the offerings of the American Art Therapy Association, Inc. approved Continuing Education Credit (CECs). The purpose of the Association CECs is to enhance professional competence of the Association members and to develop and promote knowledge in and of the profession of art therapy.

### ***Policy***

The American Art Therapy Association Continuing Education Committee believes that continuing education is imperative for every art therapist to ensure that quality art therapy services are provided. We believe it is our job to provide a service to the art therapist seeking continuing education.

### ***Continuing Education Program***

The Art Therapy Credentials Board, Inc. (ATCB) requires that each Board Certified Registered Art Therapist (ATR-BC) be recertified every five years. Candidates who have been certified by examination may renew this certification by sitting for the examination again or by continuing accumulating education credits through approved education offerings.

Many states require art therapists to have continuing education credits to maintain state licensure or certification. Questions regarding the appropriateness of a continuing education program should be directed to:

**Chair, Continuing Education Committee**  
**Mary Ellen McAlevey**  
[friedalevey@yahoo.com](mailto:friedalevey@yahoo.com)

### **Questions regarding recertification should be directed to:**

Art Therapy Credentials Board, Inc. (ATCB)  
3 Terrace Way, Suite #B  
Greensboro, NC 27403  
(877) 213-2822  
(336) 547-0017 (fax)  
[www.atcb.org](http://www.atcb.org)

### ***Continuing Education Requirements***

ATR-BCs who choose continuing education as the method of recertification must accrue 100 approved continuing education credits within a period of five years after the date of initial certification. Candidates may claim credit for any CECs earned on January 1 or July 1 immediately following successful completion of the certification exam. Continuing Education Credits are defined as the number of actual clock hours spent in direct participant in a structured educational format as a learner.

### ***Approval of Educational Program for Continuing Education Credits***

The American Art Therapy Association is committed to professional development activities. The continuing education program approval service acknowledges the function of quality continuing education experiences in achieving professional mastery.

The American Art Therapy Association educational program approval is a voluntary process of appraising and granting recognition to programs that meet established standards based on predetermined criteria. Approval assures participants that programs meet professional continuing education standards and provide participants with continuing education credit for the following:

- Renewal of state licensure or certification
- Voluntary professional certification
- Recertification requirements
- Continuing education requirements

CECs are counted as one clock hour of instruction per one CEC as assigned by the Association (excluding meals and breaks.) The cost for the Association members who wish to earn CECs and have them recorded is a flat fee of \$15.00. The American Art Therapy Association will process all CEC Certificate requests and payments, and will complete the distribution of all CEC Certificates.

### ***Program Approval***

The American Art Therapy Association approved educational programs must comply with the Association requirements. The educational offerings must meet the requirements listed under the Continuing Educational Requirements section of this application. The Association approved status relates only to the educational activity and does not carry endorsement of any product or commercial enterprise. Program publicity may not imply endorsement by the Association of any product or commercial activity.

Educational program approval will not be granted retroactively after September 30, 1996.

Educational program approval does not imply authority to an individual to approve programs to outside institutions or groups.

In order to receive the Association educational program approval, documentation of the educational components for each course must be submitted before the course is presented. Program approval is not continuous. It is provided for each individual program event. Institutions and groups desiring to offer the American Art Therapy Association approved educational programs must submit a completed application and the appropriate application fee.

The following content areas are acceptable:

- ✓ Psychological and psychotherapeutic theories and practice
- ✓ Art therapy assessment
- ✓ Art therapy theory and practice
- ✓ Client populations
- ✓ Art theory and media
- ✓ Professionalism and ethics

All of the following documentation is required before the application can be approved:

- Application fee (payable to the American Art Therapy Association)
- Program Description
- Program Objectives
- Participants Learning Objectives
- Program Schedule or Content Outline
- Bibliography or Reference List
- Speakers/Faculty
- Description of Facilities
- Learning Evaluation
- Program Evaluation

Once all components of the program have been found to meet accreditation criteria, the program will be granted the American Art Therapy Association continuing education credit. A program must be reviewed and approved by the American Art Therapy Association before any advertising of the Association approved continuing education credit can take place.

#### ***Administration of Program Approval***

The American Art Therapy Association has been approved by the National Board for Certified Counselors, (NBCC) as a provider of Continuing Education Credits. The Association must follow the policies and procedures set forth by the NBCC. The Association reviews and approves submissions for awarding the Association approved CECs upon receipt of the completed application.

The application will first be subjected to a preliminary review by the Chair of the Continuing Education Committee in order to assure are components have been included. The submitting program will be notified if there are missing or inadequate application components. The submitting program must return the application in its completed state prior to review by the committee for approval. Once the application is complete it will be given to a committee member known as the primary reviewer. The primary reviewer reviews the application for compliance with the application components and criteria.

Once the primary reviewer completes their review they report to the committee with their recommendations. The committee is given an opportunity to respond with either a vote for the recommendations, additional recommendations, or a vote for approval. If the committee votes for revisions then the submitting program is notified of the necessary revisions. Submissions could take up to three months or more to review depending upon the completeness of the application.

Following approval the Association Affiliated Chapter, College, University, Hospital, Professional Association, or Educational and Training Institute will be notified of the results of their request to grant the Association approved CECs. This time period is appropriate as it coincides with the timeline of the Association conference submission deadline and notice of acceptance. It also heightens the prospect that any submission for the Association approved CECs would be done by responsible group planning well in advance of the occurrence of any event, and thus assures the opportunity for thorough review by the Continuing Education Committee.

### ***Ethics***

The approved applicant must read and abide by the American Art Therapy Association's Ethical Principles for Art Therapists. If you need a copy of the document, please visit the membership section of the Association's web site at [www.americanarttherapyassociation.org](http://www.americanarttherapyassociation.org).

The organization must have a specific individual who is responsible for the management of the continuing education program. This individual will be responsible for the compliance with the Association requirements.

The approved educational program may choose to cosponsor a continuing education activity with an unapproved program. These activities must meet the same requirements as those sponsored solely by the approved program. It is the responsibility of the individual designated as the coordinator of the continuing education activities for the approved program to ensure that the cosponsored activity meet the American Art Therapy Association's continuing education requirements. Promotional materials regarding the cosponsored activity must indicate which sponsor is the Association approved program. Staff affiliated with the educational program, instructors, and participants must follow principles set forth in the American Art Therapy Association's Ethical Principles for Art Therapists document, in all aspects of their involvement in the continuing education activities. Promotional materials must clearly indicate:

- Educational objectives and the target audience
- Schedule and format
- Fee
- Refund/ cancellation policy
- The credentials of the instructor(s)
- The number of continuing education credits assigned by the American Art Therapy Association

### **Deadlines for requests to be reviewed and approved:**

- By January 15 for any event after April 15 of the same year
- By April 15 for any event after July 15 of the same year
- By July 15 for any event after October 15 of the same year
- By October 15 for any event after January 15 of the following year

### ***Approval Process***

Contact hours are awarded based on the decision of the CEC Committee. The educational program should verify participant attendance and completion of the continuing education activity. Program evaluation forms must be collected after the last session. **It is the responsibility of the individual designated as the manager of the continuing education activity to mail the evaluation forms and an attendance list to the American Art Therapy Association's National office for processing.** The American Art Therapy Association will manage the distribution of all continuing education certificates, which verifies successful completion of each appropriate continuing education activity that is completed.

### **Program Evaluations and program attendance sheets should be sent by the instructor to:**

American Art Therapy Association  
225 North Fairfax Street  
Alexandria, VA 22314

### ***Educational Program Number***

The program number issued by the Association must appear on all advertising related to education offerings.

### ***Random Audits***

The Association may request copies of program records. Noncompliance by the educational programs and/ or incomplete records may result in the revocation of the Association CEC status.

### ***Probation***

A program that is approved may be placed on probation by the Association if goals, planning, administration, evaluation or other procedures are inconsistent with those described in this application packet, or if the continuing education activities fall below standards quality. The reasons for probation as well as the date by which the deficiency(ies) must be rectified will be specified in a written report to the program. The educational program must produce evidence of compliance with the requirements that were found to be deficient by the specified date. Failure to comply will result in the discontinuance of the program approval. If approval is withdrawn, any fees credited to the program will be forfeited.

### ***Revocation of the American Art Therapy Association approved CECs***

The Association may revoke or withdraw CEC status for noncompliance based on routine random audits of the educational programs.

### ***Denial***

Applicants who do not provide adequate evidence of meeting the requirements will not be approved. The reasons for denial will be specified in a written report from the Association Continuing Education Committee.

### ***Appeals Procedure***

Should a request to grant the Association approved CECs be denied, the following appeals procedure can be initiated. Applicants will be given thirty days from the postmarked date of the notification of denial to submit documented evidence as to why approval should not be denied. Within two months from the receipt of the additional material, the Association will decide whether to reverse the original decision and approve the applicant, or to uphold the original decision to deny approval. The rejected proposal, at the applicant's written request, would be forwarded to the members of the CEC for review; they would follow the same guidelines that the Continuing Education Committee used in considering approval. If the proposal is rejected, the applicant can then appeal to the Executive Committee of the Association Board for a final decision on the application.

### ***Complaints and Concerns Regarding an Approved Program***

Complaints and concerns raised by participants in writing to the CEC Chair will be investigated. The Association will notify the approved educational program in writing of the nature of the concern and require a response within thirty days. The identity of the complainant will not be revealed. The Association will review all data and correspondence pertinent to the issue and make a decision regarding the status of the program. If the results of the investigation prove that the program has not acted in a manner consistent with the procedures outlined in this application, the Association will determine whether the program should be placed on probation.

## *Components of the Application*

### **Program Description**

Describe the program in clear, concise language. Include a brief synopsis of major program features. State the overall purpose, relevance to specific target audience, format and the instructional methods to be employed. If you are presenting a new technique or theory then you must also present current literature or research substantiating the rationale and efficacy of the new approach.

### **Program Objectives**

State why the educational event is being conducted, what is intended to be accomplished and the expected participants

### **Participants' Learning Objectives**

State what the successful learner will know or be able to do at the end of the program. Objectives should identify participants' expected performance as well as the conditions and criteria of acceptable performance. Objectives must be stated in observable and measurable terms as well as be attainable within the time available. The participant learning objectives can be used to create the participant learning evaluation described below.

### **Program Schedule or Content Outline**

Indicate the time and sequence of the program. The schedule must include time for breaks, meals and adjournment. The schedule must differentiate classroom time from clinical time if clinical time is included. Include a content outline with actual allocated instructional time for each topic for programs extending over several weeks. Program content must be based on current theory and/or research.

### **Bibliography or Reference List**

Current, accurate and pertinent bibliographies or reference lists will assist adult learners in further study of the program topic. The bibliography and/or reference list must follow the APA Publication Manual, 6<sup>th</sup> Edition.

### **Speakers/Faculty**

Program faculty must be educationally prepared and have expertise in the area of content being presented. Submit documentation of speakers' formal credentials, certifications, current position and a few sentences describing the speakers' qualifications to present the topic. A current resume or abbreviated curriculum vita (CV) must be included for each presenter documenting their degrees, credentials and qualifications in the area of content being presented. All speakers or presenters are required to have at least a master's degree or the equivalent thereof in a mental health field.

### **Description of Facilities**

A description of the physical facilities, media and equipment is necessary. Confidential material must be presented in a setting that assures privacy of content. Facilities must be accessible to those with physical disabilities.

### **Learning Evaluation**

Create five questions that directly relate to the learning objectives and the intended purpose of the presentation. Select a method (multiple choice, Likert scale or short answer). The learning evaluations can be administered either as a pre and post test or just as a post test. The evaluation tools should objectively measure if learning has occurred as a direct result of the education program.

## **Program Evaluation**

Evaluation is essential to the program plan. Evaluating the speakers, the facility, the program content and the usefulness of the material provides important information for future programs. These evaluations, which are included in this packet, are to be completed and turned in to the program coordinator at the end of the program and sent to the American Art Therapy Association's National office.

## **Application Submission Sequence**

1. Complete the Continuing Education Approval Application for each program submitted
2. Submit via email to the Chair of the Continuing Education Committee in one email attachment or mail five copies of each required document.
3. \$50.00 application fee made payable to the American Art Therapy Association (non-refundable) is required for a single continuing education program.
4. \$100.00 application fee made payable to the American Art Therapy Association (non-refundable) is required for a series of related continuing education programs that exist under one major title to be offered over time within a one year period. An example of a series of continuing education programs might be a weekly seminar series on an approved CEC topical area. The Continuing Education Committee reserves the right to determine which applications qualify to be defined as a 'series' on a case-by-case basis.
5. Documentation and fees must be received by the deadline outlined in the application packet.

## **Send your application electronically to:**

Mary Ellen McAlevey  
Chair, Continuing Education Committee  
[friedalevey@yahoo.com](mailto:friedalevey@yahoo.com)

## **Send your application attendance rosters, program evaluations to:**

American Art Therapy Association, Inc.  
225 North Fairfax Street  
Alexandria, VA 22314  
PHONE: 1-888-290-0878  
E-mail: [info@arttherapy.org](mailto:info@arttherapy.org)

## **Send Application Fees and CEC Fees to:**

American Art Therapy Association, Inc.  
225 North Fairfax Street  
Alexandria, VA 22314

Notification of the approval and the number of continuing education credits to be awarded to registrants will be sent from the Continuing Education Committee Chair.

Sponsors may publish the program as "American Art Therapy Association Approved" only after approval has been granted and contact hours awarded. Sponsors may use phrases such as "American Art Therapy Association approval is pending" or "American Art Therapy Association approval applied for."

4/20/10