

DMTCB

Dance/Movement Therapy Certification Board

DANCE/MOVEMENT THERAPY CERTIFICATION BOARD, INC.

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Dear R-DMT Applicant:

The Dance/Movement Therapy Certification Board (DMTCB) is pleased that you are applying to become a Registered Dance/Movement Therapist (R-DMT), the entry level credential of the American Dance/Movement Therapy Association. We understand the commitment and hard work it took to arrive at this point in your career. Welcome!!!

This handbook was created to support and guide your application process. Please read carefully through all sections of the handbook before getting started.

The application for the R-DMT ensures that all R-DMT have fulfilled the requirements for this entry-level of DMT certification. There are two (2) routes to becoming an R-DMT:

- 1) Approved Programs –An ADTA-approved dance/movement therapy graduate program that provides requirements needed for the R-DMT and a clinical licensure. ([Graduate/Doctoral Programs on the ADTA Education](#))
- 2) Alternate Route (AR) Students –A path to becoming an R-DMT without enrolling in an approved program. The Alternate Route is for prospective students who already have a clinical or graduate degree or for whom an Approved Program is not available or appropriate. This also includes anyone who has received their DMT education & training outside of the U.S.A. ([Alternate Route Education on the ADTA Education](#))

Please, read through all sections of the Handbook before getting started. We wish you good luck. Please reach out with any questions you might have to the DMTCB Office (dmtcb@adta.org) or call 518-704-3636.

Sincerely,

The Dance/Movement Therapy Certification Board

Approved, ADTA OD 1977

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REQUIREMENTS AND GENERAL INFORMATION FOR ALL PROSPECTIVE R-DMT

The R-DMT is an entry level credential awarded by the American Dance/Movement Therapy Association for the field of Dance/Movement Therapy. It signifies the certificate's readiness for employment in clinical, community, educational, and other settings. Education and training to become a DMT is different from other fields such as dance education, creative dance, and dance as therapeutic recreation.

Standards for Dance/Movement Therapy (DMT) education and training are determined by the American Dance Therapy Association (ADTA). Specific requirements for the R-DMT credential are set by the ADTA Education Committee. All Registered Dance/Movement Therapists (R-DMT) are required to complete a graduate level degree and graduate level courses in Psychology, Dance/Movement Therapy, Movement Observation and Kinesiology/Body Mechanics in addition to fieldwork and a clinical internship.

R-DMTs working toward the BC-DMT must have on-going BC-DMT supervision. In addition, only R-DMTs with state or regional clinical licensure to practice privately can use DMT in their private practice. (NOTE: LICENSURE VS. CERTIFICATION: R-DMT Certification is awarded by the ADTA while licensure is only awarded by a state licensing board. The DMTCB encourages students and applicants wanting to work clinically, to consider fulfilling the requirements for licensure as a mental health practitioner in their state of residence.

DANCE THERAPY COMPETENCIES

INCLUDES:

- Knowledge and skills related to the clinical use of DMT for embodied healing.
- Knowledge of the use of dance, movement, and creative expression to promote wellbeing.
- Training in systemic movement observation, and assessment frameworks.
- Knowledge of individual and group dynamics and processes.
- Knowledge of movement's capacity to communicate and express.
- Capacity to apply therapeutic approaches and treatment goals, with a range of patient/client populations and identities.
- Sensitivity, knowledge, and skills related to cultural diversity.
- Familiarity with research design and methodology.
- Capacity for professional self-awareness and self-evaluation.
- Understanding the professional role and responsibilities required in a variety of settings.

CODE OF ETHICS

Applicants are required to support and abide by the [ADTA Code of Ethics and Ethical Standards of Practice](#).

BECOMING AN R-DMT

There are two ways to become an R-DMT:

Approved Programs

Approved Programs are academic graduate programs offered through an academic institution. They are approved by the American Dance Therapy Association (ADTA) and offer graduate degrees in Dance/Movement Therapy combined with a clinical graduate degree. To receive the R-DMT credential, applicants who have completed an Approved Program must submit an Approved Program R-DMT application and have a verified transcript sent to (dmtcb@adta.org).

Alternate Route Training

The Alternate Route Applicants who pursue the Alternate Route are eligible to apply for the R-DMT -Alternate Route, upon completion of all required coursework and training as described in the "Alternate Route Education and Training." section of this handbook. The R-DMT Alternate Route credential is awarded to all applicants who have completed all requirements, and submitted all required documentation as described under the "Application Procedures" section of this handbook. All R-DMT Alternate Route students must submit a "Letter of Intent to Start Alternate Route" by the time they have completed a maximum of 120 hours/8 DMT course credits.

International Alternate Route Applicants

- o Must have their graduate degree evaluated for U.S. Graduate Degree equivalency by an evaluation service (listed later in this handbook).
- o All DMT courses must be approved courses and taught by a BC-DMT in good standing.
- o All supervision must be done by BC-DMTs in good standing.

APPROVED PROGRAMS

- Approved Programs are DMT Graduate-level programs that have been ADTA approved.
- Applicants from Approved Programs may apply for the R-DMT upon graduation.
- Applications are accepted year around.

APPLICATION PROCEDURES

- Sign and submit the Approved Program- R-DMT Application Form.
- Request an official transcript be emailed to the DMTCB (dmtcb@adta.org).
- Sign the Code of Ethics Oath on the application form.
- Pay \$150.00 non-refundable application fee online.

ALTERNATE ROUTE STUDENTS

EDUCATION AND TRAINING DETAILS AND REQUIREMENTS

Alternate Route applicants may apply for the R-DMT ALTERNATE ROUTE upon completion of all R-DMT ALTERNATE ROUTE requirements including:

- A graduate degree from an accredited academic institution or, for international applicants, a post-secondary institution that has been evaluated for equivalency to USA graduate programs.
- Graduate psychology coursework
- Dance/ movement therapy coursework
- Movement Observation coursework
- Fieldwork
- Internship
- Dance and/or movement experience

IMPORTANT NOTES:

In the past 10 years there have been two significant changes to R-DMT ALTERNATE ROUTE requirements.

1. **Course approval requirement:** All R-DMT ALTERNATE ROUTE coursework begun on or after March 15, 2013, must have been approved by the ADTA Subcommittee of Approval for Alternate Route Courses (SAARC). Approved AR courses comply with the ADTA Guidelines for Alternate Route Courses and will have syllabi that state: “This course has been approved by the American Dance Therapy Association as meeting the requirements for the Alternate Route R-DMT credential.”

All applicants submitting courses completed prior to March 15, 2013, MUST submit a course description and a syllabus (including course topics, assignments, reading list, the name and credential of the instructor(s) (one of whom must be a BC-DMT), course hours (courses must be a minimum of 15 hours/1 semester credit) and documentation of successful completion of that course (e.g., a certificate or transcript).

R-DMT ALTERNATE ROUTE STUDENTS may also take Approved Program courses for AR credit. Contact the Approved Program for more information.

2. R-DMT education and training requirements; are currently in transition from an older set of R-DMT Alternate Route requirements (referred to as the OLD Requirements) to a newer set of R-DMT Alternate Route requirements (referred to as the NEW Standards). During this transition, applicants may apply under EITHER the OLD requirements OR the NEW Standards. However, the OLD requirements will ultimately be phased out (date to be determined), and all applicants will then have to comply with the NEW Standards.

The current R-DMT Handbook lists both sets of requirements. Please make sure you are using the correct set of requirements to guide your AR education and training journey and application process.

OLD REQUIREMENTS

DANCE/MOVEMENT THERAPY COURSEWORK:

Except where noted, DMT coursework does not have to be taken in an academic institution but must be taught by a BC- DMT; Approved Alternate Route coursework is required to be at a graduate level in rigor and undergraduate courses in DMT are not accepted.

Alternate Route Course Possibilities: There is a partial calendar of approved AR courses and course details on the ADTA website ([Alternate Route Training Course Calendar](#)).

DMT Coursework must total 405 hours/27 semester credits/40.5 quarter credits and include the following areas:

Dance/Movement Therapy Theory and Practice

Total: 270 hours/18 semester credits/27 quarter credits

- Knowledge of developmental, expressive, and communicative movement
- Theory, history, and aesthetic basis of dance/movement therapy
- Cultural, anthropological, and social foundations of movement behavior
- Movement assessment, diagnosis, and treatment planning
- Clinical methods, leadership skills in applications to individuals, groups, families, or other systems
- The use of dance/movement therapy in prevention, treatment, and aftercare

Group Processes in Dance/Movement Therapy

Total: 45 hours/3 semester credits/ 4.5 quarter credits

- This course must be taught in a group setting.

Movement Observation

Total: 90 hours/6 semester credits/9 quarter credits

This course may be taken at the graduate or undergraduate level, through a movement studies institute, or independently. This course must be taught by an instructor who is certified in the movement observation system or has documented advanced training and expertise in the system. The instructor does not have to be a BC-DMT.

To fully complete the Movement Observation requirement, coursework must include:

- a. Observation - the use of a movement system to document, describe and communicate body- level and relational movement patterns.
- b. Analysis - organizing and examining the relationships between and among both qualitative and quantitative aspects of movement behaviors.
- c. Assessment - evaluating observable movement patterns from a developmental, psychological, and/or behavioral perspective.

Kinesiology/Human Anatomy/Kinesiology, or Biomechanics

Total: 15 hours/1 semester credit/1.5 quarter credits

This course may be at graduate or undergraduate level, an independent study or its equivalent. The course must include Kinesiology or Biomechanics. NOTE: Anatomy is not sufficient

GENERAL TRAINING COURSES:

Except where noted, General Training Courses must be taken at the graduate level in an academic setting.

Total: 270 hours/18 semester credits/ 27 quarter credits

General Training course work must include 45 hours/3 semester credits of each of the following:

- d. Research Design and Methodology
- e. Abnormal Psychology or Psychopathology
- f. Developmental Psychology
- g. Theory of Group Processes and Dynamics (This course may be replaced by an additional course of Group DMT. if approved and taught by a BC- DMT. When applying, list the second Group DMT course under General Training, Group Processes/Dynamics.)

Additional General Training at least 2 of the following advanced psychology elective courses Total: 90 hours/6 semester credits/ 9 quarter credits

- h. Theories of Psychotherapy
- i. Methods of Psychotherapy
- j. Therapeutic Interventions
- k. Diagnostic Methodology
- l. Systems Theory
- m. Neuroscience

FIELDWORK:

Total: 200 hours (3-month) full-time or its equivalent in part-time hours. Providing a basic clinical exposure and supervised by a licensed mental health professional. The Fieldwork should also provide the student with an orientation to health and/or educational systems, and an understanding of the role and function of the therapist within the clinical setting/system. (Does not have to be with a DMT or leading sessions).

INTERNSHIP:

Prior to starting a DMT internship, the applicant must complete 270 hours/18 sem. credits coursework. Including:

- 135 hours/9 Semester Credits /13.5 quarter credits DMT coursework
 - 90 hours/6 credits/13.5 quarter credits - DMT theory and practice
 - 45 hours/3 credits/4.5 quarter credits - Movement Observation
- 135 hours/9 Semester credits/13.5 quarter credits - General Training Coursework
 - may include Abnormal Psychology/Psychopathology, Developmental Psychology, Group Processes and/or Theories of Therapy and Counseling

Total: 700 hours (minimum six months full time or its equivalent)

- Setting: licensed, accredited, or therapeutic facility that provides clinical experience and in-service education.
- Content/focus: Providing opportunities to integrate DMT skills and theory within an intensive, supervised internship experience.
 - 350 hours (minimum) direct client contact, including 150 hours leading DMT sessions with clients.
 - At least 2 different clinical populations e.g., age, diagnosis, psychosocial and/or developmental issues, and/or for prevention of problems or disease
 - 350 hours clinical responsibilities e.g., team meetings, record keeping, in-service education, etc.
- By the completion of the internship, the student has developed sufficient clinical skills to assume the role of a beginning clinician.

INTERNSHIP SUPERVISION:

Total: 70 hours of BC-DMT supervision

- BC-DMT supervisor does not have to be on- site. (In the absence of an on-site BC-DMT supervisor, on-site supervision by a mental health professional or other qualified professional with at least a Graduate degree is required.)
- The Internship may follow or occur concurrently with education requirements.
- Minimum of 24 hours with the same BC-DMT supervisor.
- Minimum of 10 hours of observed in-session work (6 hours may be done via streaming or videotape).
 - Supervision hours include both observation and post session processing.
- The remaining 60 hours of the 70 required hours may include:
 - Maximum of 30 hours Group off-site supervision.
 - Maximum of 2 hours for each mail, telephone, recording or other forms of distance supervision
 - Maximum of 4 hours for any single group or individual supervisory session.
- All forms of supervision must follow guidelines provided by the ADTA, sessions may be in person, or a distance or written format, and must include case presentations, self-evaluation, and feedback, from an ethical and diversity aware approach.
- The intern is responsible for maintaining the confidentiality of their clients and should be aware of the on-going changes in cyber-privacy and encryption.

DANCE TRAINING AND EXPERIENCE:

Five (5) years of concentrated study in at least one dance form such as modern, ballet, jazz, tap, ethnic or folk, leading to competence in rhythmic and spatial clarity, kinesthetic awareness, and movement dynamics. This may be supported by collateral dance studies such as dance theory, dance composition, creative dance improvisation, etc.

Dance training can have occurred at any time in an applicant's lifetime, but some of it must be recent. The R-DMT ALTERNATE ROUTE application includes a document for listing the forms/style studied, when studied and frequency. There is also a second table to list any additional performance, training, or teaching experiences.

NEW STANDARDS

AR education, including internship, must be completed within ten (10) years. If the applicant requires more than 10 years to complete the requirements, a letter of explanation must be submitted for discussion and consideration with their advisor.

ADVISEMENT REQUIREMENT:

- R-DMT ALTERNATE ROUTE students are required to have an approved advisor to guide their education and training process. (This requirement will be implemented as soon as the AR Advisor Webinar and approval process is completed. Until that time, an approved advisor is NOT required for AR trainees)
- The advisor's role is different from that of their educators or clinical supervisors and include the following responsibilities:
 - Providing academic advisement throughout the student's educational process.
 - Acting as a liaison for concerns raised by the R-DMT ALTERNATE ROUTE student, or their educators, and/or supervisors.
 - Providing professional guidance for questions related to internships, career, and other professional issues. (In addition to the student's educators and BC-DMT supervisors)
 - Submitting a letter of recommendation for the student's R-DMT ALTERNATE ROUTE application portfolio assessing the AR student's readiness to become an R-DMT.

GRADUATE DEGREE REQUIREMENTS:

Students who do not have a clinical mental health graduate degree should be aware that they will not meet clinical mental health licensure qualifications in their state and will be required to follow a different clinical training track.

Graduate degrees in the following areas of study are strongly encouraged:

- Clinical: Counseling, Marriage and Family Therapy, Social Work, Psychology, Creative Arts Therapies, Expressive Art Therapy, Rehabilitation Counseling, School Counseling, Pastoral Counseling (Will require fewer clinical training hours and certain clinical degrees may or may not allow one to have a clinical mental health practice. Check with your state licensing board.)
- Dance, Dance Education (Will require more clinical training hours and will NOT allow the applicant to have a clinical mental health practice)
- Education, Special Education, Occupational Therapy, Physical Therapy, Recreation Therapy (Will require more clinical training hours and will NOT allow the applicant to have a clinical mental health practice.)

DANCE/MOVEMENT THERAPY COURSEWORK:

Alternate Route Course Possibilities: There is a calendar of many approved AR courses and course details on the ADTA website ([Alternate Route Training Course Calendar](#)).

- AR courses are intended to be equivalent to graduate level study with similar coursework, assignments, and readings within ADTA approved dance/movement therapy master's programs.
- AR courses must be a minimum of 15 hour/1 semester credit/1.5 quarter credits. (1 credit = 15 hours)
- All DMT Theory and Practice courses must be approved by the Subcommittee on Alternate Route Courses (SAARC) of the Committee on Approval and taught by a BC-DMT.
- Course topics must include some or all, of the following areas: DMT History, DMT Theory, DMT Practice, and DMT Professional Development.
- All ADTA approved course syllabi must identify the specific Section II competencies addressed.
- General Training courses must be taken at the graduate level through an academic institution either in person or through distance learning.

COURSEWORK REQUIREMENT DIFFERENCES CLINICAL OR NON-CLINICAL DEGREE

- With a clinical graduate degree, DMT coursework must total: 405 hours/27 semester credits/40.5 quarter credits.
- With a non-clinical graduate degree, DMT coursework must total: 675 hours/45 semester credits/67.5 quarter credits.

Dance/Movement Therapy Theory and Practice Coursework includes:

Students may complete up to 60 hours of DMT Theory and Practice coursework without having taken prior psychology coursework. At least 45 hours of psychology coursework must be completed, to continue taking DMT Theory and Practice Coursework

Total: 270 hours/18 semester credits/27 quarter credits

History - 45 hours/3 semester credits/4.5 quarter credit Theory - 135 hours/9 semester credits/13.5 quarter credits

Theory & Practice/Group Dynamics - 45 hours/3 semester credits/4.5 quarter credit

Practice - 45 hours/3 semester credits/4.5 quarter credit

Advanced Electives - 30 hours/2 semester credits/4.5 quarter credits

Movement/Body

Total: 105 hour/7 semester credits/10.5 quarter credits

Movement Observation

Total: 90 hours/6 credits/9 quarter credits (if credits are more than 10 years old, 45 hours/3 credits are required)

This course may be taken at the graduate or undergraduate level, through a movement studies institute, or independently. This course must be taught by an instructor who is certified in that movement analysis system or can document advanced training and expertise in the system. The instructor does not have to be a BC-DMT.

To fully complete the Movement Observation requirement, coursework must include:

- Observation – The use of the movement observation framework to document, describe and communicate functional and expressive elements of the movement patterns being observed.
- Assessment – The use of the movement observation framework to assess non-verbal movement patterns in relationship to multiculturalism and diversity as well as in relationship to developmental, psychological, behavioral, or systemic clinical theories.
- Self-Awareness – The use of the movement observation framework to acknowledge and articulate how the observer's embodied movement preferences, and socio-cultural background influence assessment of someone else's movement patterns.

Anatomy/Kinesiology

Total: 15 hours/1 semester credit/1.5 quarter credits

This course may be at graduate or undergraduate level, at an independent study or its equivalent. The course must include Kinesiology or Biomechanics. NOTE: Anatomy is not sufficient

- General Training Courses: Except where noted, Psychology Courses must be taken at the graduate level in an academic setting. Applicants with a clinical graduate degree may have completed this requirement in their degree studies.

Total: 285 hours/18 credits

Developmental Psychology: 45 hours /3 semester credits/4.5 quarter credit Psychopathology: 45 hours

/3 semester credits/4.5 quarter credit Psychology Theory: 45 hours /3 semester credits/4.5

quarter credit Psychology Methods: 45 hours /3 semester credits/4.5 quarter credit Advanced Topics: 90 hours

/ 6 semester credits/9 quarter credit

CLINICAL TRAINING

- Students with a non-clinical graduate degree must complete both fieldwork AND an internship. Those with a clinical graduate degree, or who have completed 200 practicum hours as part of their clinical Graduate program, only need to complete an internship.
- Clinical training must provide exposure to a minimum of two different clinical populations under the administrative direction of the advisor and the BC-DMT supervisor. In addition, on-going communication between the student, BC-DMT supervisor, advisor, and site supervisor is required.

FIELDWORK:

200 hours of basic clinical exposure, supervised by a licensed mental health professional to provide the student with an orientation to health and/or educational systems, and an understanding of the role and function of the therapist within the system. (Does not have to be a DMT or be leading DMT sessions).

INTERNSHIP:

- The number of required internship hours varies depending on whether an individual has a clinical Graduate degree or a non-clinical Graduate degree.
- Internship includes observing, assisting, or co-leading, leading and assuming full responsibility for program planning and dance/movement therapy treatment implementation.
- The internship can occur concurrent with, or after completion of DMT AR coursework.
- Internship hours may not be completed in entirety before completion of all AR coursework.
- BC-DMT supervised employment, private practice or volunteer hours that are DMT specific can count towards internship hours. (see details and requirements for each of these types of internships below)
- Settings: Licensed, accredited, or therapeutic facility that provides clinical experience
- The student completes and maintains both training and internship agreements in consultation with the BC-DMT supervisor, to ensure that they gain experience with a representative range of client populations in diverse settings. Students will inform their advisor of all such agreements.
- Internships may be designed in different ways: part or full time, in one or more settings, and near or distant from the BC-DMT. However, one internship site must be a minimum of six months or 250 hours.
- Internships must be under continuous supervision by a BC-DMT.
- For any portion of the internship when there cannot be a dance/movement therapist on site, the student must have a BC-DMT providing direct supervision. Direct supervision includes observation of the intern's clinical work with feedback provided to the intern.
- Regular communication (at minimum mid and end of placement) must occur between student, BC-DMT supervisor, and on-site supervisor to ensure that individualized training plan is being met, and progress is communicated to the advisor by the student.

INTERNSHIP REQUIREMENTS

NON-CLINICAL GRADUATE DEGREES

Prior to starting dance therapy internship, the applicant must complete 270 hours/18 semester credits of coursework:

- 135 hours/9 semester credits/13.5 quarter credits - DMT coursework
 - o 90 hours/6 semester credits/9 quarter credits - DMT theory and practice
 - o 45 hours/3 semester credits/4.5 quarter credits - Movement Observation,
- 135 hours/9 semester credits/13.5 quarter credits General Coursework

700 hours total (minimum six months full time or its equivalent)

- 350 hours (minimum) direct client contact, including 150 hours leading DMT sessions with clients.
- 350 hours Indirect client contact e.g., clinical responsibilities, team meetings, record keeping, in- service education.
- By the completion of the internship, the student can assume the role of a beginning clinician.

CLINICAL GRADUATE DEGREES

For applicants with a clinical graduate degree, the equivalent of two (2) years FT clinical experience, and legal credentialing/licensure in their state or country.

- Prior to starting dance therapy internship, the applicant must complete 270 hours/18 semester credits/27 quarter credits total - DMT coursework including:
 - o 165 hours/11 semester credits/16.5 quarter credits - DMT Theory & practice
 - o 105 hours/7 semester credits/10.5 quarter credits – Movement/Body

Required Internship hours (with a clinical graduate degree and legal credentialing)

450 hours total (minimum six months full time or its equivalent)

- 350 hours direct client contact, including 250 hours leading DMT sessions with clients.
 - o 250 private practice hours may be counted toward the Internship/200 hours must be in an institutional/team-based setting.
- 100 hours Indirect client contact e.g., clinical responsibilities, team meetings, record keeping, in-service education.

WITH CLINICAL GRADUATE DEGREE & LEGAL CREDENTIALING	WITH NON-CLINICAL GRADUATE DEGREE
Total completed DMT coursework required, prior to starting internship:	Total completed DMT coursework required, prior to starting internship:
270 hrs./18 sem. crs./27 quarter crs. including: <ul style="list-style-type: none"> o 165 hours/11 semester credits/16.5 quarter credits - DMT Theory & Practice o 105 hours/7 semester credits/10.5 quarter credits – Movement/Body Total Internship Hours: 450 hours /minimum 6 mo. (can be 250 hours private practice & 200 hours institutional- team setting) <ul style="list-style-type: none"> o 350 hours direct client contact o 250 leading DMT sessions o 100 hours indirect client contact 	135 hrs./9 sem. crs./13.5 quarter crs. including: <ul style="list-style-type: none"> o 90 hours/6 semester credits/9 quarter credits - DMT theory and practice o 45 hours/3 semester credits/4.5 quarter credits - Movement Observation 135 hours/9 semester credits/13.5 quarter credits - General Coursework Total Internship Hours: 700-hour/min. 6 mo. <ul style="list-style-type: none"> o 350 hours direct client contact o 150 hours. leading DMT sessions o 350 hours indirect client contact

SUPERVISION:

- The student, with support of the BC-DMT supervisor, shall develop a plan for completion of all facets of clinical training based on the ADTA competencies in the areas of practice and professional development, student needs, student competencies, and life circumstances.
- A written internship agreement (see clinical placement manual) will be completed for each internship site by the student, site supervisor, and BC-DMT prior to starting an internship and sent to the advisor.
- BC-DMT supervisor does not have to be on-site. (In the absence of a BC-DMT supervisor, on-site supervision by a mental health professional or other qualified professional with a graduate degree is required.)
- The Internship may follow or occur concurrently with taking the education requirements.
- All forms of supervision must follow guidelines provided by the ADTA and consist of a verbal or written session and self-evaluation, questions, feedback, and clarification.
- The intern is responsible for maintaining the confidentiality of their clients. *Note that communication via the internet is difficult to secure.

70 hours of BC-DMT Internship supervision

- Minimum of 24 hours with the same BC-DMT supervisor.
- Minimum of required live observation hours vary depending on whether the AR student is using private practice for internship hours and based on if the observation is (1) live; (2) Video recorded/ live streamed, or site visits are not possible. (see chart for specific below amounts)
- Maximum of 30 hours Group off-site supervision.
- Maximum of 4 hours for each group and 2 hours for each individual supervision session.

Observation Format	Standard Internship	Internship with Private Practice
In person, video recorded, s or livestream site visit	5 site visits/10 hours	10 site visits/20 hour
Total BC-DMT supervision with site visits	70 hours	70 hours
Total BC-DMT supervision without site visits	80 hours	90 hours

DANCE TRAINING AND EXPERIENCE:

Dance training can have occurred at any time in an applicant's lifetime, but some of it must be recent. The R-DMT ALTERNATE ROUTE application includes a document to list the forms/style studied, when, frequency and any additional performance or teaching experiences

- At least 5 years of dance/movement experience (dance training/experience may continue throughout DMT education and training to meet the above requirements prior to application)
- Expertise in at least two different dance/ movement styles/forms e.g., traditional/ethnic/folk – African, Caribbean, Asian/S. Asian, Latin, Middle Eastern, Native American, etc., popular/street/indigenous, improvisation, liturgical, ballroom, ballet, modern, jazz.
- In-depth and dedicated experience in a minimum of one dance form
Ability to discuss the influence of culture on their dance experience and dance forms
- Teaching, performing, and/or choreography experience is encouraged.
- Evidence of the following dance/movement skills:
 - An ability to move in a connected and kinesthetically informed manner
 - An ability to relate to others through movement
 - A range of functional and expressive movement qualities
 - Improvisational ability
 - An understanding of basic rhythmic patterns.

APPLICATION PROCEDURES

Please refer to the ADTA website for information, application instructions and materials and Required forms. For questions contact the DMTCB office (DMTCB@adta.org) or the Chair of the DMTCB (DMTCBchair@adta.org)

R-DMT Alternate Route

Applications must be submitted electronically through the website. All support materials, including transcripts, internship verification forms, supervision evaluation forms, and letters of recommendation etc. must be submitted by January 15th.

Applications are reviewed once a year and applicants are usually notified late spring or early summer. Concerns and issues are handled by the Dance/Movement Therapy Certification Board Chairperson.

- All official communications must be in writing via email and sent to dmtcb@adta.org.
- The applicant is responsible to be sure that all names and addresses, including zip codes, are correct.
- It is the applicant's responsibility to ensure that all required supplemental documents are submitted in a timely manner, and with the correct subject line information (e.g. "Lesley Xo - LOR" for the Letter of Recommendation.)
- It is the applicant's responsibility to send support documents to the appropriate individual with instructions for their submission and making sure they are submitted by the due date.
- It is the applicant's responsibility to inform individuals completing the support documents, that they must be typed. Incomplete applications are automatically pended by the review panel and the applicant is contacted about the missing materials.
- Application forms are occasionally revised, please ensure that you are submitting the most up-to- date version.
- There is a non- refundable fee of \$150.00 for applications. This fee covers the processing of the application. Please remit your payment electronically.

International Applicants:

- All communication and official documents must be professionally translated to English.
- All non-US graduate degrees must be evaluated for USA graduate degree equivalency and submitted to dmtcb@adta.org.
 - There are many organizations that evaluate USA graduate degree equivalency for a fee. The ADTA does not endorse any particular organization but many are included in these or other sites you may find: <https://aice-eval.org>; <https://www.naces.org/members>

R-DMT ALTERNATE ROUTE APPLICATION & SUPPORT MATERIALS SUBMISSION DETAILS

Have ALL materials and information available BEFORE starting the application form.

Graduate Degree:

- The applicant's graduate degree transcript should be sent by the university or institution by January 15th, directly to dmtcb@adta.org.
- International students are required to have their graduate degree evaluated for USA graduate degree equivalency and both the degree certification and the report from the equivalency agency must be submitted to dmtcb@adta.org.

Coursework

- The applicant will be asked to list all course requirements they have taken in the application itself, including the course title, length, date, name/credential of instructor, and institution offering course.
- The applicant will also be asked to EITHER upload all certificates of completion OR request the transcripts be submitted by the institution or university to dmtcb@adta.org. All forms of course documentation must include dates, length of course (credits or hours) and grade/evaluation details. (NOTE: Depending on where the course was taken, course completion verification may be in the form of a transcript OR a certificate of completion. The applicant does NOT need to submit both a transcript AND a certificate to document courses they have taken.)

All coursework must be verified either by:

- An official transcript with official seal sent directly to dmtcb@adta.org. All transcripts must be received by February 15th. It is the applicant's responsibility to ensure the receipt of all documentation.
 - o Catalog descriptions from time a course was taken are required for General Training courses taken outside of a complete graduate program.
- A Certificate of Completion submitted by the applicant when they complete the application process.
 - o If several courses are taken from the same instructor or within the same institution, they may be listed together.
 - o The application will also require the applicant to list the course title, total hours/credits, date taken, Instructor name and credential and location taken.
 - o Courses taken or begun BEFORE March 2013: Submit course syllabi, reading lists, evaluation method, total hours, name/credentials of instructor. (Movement Observation, and Kinesiology are exempt)

Forms and Support Materials

- The applicant lists name, credentials, contact information, and other relevant details for all individuals completing forms in their R-DMT ALTERNATE ROUTE application form.
- The applicant is responsible for entering the reference contacts into the application. After the candidate submits the application the references will be emailed the **DMTCB - Application Reference Request Email**. References can complete their requests by clicking the link in the email, filling out the reference fields, and then clicking the “Submit” button. Once all reference requests have been completed the application will be submitted for review and the candidate will receive the **DMTCB - R-DMT Application Received** email.
 - [Alternate Route Application Form](#)
 - [Fieldwork Verification Form\(s\)](#) - one from each fieldwork supervisor. Note: applicants with a clinical graduate degree may be exempt if a clinical placement was part of their graduate program and is indicated on the transcript.
 - [Internship Verification Form\(s\)](#) – one from each internship site.
 - [Supervision Evaluation Form\(s\)](#) – one from each BC-DMT internship supervisor.
 - [Letter\(s\) of Recommendation Form](#) – two from BC- DMTs who have seen the applicant’s work within the past two years. A substitute for one of the two recommendations may come from a graduate level (or higher) Mental Health professional.
 - [Supervision Tracking For](#)– Signed documentation of supervision hours. DO NOT SUBMIT THIS FORM IT IS FOR THE APPLICANT ‘S CONVENIENCE FOR USE IN TRACKING THEIR SUPERVISION HOURS ONLY!!

Dance/Movement Requirement

- Complete and upload [Dance/Movement Background Form](#) documenting a minimum of five years concentrated dance/movement study.

Fieldwork

- Complete Fieldwork requirements
- The applicant lists fieldwork sites, hours, supervisor’s names, and contact information etc. in their application.
- The applicant is responsible for entering the reference contacts into the application. After the candidate submits the application the references will be emailed the **DMTCB - Application Reference Request Email**. References can complete their requests by clicking the link in the email, filling out the reference fields, and then clicking the “Submit” button. Once all reference requests have been completed the application will be submitted for review and the candidate will receive the **DMTCB - R-DMT Application Received** email.

Internship

- Complete Internship and BC-DMT supervision requirements
- The applicant lists fieldwork sites, hours, supervisor’s names, and contact information etc. in application.
- The applicant is responsible for entering the reference contacts into the application. After the candidate submits the application the references will be emailed the **DMTCB - Application Reference Request Email**. References can complete their requests by clicking the link in the email, filling out the reference fields, and then clicking the “Submit” button. Once all reference requests have been completed the application will be submitted for review and the candidate will receive the **DMTCB - R-DMT Application Received** email.

Other Details

- Pay \$150.00 non-refundable application fee with on-line.
- Sign application and Code of Ethics agreement.

EVALUATION OF APPLICATIONS

All applications and related material are subject to verification and the property of the DMTCB in the applicant's permanent file. They are also kept confidential but may be de-identified and used for training purposes.

TIMELINE AND PROCEDURES:

APPROVED PROGRAMS:

The DMTCB receives and processes applications for applicants from Approved Programs throughout the year. Applicants receive notification approximately four (4) weeks after receipt of support materials.

ALTERNATE ROUTE:

- R-DMT ALTERNATE ROUTE applications are reviewed each spring. Applicants are notified of application decision mid-summer (approximately).
- Application will either be passed, pended or failed. These decisions are based on the materials that the applicant has submitted.

PASSED: Congratulations you are an R-DMT! Once the R-DMT is awarded, the certificant is required to:

- Maintain their credential in good standing by paying an annual renewal fee.
- Complying with the 5-year CE recertification and audit process by accruing 50 CE hours every five years beginning the year the R-DMT is awarded and every 5 years thereafter.
- Maintaining documentation, recording CE hours, and filing CE compliance forms with the DMTCB via the ADTA National Office.
- If the R-DMT does not comply with these requirements and continues to identify themselves as an R-DMT (or DTR) they will be in violation of the ADTA Code of Ethics, and their credential will be considered as lapsed.

PENDED:

- An application may be pended if there is a need for further information or clarification. The applicant will be notified of the missing information or documentation and will have until June 1st of the year when their application was first assessed to rectify the deficiencies.
- If this does not occur, the applicant must re-apply another year and submit a new application fee.
- The DMTCB may choose to extend the assessment of the application beyond the deadline to meet its own evaluation requirements if unexpected problems making it impossible to review material occur.

FAILED:

- An application may be rejected for any of the following reasons:
 - o The application is incomplete and lacks any of the requirements for the R-DMT.
 - o The applicant receives unsatisfactory letters of recommendation or evaluations.
 - o An applicant fails to complete a pended application.
- The reasons for rejection of an application will be stated in a letter to the applicant.
- There is an appeal procedure available to individuals whose application has been rejected.
- If an application is rejected, the applicant may re-apply another year and submit a new application fee.

APPEAL PROCEDURES

Notification letters for failed R-DMT (Alternate Route) applications will include the reasons the application failed. Specific reasons for failure may include:

- The Applicant was ineligible.
- The Applicant did not successfully meet or complete the application requirements.

The applicant may choose to appeal the DMTCB's decision if they feel that there are compelling reasons for a different outcome.

FIRST APPEAL SUBMISSION PROCESS

- The applicant has 30 days to send a written appeal to the DMTCB Chair (DMTCBchair@adta.org).
- Appeals may be emailed to DMTCBChair@adta.org, but must be in a separate written format. No other versions of submitting the appeal will not be accepted.
- General question about the appeal or the appeal process should be directed to the DMTCB Chair (dmtcbchair@adta.org)
- The appeal should state why the decision is being appealed and provide additional evidence or explanations to support a reevaluation of the application. This might include:
 - o Evidence that the applicant's eligibility was incorrectly reviewed or denied.
 - o Evidence that the application was incorrectly scored or evaluated.
 - o Evidence of documentation or requirements that had been correctly submitted but not processed correctly.
- The appeal should include a signed and dated letter stating:

"I understand that this appeal is a confidential proceeding between myself and the DMTCB Appeal Board. I also release the DMTCB and any other third parties from any liability claims related to the credential evaluation or appeal process "
- Within 30 days of receipt of the appeal, the DMTCB Chair reviews and reevaluates the appeal and sends an explanation of the decision to the Appellant/Applicant

SECOND APPEAL SUBMISSION PROCESS:

A second appeal only occurs if new or previously unknown information that is directly relevant to the applicant's eligibility is being submitted (e.g., their current BC-DMT status).

- The applicant has 30 days from being notified of the first appeal decision to file a second appeal to the DMTCB Chair (DMTCBchair@ADTA.org). Appeals received after this date will not be reviewed or considered.
- The appeal must be written and contain the following information:
 - o The identity and signature of the applicant submitting the appeal.
 - o Evidence of new or previously undiscovered information that was not reasonably available to the applicant prior to the first appeal.
- The appeal should also include a signed and dated letter stating,

"I understand that the outcome of this second appeal is final, and I will accept its decision. I also understand that this is a confidential proceeding and I release the DMTCB and any other third parties from any liability claims related to the credential evaluation or appeal process. "
- Upon receipt of the second appeal, and within 45 days, a review panel is convened by the DMTCB Chair. The Panel consists of three (3) members including:

- o One DMTCB member from the original review process.
- o Two additional DMTCB-connected panel members who have not yet been involved in the application or appeal process for this applicant- e.g., a past or present DMTCB Board members and/or a past DMTCB Chair.
- Within 30 days, the Panel reviews and evaluates all relevant materials related to the appeal and sends a summary of its decision to the DMTCB Chair.
- The DMTCB Chair informs the applicant of the final decision.

END OF APPEAL PROCESS

Appeals are closed, and considered final when any of the following occurs:

- The stated time for any of the steps in the appeal process for which the applicant is responsible, has been exceeded.
- The appeal is withdrawn or terminated by the applicant.
- The decision on a second appeal has been determined and communicated to the applicant.