1. Art Therapy Professional 101
	1. Navigating the Business of Art Therapy----- KEEP SYLLABI!!!!!!!!!!!!!!
2. Requirements for Licensure
	1. LPATA Checklist
		1. Undergraduate Transcript
		2. Graduate Transcript
			1. Curriculum- (24 hours)

History of Art Therapy

Theory of Art Therapy

Techniques of Practice in Art Therapy

Application of Art Therapy with People Different Settings

Psychopathology in Practice of Art Therapy

Assessment of Patients and Diagnostic Categories

Ethical and Legal Issues of Art Therapy Practice

Standard of Good Practice in Art Therapy

Matters of Cultural Diversity Bearing on the Practice of Art Therapy

* + - 1. 3 semesters practicum
				1. Pre-Practicum

10 hours on site per week for a total of 150 hours:

At least 5 hours of client contact is required per week (minimum of 65-70 hours)

At least 1 hour of supervision with your on-site supervisor is required each week (minimum of 12 hours)

 At least 2 hours of on-site preparation, team or planning meetings and/or observation is required per week (minimum of 20 hours)

About 2 hours of off-site preparation, planning, research, writing, etc. (minimum of 20 hours)

* + - * 1. 2 Practicum

Minimum of 100 hours of supervised art therapy observation and practice.

Minimum of 600 hours of supervised art therapy experience over the course of at least two semesters. Minimum of 300 hours must be direct client contact with patients in individual, group, or family formats.

The balance of supervised hours (indirect hours) must include discussion of student’s work with the supervisor and related activities, including, but not limited to: case management/review, record keeping, preparation, treatment team meetings, conferences, in-service, etc. and successful termination of therapeutic relationship.

Supervision:

For every 10 hours of direct client contact, there must be one hour is supervision by an ATR or licensed professional in a related field (on site).

There must be at least 1.5 hours of supervision in group format for every 10 hours of direct client contact. The ratio of 8 students to 1 ATR supervisor may not be exceeded.

Additionally, there will be 1/2 -1 hour per week of individual supervision with program faculty.

Time Requirements:

Classroom Lecture, discussion, and supervision 1.5 hours per week -Practicum site, 20 hours per week as follows:

at least 10 hours of client contact is required per week

At least one hour of supervision with your in-site supervisor is required per week.

At least 8-10 hours of preparation, team or planning meetings and/or observation is required per week

For a total of at least 300 hours over the course of a semester.

* + 1. Supervisory Agreement
			1. Must be with board approved supervisor
			2. Supervisor’s license, date of issue, and expiration date
			3. Supervisor training certificate
		2. $100 Fee
	1. ATR Checklist
		1. $125 application fee
		2. ATR Application Completed
		3. Art Therapy degree or other MH related field from accredited university
			1. Curriculum requirements (Official Transcript AND course description from course catalogue)
				1. Core Art Therapy- minimum of 24 grad credit hours

History of Art Therapy

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Group Art Therapy

* + - * 1. Mental Health Content (3 graduate credit hours in the following areas)

Psychopathology/Abnormal Psychology

Psychological Assessment

Human Growth and Development

Counseling/Psychological Theories

Research

Field Experience

* + - 1. Practicum Verification Form
				1. Must be taught, supervised or advised by a current ATR, ATR-BC and/or ATCS
				2. 700 Hours total

Direct Contact: 350 hours

Remaining: supervision, case review, record keeping, preparation, staff meetings, other administrative functions

Supervision in one of the following for a minimum of 70 individual or 105 group supervision hours

1 hour supervision to 10 hours direct contact for individual supervision

1.5 hours of supervision to 10 hours direct contact for group supervision

* + 1. Reference Forms
			1. 3 references to speak to Art Therapy Skills
				1. At least one from an ATCB credential holder
				2. 2 additional may be from the following:

A current ATCB credential holder (ATR, ATR-BC and/or ATCS)

A supervisor who possesses a license or credential in a related mental health field

A mental health professional or educator who is not ATCB credentialed and who did not supervise the applicant

supervisors completing the Verification of Post-education Experience Form may also submit a Reference Form

* + 1. Post-education Experience Forms
			1. 1,000 direct client contact hours and 100 hours of supervision for graduates of AATA-approved or CAAHEP accredited programs
			2. 1,500 direct client contact hours and 150 hours of supervision for graduates of art therapy education programs that were not AATA-approved or CAAHEP-accredited at the time of graduation; or
			3. 2,000 hours of direct client contact and 200 hours of supervision for individuals whose master’s degree or higher is not in art therapy and who completed graduate coursework in art therapy.
		2. Copy of any related field’s post-educational supervisor credentials
	1. ATR-BC Checklist
		1. Currently holding ATR credential and in good standing
		2. Letter of approval from LPAT board to take the exam
			1. Print off and submit the Licensed Professional Art Therapist application which you may find at http://pat.ky.gov/Applications and Forms/LPAT application.pdf for the board to review and approve. If you are currently licensed as LPATA you do not have to submit official transcripts.
			2. Include a cover letter stating you wish to take the ATCB exam.
			3. Identify in your cover letter if you require any accommodations to take the exam.
			4. Include the $100.00 application fee.
			5. Above packet of information MUST be submitted prior to the Board’s meeting.
			6. You must then apply online with the ATCB for the exam.
				1. Note: Be mindful of the exam dates and LPAT Board meeting dates
			7. Once you have the approval to take the exam, the ATCB will forward your scores.
			8. Upon successful passing of the exam, you will submit $100.00 for your licensure fee.
		3. Successful completion of the exam
		4. Completion and submission of ATR-BC application
	2. LPAT Checklist
		1. Must be at least 21 years old
		2. Undergraduate- same as LPATA
		3. Graduate- same as LPATA
			1. 3 semesters practicum
				1. Same requirements as LPATA
		4. Experience
			1. Supervision- 100 hours (200 for related field)
			2. Experience- 1,000 hours (2,000 for related field)
		5. ATR-BC
	3. ATCS Checklist
		1. Art Therapy Credentialed Supervisor
			1. $115 Fee (initial), $25 (annual maintenance)
			2. Transcripts provided
			3. Re-certify every 5 years
				1. 10 CE’s in supervision
				2. May submit proof of 5 hours of supervision in lieu of 5 CE’s (with Verification of Supervision for Recertification Form)
			4. Maintain CE’s in supervision
			5. ATR-BC credential for 24 months prior to application
			6. Experience or Education Route
			7. Education Route
				1. Letter of endorsement to ATCB- sealed with endorser’s signature across the back flap
				2. One of the following

3 semester or 4.5 quarter graduate credit course earned from accredited college or university

Minimum of 35 CE’s in clinical supervision

Including supervision of art therapists

* + - * 1. Must meet ATCB’s recertification standards at time of application
				2. Completed form “Verification of Clinical Supervision” and/or “Verification of Academic Supervision”
				3. Draft of “Professional Disclosure Statement”

Your name

Supervisor’s name (if applicable)

Business or employer’s name, address, telephone number and e-mail address

Description of formal training and education, including highest relevant degree and educational institution

Description of relevant art therapy credentials

Description of all professional affiliations, memberships, licensing and certifications, including credential number and issuing state or organization

Affirmation of past and present adherence to the *ATCB Code of Ethics, Conduct, and Disciplinary Procedures*

Areas of competence and services provided

Philosophical / theoretical approach to supervision

Description of relevant academic training or professional experience in demonstrating competency in clinical supervision

Fees for supervision (must state specific fee or fee range). If no fee, this must be stated.

Instructions regarding how a supervisee should address any dissatisfaction with the supervision process including how to file a complaint with ATCB, Inc., the ATCB’s address, telephone number and e-mail address

* + - 1. Experience Route
				1. Re-certify every 5 years
				2. Maintain CE’s in supervision
				3. ATR-BC credential for 24 months prior to application
				4. Letter of endorsement to ATCB- sealed with endorser’s signature across the back flap
				5. One of the following:

Minimum of 36 months and 500 hours of experience as clinical or academic supervisor for art therapy services (academic must be Master’s level, AATA approved)

National or state credential in clinical supervision

Approved Supervisor through the American Association for Marriage and Family Therapy

Certified Supervisor through the American Association of Pastoral Counselors

Counselling Supervisor Accreditation through the British Association for Counselling and Psychotherapy

NCCs who formerly held the designation of Clinical Supervisor through the Academy of Mental Health Counselors

Approved Clinical Supervisors (ACSs) through the Center for Credentialing & Education, Inc.

Art Therapists, Counselors, Marriage and Family Therapists, Psychologists and Clinical Social Workers who are currently licensed or certified as clinical supervisors by a state licensing board

1. Requirements for Supervision for LPATA
	1. For a Supervisee
		1. Must be a board approved supervisor for LPATA
		2. May be a different license for 25% of supervision
			1. licensed marriage and family therapist; licensed psychologist; licensed psychiatrist; licensed professional clinical counselor or licensed clinical social worker
			2. Must also complete supervisor training
		3. No more than 25 hours may be group supervision
		4. With the Supervisory Agreement
			1. Submit:
				1. Supervisor’s license, date of issue, and expiration date
				2. Supervisor training certificate
	2. For a Supervisor
		1. 4 years experience in practice of Art Therapy
			1. Non art therapy can give 25% of supervision hours needed for credential, but have to be BAS
		2. Submit “Examination Continuing Education Credit Form”
		3. $30.00 fee
		4. Return completed exam to board within 30 day of receipt
		5. Renew every 3 years
		6. Cannot supervise more than 6 at time
2. The Cost of Doing
 Business
	1. Organization Memberships
		1. KYATA, AATA
	2. Applications and Renewals for License
		1. LPAT, LPATA, ATR-BC
	3. Testing
		1. <https://www.atcb.org/Examinations>
	4. Insurance\*
	5. Trainings to Maintain License
		1. <https://arttherapy.org/institute-continuing-education-art-therapy-iceat/>
3. License Maintenance
	1. [LPAT](http://pat.ky.gov/Applications%20and%20Forms/LPAT%20application.pdf)/[LPATA](http://pat.ky.gov/Applications%20and%20Forms/LPATA%20application.pdf)
		1. <https://oop.ky.gov/DPLServices/Login>
		2. Renewed every 2 years
		3. LPATA- (Renewal fee and 18 CE’s required)
			1. $100 renewal fee
			2. All in or related to Art Therapy field
				1. Psychological and psychotherapeutic theories and practice
				2. Art Therapy Assessment
				3. Art Therapy theory and practice
				4. Client populations
				5. Art theory and media
				6. Professionalism and ethics
			3. 3 required to be Ethics
		4. LPAT- (Renewal fee and 40 CE’s required)
			1. $200 renewal fee
			2. All in or related to Art Therapy field
				1. Psychological and psychotherapeutic theories and practice
				2. Art Therapy Assessment
				3. Art Therapy theory and practice
				4. Client populations
				5. Art theory and media
				6. Professionalism and ethics
			3. 3 required to be Ethics
	2. [ATR/ATR](https://www.atcb.org/resource/pdf/ATR_ApplicationHandbook.pdf)-[BC](https://www.atcb.org/resource/pdf/ATRBC_ApplicationHandbook.pdf)
		1. <https://www.atcb.org/signin>
		2. ATR
			1. $100 annual maintenance fee
			2. Adhere to code of ethics
			3. Renew online
		3. ATR-BC
			1. Adhere to the ATCB Code of Ethics, Conduct, and Disciplinary Procedures.
			2. $100 Annual maintenance fee
			3. Complete the renewal process each year.
			4. Recertify every 5 years, either through accruing Continuing Education Credits or passing the Art Therapy Credentials Board Examination (ATCBE).
4. CE’s 101
	1. [AATA Resources](https://arttherapy.org/institute-continuing-education-art-therapy-iceat/)
	2. [Conference](http://www.arttherapyconference.com/index.cfm?pgid=283)
	3. Outside providers
		1. [PESI](https://catalog.pesi.com/category/art-therapy)
5. Job readiness
	1. LPATA Application
		1. How can I get a job if I need a supervisor to apply for LPATA, but I need a job for that?????
	2. Being Billable
	3. Liability Insurance
	4. Job Applications
		1. Curriculum Vita/Resume
	5. Interview practice questions
6. Medicaid Provider Enrollment
	1. [What is it?](http://chfs.ky.gov/NR/rdonlyres/E979E507-0349-4B3B-B308-14622750C132/0/WhatisaKYMedicaidProvider.pdf)
		1. Being enrolled as a Ky Medicaid provider means you have been reviewed and approved based on your credentials and qualifications to provide services to be billed and paid for through Ky Medicaid/MCO
			1. MCO- Managed Care Organization
				1. i.e. Passport, Humana Care-Source, Aetna, Wellcare
		2. <http://chfs.ky.gov/dms/provenr/>
	2. Why do I need it?
		1. Because you need to be paid, but there are other options.
			1. Private Insurance
			2. Private Pay
				1. May complete form (if allowed by insurance company) for charges to count toward deductible
	3. Do I have one?
		1. Maybe… if your employer enrolled you, but it is easy to check!
	4. If not, how do I get one?
		1. Apply with one of the following MCOs
			1. [Aetna Better Health](http://chfs.ky.gov/NR/rdonlyres/E979E507-0349-4B3B-B308-14622750C132/0/WhatisaKYMedicaidProvider.pdf) - 1-855-300-5528
			2. [Anthem Medicaid](https://mediproviders.anthem.com/ky/pages/home.aspx) - 1-800-205-5870
			3. [Humana- CareSource](https://www.caresource.com/providers/kentucky/medicaid/plan-participation/) - 1-800-457-5683
			4. [Wellcare of Kentucky](https://www.wellcare.com/en/Kentucky/Providers/Getting-Started)- **1-877-389-9457**
			5. [Passport](http://passporthealthplan.com/providers/join-provider-network/) - 1-800-578-0775
				1. Enroll via mail

5100 Commerce Crossing Drive, Lousiville, Ky 40229

* + 1. Apply as a Traditional “straight” Medicaid provider – website currently down
		2. It may take up to 90 days to process
	1. Do I have to do anything after making one?
		1. Only if you receive a letter about revalidation- then definitely respond!
	2. What if I lose/forget the number or need to update my information?
		1. You can contact the KY Medicaid office and provide your NPI for them to look it up for you
		2. Send updated [information forms](http://chfs.ky.gov/dms/provEnr/Forms.htm) to the KY Medicaid office
			1. Kentucky Medicaid
			Provider Enrollment
			P.O. Box 2110,
			Frankfort, KY 40602
1. NPI
	1. What is it?
		1. “[The National Provider Identifier](https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand/) (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered health care providers. Covered health care providers and all health plans and health care clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about healthcare providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in the HIPAA standards transactions.”
	2. Why do I need it?
		1. Must use under HIPPA
		2. Must have one to be billable through insurance
	3. Do I have one?
		1. Do you work for Centerstone?
			1. Yes! Upon entering the agency, they take you through the steps
			2. No? If you have not done this yourself or with an employer, you likely don’t have one.
	4. If not, how do I get it?
		1. [NPPES](https://nppes.cms.hhs.gov/#/)
	5. Do I have to do anything after making one?
		1. Update your information as it changes (Name, practice address, etc…)
	6. What if I lose/forget it?
		1. You can go to the website and log in to access the information
		2. Check the [NPI registry](https://npiregistry.cms.hhs.gov/) to find yourself
	7. Taxonomy code\*
		1. You may pick more than one, but must identify a primary code
		2. Art Therapy Code: 221700000X
			1. [Health Care Provider Taxonomy Code Set](http://www.wpc-edi.com/reference/codelists/healthcare/health-care-provider-taxonomy-code-set/)
2. CAQH Profile
	1. What is it?
		1. Council for Affordable Quality Healthcare
		2. <https://proview.caqh.org/Login/Index?ReturnUrl=%2f>
	2. Why do I need it?
		1. Most insurance companies verify you provider information through this database, so making sure this is complete and up-to-date means getting $$$
	3. Do I have one?
		1. Some employers begin the process for you, or direct you to do so. Check with HR first
	4. If not, how do I get one?
		1. [file:///C:/Users/jennifer.murphy/Downloads/PR-QuickRef.v2.pdf](file:///C%3A/Users/jennifer.murphy/Downloads/PR-QuickRef.v2.pdf)
	5. Do I have to do anything after making one?
		1. Re-attest every 120 days, if not, insurance may decide to keep their $$
3. Being Billable
	1. Good things to know
		1. Maintain your CAQH
		2. Renew Licensure before “grace period”
	2. How can I apply?
		1. Medicaid
		2. Private (Commercial) insurance
	3. How is it maintained?
		1. Medicaid
			1. Medicaid is the one keeping up here, but you are responsible for sending in changes to your information and responding to any “revalidation” contacts
		2. Commercial/Private Insurance
			1. Each company has their own standard, make sure you track this and keep up so you can keep getting $$!
4. Insurance Panels
	1. Apply individually for different companies under “Provider Enrollment”
		1. [Cigna](https://www.cigna.com/healthcare-professionals/join-our-network)
		2. [Tri-Care](https://tricare.mil/Providers)
		3. [Aetna Commercial](https://www.aetna.com/health-care-professionals/join-the-aetna-network.html)
		4. [Anthem Blue Cross Blue Shield of Kentucky](https://mediproviders.anthem.com/ky/pages/provider-forms.aspx)
		5. [Humana Commercial](https://www.humana.com/provider/medical-providers/network/)
		6. [United Healthcare](https://www.uhc.com/provider)
	2. However, art therapists are not always approved.
5. Liability insurance
	1. Do I need it?
		1. <https://www.cphins.com/what-is-professional-liability-insurance-for-mental-health-providers/>
	2. How much is enough?
		1. <https://alliedhealth.insureon.com/resources/cost/therapist>
6. What should I choose?
	1. Private practice
		1. Benefits
			1. Flexible hours
			2. Work at your own pace
			3. You set your caseload
			4. Have it your way!
		2. Potential Challenges
			1. More work maintaining practice
			2. Keeping track of income and expenditures for tax reporting
			3. Expensive on the front end
			4. Cost to maintain practice
			5. Responsible for your own insurance billing
			6. Cost of advertising/ networking/marketing
			7. Maintaining LLC
			8. Up to 6-8 weeks to process payment
			9. Out of pocket for insurance, retirement, workman’s comp., and time off
			10. Out of pocket supervision
	2. Contracting
		1. Benefits
			1. Largely flexible hours
			2. You can set limits on your workload
			3. Assisted with insurance panels
			4. Assisted with filing billing procedures
			5. Assisted with marketing/ advertising
			6. Space provided
		2. Potential Challenges
			1. Keeping track of income and expenditures for tax reporting
			2. Shoulder some costs of maintaining practice
			3. % or flat rate of your pay goes to contracting company
			4. Maintaining LLC
			5. Up to 6-8 weeks to process payment
			6. Shoulder some advertising for specialization
			7. Out of pocket for insurance, retirement, workman’s comp., and time off
			8. Out of pocket supervision
	3. Salary Employment
		1. Benefits
			1. Benefits (health insurance, retirement, job security, paid time off)
			2. Billing is managed for you
			3. Liability insurance sometimes included
			4. Regular/predictable paychecks
			5. High frequency of face-to-face with clients
			6. Sometimes supervision is included
		2. Potential Challenges
			1. Schedule not as flexible
			2. No promise promotions or raises
			3. Usually large caseload
			4. High focus on productivity
			5. Community mental health clientele