1. Art Therapy Professional 101 Extra Notes
	1. Navigating the Business of Art Therapy----- KEEP SYLLABI!!!!!!!!!!!!!!
2. Requirements for State Licensure and National Credentialing
	1. LPATA Checklist
		1. Undergraduate Transcript
		2. Graduate Transcript
			1. Curriculum to match ATR requirements
				1. Masters level degree 60 hours

18 hours 2D & 3D art

Psychopathology

Human Growth and Development

Counseling Theories

Research

History of Art Therapy

Theory of Art Therapy

Techniques of Practice in Art Therapy

Application of Art Therapy Techniques

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

Systems in Art Therapy

* + - 1. Practicum
				1. 700 hours

350 direct Art Therapy client contact

1:10 ratio supervision to client contact

70 hours individual supervision or 150 group supervision hours by ATR-BC or ATCS

* + 1. Supervisory Agreement
			1. Must be with board approved supervisor (BAS)
			2. Supervisor’s license, date of issue, and expiration date
			3. Supervisor training certificate
		2. Proof of Employment
			1. On company letterhead
			2. Job description
			3. Signed by executive director, agency director, or head of office
		3. $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)

Masters level degree 60 hours

18 hours 2D & 3D art

Psychopathology

Human Growth and Development

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1:10 ratio supervision to client contact

70 hours individual supervision or 150 group supervision hours by ATR-BC or ATCS

* + - 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
			1. You must then apply online with the ATCB for the exam.
				1. Note: Be mindful of the exam dates and LPAT Board meeting dates
			2. Once you have the approval to take the exam, the you must formally request your score be shared with the board
			3. Upon successful passing of the exam, you will submit $100.00 for your credentialing fee.
		2. Successful completion of the exam
		3. Completion and submission of ATR-BC application
	2. LPAT Checklist
		1. Undergraduate- same as LPATA
		2. Graduate- same as LPATA
		3. ATR-BC status proof for ATCBE passing score
		4. Official transcript
		5. Internship list
		6. Supervision verification
		7. Complete curriculum guidelines and experience documentation in application
	3. ATCS Checklist
		1. Art Therapy Credentialed Supervisor
			1. $115 Fee (initial), $25 (annual maintenance)
			2. 500 hours of experience supervising in Art Therapy
			3. Maintain CE’s in supervision
			4. ATR-BC credential for 24 months prior to application
			5. Experience or Education Route
				1. Education Route:
				2. Letter of endorsement from ATR-BC
				3. One of the following

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

Minimum of 10 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

Maintain CE’s in supervision

ATR-BC credential for 24 months prior to application

Letter of endorsement to ATCB- sealed with endorser’s signature across the back flap

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. No more than 25 hours may be group supervision
		3. 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
		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
		7. Provide notice of supervision to clients
		8. Maintain logs of supervision
		9. Renewal
			1. Must complete the process 90 days prior to expiration.
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 and attest to code of ethics
			3. Renew online
		3. ATR-BC
			1. Adhere and attest 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). In addition to Renewal\*\*\*\*\*
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. 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 an MCO?
			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/)
		3. Explore using the counseling codes to have boarder billing options
			1. [Counselor](https://npidb.org/taxonomy/101Y00000X/) 101Y00000X
				1. A provider who is trained and educated in the performance of behavior health services through interpersonal communications and analysis. Training and education at the specialty level usually requires a master’s degree and clinical experience and supervision for licensure or certification.

Sub Categories:

[Addiction (Substance Use Disorder) - 101YA0400X](https://npidb.org/taxonomy/101YA0400X/)

[Mental Health - 101YM0800X](https://npidb.org/taxonomy/101YM0800X/)

[Professional - 101YP2500X](https://npidb.org/taxonomy/101YP2500X/)

1. 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 It may take up to 90 days to process
		2. Do not use your home address
	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. 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 $$$
	3. Do I have one?
		1. Some employers begin the process for you, or direct you to do so. Check with HR first
	4. If not, how do I get one?
		1. file:///C:/Users/jennifer.murphy/Downloads/PR-QuickRef.v2.pdf
	5. Do I have to do anything after making one?
		1. Re-attest every 120 days, if not, insurance may decide to keep their $$
2. 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 $$!
3. 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.
4. 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>
5. 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. Expensive on the front end
			3. Cost to maintain practice
			4. Responsible for your own insurance billing
			5. Cost of advertising/ networking/marketing
			6. Maintaining LLC
			7. Up to 6-8 weeks to process payment
			8. Out of pocket for insurance, retirement, and time off
			9. 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. Shoulder some costs of maintaining practice
			2. % or flat rate of your pay goes to contracting company
			3. Maintaining LLC
			4. Up to 6-8 weeks to process payment
			5. Shoulder some advertising for specialization
			6. Out of pocket for insurance, retirement, and time off
			7. 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