DMTCB

Dance/Movement Therapy Certification Board

DANCE/MOVMENT THERAPY CERTIFICATION BOARD, INC.
230 Washington Avenue Extension, Suite 101; Albany, NY 12203
dmtcb@adta.org; dmtcbchair@adta.org
518-704-3636

Dear BC-DMT Applicant:
The Dance/Movement Therapy Certification Board (DMTCB) is pleased that you are applying to become a Board-Certified Dance/Movement Therapist (BC-DMT). We understand the commitment you have made, and the hard work it took to arrive at this point in your career.

This handbook was created to support and guide your application process. Please read carefully through all sections of the handbook before getting started. If you have questions or need assistance, please contact the DMTCB Office at 518-704-3636 (dmtcb@adta.org).

The BC-DMT credential signifies your attainment of advanced level professional DMT proficiency. It allows you to work privately and to assess and implement DMT interventions independently. It also reflects that you know when to seek consultation to ensure ethical and effective treatment. (Note: R-DMT with an additional clinical license that allows private practice, may use DMT in their private practice, but if they are working toward the BC-DMT, they are required to have ongoing BC-DMT supervision.)

Additional benefits of this status include that as a BC-DMT you may teach ADTA approved courses, provide DMT supervision to R and BC-DMT supervisees, and advise Alternate Route Students. (See more specific details in the ADTA Standards for Education and Training on the Education<Become a DMT> <Alternate Route> landing page)

The application process for the BC-DMT assesses the applicant's understanding, awareness, and skills in integrating DMT and psychology through a culturally aware lens. It is grounded in the ADTA Code of Ethics and scope of practice. The short answer(s), focus on the applicant's capacity to demonstrate (a) clinical competency and demonstration of DMT skills (b) understanding of what theories inform your work and how these connect to practice, (c) clarity, format, grammar and organization in writing; and (d) awareness of self, intersectional identity, and areas of growth. The short answer(s) are assessed using a set of scoring rubrics and are reviewed by a minimum of two reviewers to minimize bias.

We wish you good luck and encourage you to reach out with any questions you might have.

Sincerely,

Dance/Movement Therapy Certification Board

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GENERAL INFORMATION

The BC-DMT credential signifies the attainment of an advanced level of professional DMT proficiency. As a BC-DMT, practitioners are deemed competent to assess and implement DMT interventions independently or through consultation to ensure effective treatment.

The BC-DMT status is also a prerequisite for teaching ADTA approved courses, providing DMT supervision to DMT students working toward the R-DMT, R-DMTs working toward the BC-DMT and to advise Alternate Route Students. (See more specific details for these roles in the ADTA Standards for Education and Training https://adta.memberclicks.net/alternate-route-training

DANCE/MOVEMENT THERAPY COMPETENCIES

Individuals achieving the BC-DMT level have attained the following competencies:

- Able to integrate dance/movement therapy theory into professional practice.
- Able to make interventions within sessions that are goal oriented, serve needs of clinical populations and reflect an underlying theoretical framework.
- Able to communicate clearly on the issues surrounding their professional role, clinical work, and dance/movement therapy knowledge base.
- Able to demonstrate responsibility for professional self-evaluation.

BOARD CERTIFICATION REQUIREMENTS

Requirements for Board Certification are set by the American Dance Therapy Association and evaluated by the Dance/Movement Therapy Certification Board. The following requirements must be met to be eligible to apply for BC-DMT certification:

Current maintenance of the R-DMT

1. All BC-DMT applicants MUST have maintained their R-DMT credential for a minimum of 1 full year (a minimum of 12 months) prior to applying for the BC-DMT.
2. The R-DMT is attained either through receiving a master's degree from an ADTA Approved Program or through the Alternate Route. Applicants must be R-DMTs before they begin accruing supervised clinical hours for the BC-DMT.
3. Applicants must maintain their R-DMT by renewing their credential every year and complying with the Recertification Continuing Education requirement, every 5-years. **EXCEPTION:** Approved Program applicants who have completed all coursework towards their DMT degree except thesis, and who become employed prior to thesis completion and graduation, may begin to accrue BC-DMT Internship hours. When these individuals complete their degree, they must apply for the R-DMT and maintain it for a minimum of one year prior to applying for the BC-DMT.

Clinical BC-DMT Internship

1. Complete 2,400 hours of supervised clinical BC-DMT Internship hours; 600 of the hours may be volunteer work, the remaining 1800 hours must be paid clinical employment. Of the total required clinical internship hours, 1,000 hours must be direct client contact and 500 hours must be providing DMT sessions. (see Paid Clinical BC-DMT Internship

Requirements). At least half of the BC-DMT Internship hours must have been accrued within seven years prior to application for the BC-DMT.

Supervision:

1. Complete at least fifty (50) hours of clinical supervision by a BC-DMT spread throughout the 2400 hours of the clinical BC-DMT Internship.
2. For applicants using private practice clinical hours for their BC-DMT Internship requirements, see additional supervision requirements below.
3. At least 10 hours of the supervision hours must have been accrued within two years of the application to become a BC-DMT.

Dance/Movement Therapy Theory and Practice Proficiency:

1. Demonstrate knowledge, understanding and ability to work independently as a DMT.
2. Proficiency is determined through assessment of a short answer format focusing on the applicant's capacity to (a) articulate a personal theoretical approach that integrates DMT theories, psychology theories and a movement observation framework, in a culturally attuned manner; (b) provide clinical treatment for a range of individual and systemic issues, (c) assess, diagnose, and implement clinical goals; and (d) provide treatment that is culturally appropriate and reflects sensitivity to the diverse world we live in.
3. The short answers are assessed using a set of scoring rubrics and reviewed by a minimum of two readers to minimize bias. The applicant must receive a passing score to be granted the BC-DMT.

ADTA Code of Ethics Compliance:

1. All applicants must agree to abide by the DMTCB Code of Ethics and Standards of Practice

REQUIREMENT DETAILS

CLINICAL BC-DMT INTERNSHIP

1. Includes all direct and indirect clinical work but must include leading clinical DMT sessions.
2. Clinical BC-DMT Internship Site(s) requirement: sites should be a licensed, accredited, or otherwise regulated, mental health, medical, educational, or social services agency, correctional facility, NGO, or community-based program. Clinical BC-DMT Internships do not include apprenticeship, or in-training experience.
3. Job Title: It is not required that the job title be specifically "dance/movement therapist." However, the applicant must verify that at least 500 hours of dance/movement therapy services are being provided. This can be verified either by the BC-DMT Internship Verification Form or the Supervision Hours Verification Form.
4. Clinical hour requirements: A total of 2400 clinical work is required for the BC-DMT. Of the total required clinical internship hours, 1,000 hours must be direct client contact and 500 hours must be providing DMT sessions. This can include a maximum of 600 of the required hours as an unpaid volunteer within a licensed, accredited, or otherwise regulated, mental health, medical, educational, or social services agency, correctional facility, NGO or

community-based program. Clinical BC-DMT Internships do not include apprenticeship, or in-training experience.

5. R-DMT applicants with a license in a clinical mental health profession may accrue hours in private practice under the following guidelines:
    - Applicants who will be using Private Practice hours towards the Clinical BC-DMT Internship requirements, must submit a Letter of 'Intent to Use Private Practice' **prior** to accruing those hours. The Letter of Intent can be downloaded from the DMTCB web page.
    - Applicants using Private Practice hours, must use the designation "R-DMT, Board Eligible" in announcing services and adhere to state and federal license requirements.
    - A maximum of 1800 supervised clinical hours may be accrued towards the BC-DMT through private practice, consultation, or independent contract work settings. (Additional supervision is required; see below.)
    - The remaining hours (minimum 600) must be accrued in a licensed, accredited, or otherwise regulated, mental health, medical, educational, or social services agency, correctional facility, NGO, or community-based program. Clinical BC-DMT Internships do not include apprenticeship, or in-training experience.
    - At least half of the BC-DMT Internship hours must have been accrued within seven years prior to the application.
6. The following do not count toward clinical practice hours:
    - BC-DMT Internships, work/study programs, and fieldwork (this is considered dance/ movement therapy training, not clinical practice)
    - Conducting workshops or courses
7. On the application form, you will be asked to record dates or duration of employment for each position listed. If work hours per week vary over the period of employment at the same job, the Dance/Movement Therapy Certification Board may request a letter of explanation.

SUPERVISION

1. Supervision should comply with the criteria outlined in the Supervision Verification and Evaluation form and the ADTA Supervision Guidelines.
2. The BC-DMT supervisor may or may not be on-site with the supervisee. If the BC-DMT is not on site, there must be another master's level clinician supervising the R- DMT's day-to-day work.
3. BC-DMT Supervision details:
    - **For institutional, agency, or clinical BC-DMT Internship:** fifty (50) hours of supervision throughout the 2400 hours of the clinical internship.
    - **For private practice clinical BC-DMT Internship**: (Maximum total of 1800-private practice hours, of the total 2400-required employment hours)
        - Accrue private practice supervision hours at a rate of 1 hr. of BC-DMT supervision for every 40 hours of private practice work.
        - A minimum of 1 hr. of supervision for every 300 hours of private practice must be observed on-site, live streamed, or video-taped sessions. (For example, for 1800

hours in private practice, you will need to have 45 hours of supervision, including 6 hours of 'live' session observation supervision).
- A minimum of two hours of observed session supervision must be accrued annually.

4. Supervision may be provided individual or group consultations in-person; off-site or on-site supervision; observation time during dance/movement therapy sessions and post- session processing; electronic or other virtual means of supervision as follows:
   - At least twenty-five (25) hours of BC-DMT supervision with the same supervisor.
   - A minimum of twenty-five (25) hours of supervision must be as individual, one-on-one supervision, in an in-person or electronic or in-session observation format.
   - A maximum of four (4) hours for any single group or individual supervisory session will be accepted.
   - At least 10 hours of the supervision hours must have been accrued within two years of your application to become a BC-DMT.
   - Electronic or virtual supervision can include the review of digitally recorded sessions, email consultations, telephone, or videoconference consultations.
   - Digitally recorded session supervision hours are determined by the length of time that it takes for the supervisor to view the video and for the supervisor and the supervisee to process the session together.
   - Supervision hours accrued through telephone, electronic mail and videoconference consultations are determined by the length of time supervisor and supervisee are engaged in phone or on-line consultations. No more than two (2) hours of phone, email, or videoconference supervision may be counted for any individual consultation. (If a telephone conversation lasts 4 hours, only two may be used.)

Tracking Supervision:

- The supervisee is responsible for keeping track of supervision hours. They may use the Supervision Tracking Form on the web or create their own form to track the amount and type of supervision they received. Do not upload this form with the other documents for your application.
- If there is a discrepancy between supervisors' and applicant's hours of supervision, the application will be pended, and the form will be requested for further verification.
- Both the supervisor(s) and the supervisee should sign the Supervision Tracking Form.

LETTER OF RECOMMENDATION

1. Three (3) Letters of Recommendation are required. The applicant must list the names and contact information of three individuals who will be writing a letter of recommendation for them.

2. The letters should be from:
   - A BC-DMT supervisor who has provided a minimum of 25 supervision hours and has observed the supervisee's clinical work within the last two years.
   - A current clinical supervisor

- Another BC-DMT, a clinical supervisor or a mental health professional familiar with the applicant's work.

3. 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 - BC-DMT Application Received email**.

INSTRUCTIONS FOR SHORT ANSWERS

The questions in the short answer exam are intended to communicate your clinical knowledge, understanding and competency to assess your readiness to become a Board-Certified Dance/Movement Therapist.

SHORT ANSWER FORMAT REQUIREMENTS: Answers will be submitted via the Prolydian platform. Applicants will input short answers in the text boxes for each question following the word count limit.

Answers will be evaluated on demonstration of readiness to become a BC-DMT including:
- clinical competency and demonstration of DMT skills
- understanding of what theories inform your work and how these connect to practice
- clarity, format, grammar and organization in writing
- awareness of self, intersectional identity, and areas of growth

● Do NOT include your name or other similar identifying information in any questions
● Do NOT include non-relevant identifying information about the client or group you discuss.
● Use American Psychological Association Style Guidelines for formatting and citations when necessary (https://apastyle.apa.org/style-grammar-guidelines/paper-format)
● EACH answer should be written using correct grammar, sentence structure and spelling.
● Proofread so that answers are error-free. (Asking someone to help with clarity, organization or editing is encouraged).

EXAMINATION FOR APPLICANTS FOR BOARD CERTIFICATION

SECTION I: THEORETICAL INTEGRATION (15 pts)

Consider the current definition of DMT to support you in exploring the prompts below.

"Dance/movement therapy (DMT) is defined by the American Dance Therapy Association (ADTA) as the psychotherapeutic use of dance, movement, body awareness, and embodied communication to foster healing and well-being for all individuals, families, and communities."

1. Discuss the theoretical perspective(s) that guide your dance/movement therapy practice. Describe the major concepts from each theory that you cite; and how you integrate them into your approach. Identify:

a. your dance/ movement therapy approach and the model(s) that it's based on (5 pts)
b. psychological, sociological and/or other theoretical model(s) that inform your practice (5 pts)
c. how you integrate these theories in your practice. Be specific about how the theoretical concepts are applied directly to your current practice
(400 words or less) (5 pts)

Section 1 content requirements and suggestions:
There are **no specific models** of dance/movement therapy, movement observation or psychological/sociological required for this section. Reviewers are looking for applicants who can give clear and specific rationale of how their theoretical framework connects to their clinical practice.
Be sure to discuss how your clinical approach integrates the DMT and psychological theories you discuss in relationship to the movement observation system(s) you use.

SECTION II: SELF KNOWLEDGE (6 pts)

1. Drawing on your work thus far, describe how your privilege, power, oppression and/or marginalization play a role in your work, and describe in detail how your own identity plays a role in your DMT practice . (150 words or less) (2 pts)

2. Identify specific areas of implicit bias (both personal and professional). In what ways are you committed to building awareness of these assumptions? (150 words or less) (2 pts)

3. Describe cultural humility as it relates to clients whose movement preferences are different from your own. (150 words or less) (2 pts)

Section II content requirements and suggestions:
Please include clear description and demonstrate understanding of your own intersectional identity. Describe how your own levels of power, privilege and/or marginalization play a role in your DMT practice. How do you adapt and/or adjust your approach with different client(s). Please discuss how your approach can be used when working with different and/or diverse populations and your awareness of your own identities in relationship to those populations.

Be clear about areas of implicit bias that you are aware and are continually building awareness around. Also, describing specific areas of awareness of cultural humility with movement preferences for your clients.

SECTION III: CLINICAL PRACTICE (15 pts)

Present a Dance/Movement Therapy Case or Group using a description and analysis of a single DMT session.

1. Describe the (de-identified) demographic information of the client(s), the setting, the frequency of contact and how long you've worked with this/these client(s). Include basic information on diagnostic, developmental or emotional needs, and movement abilities of the client(s). (250 words or less) (3 pts)

2. Describe (a) your initial observations of movement and/or non-verbal communications of this/these client(s), (b) how you assessed the client(s) in the session demonstrating a collaborative process. (250 words or less) (5 pts)

3. Based on the information you provided in #1 and #2 above, describe what choices you made to start the session (150 words or less) (1 pt)

4. Focus on one segment of the session and an intervention that you made. (250 or less) (5 pts)

    (a) Describe what was happening in the movement, verbal or interpersonal interactions utilizing specific language from the movement observation frame from which you practice. How did that inform your decision?
    (b) What were the salient themes in the movement and in the session?
    (c) Describe how your own body sensations and kinesthetic awareness informed your intervention
    (d) Describe the choices you made to address the need of the client(s)

5. Describe how you provided closure in this session? (100 words or less) (1 pt)

Section III content requirements and suggestions:
The purpose of this question is to communicate not just WHAT you DID, but what you OBSERVED (related to movement and body patterns); WHY you chose your interventions and HOW you assessed the results of those interventions. As you discuss the session, please identify the relevant theories or frameworks that underlie your interventions and assessments.

SECTION IV: SELF EVALUATION (4 pts)

1. In evaluating this session, what strengths and areas of growth showed up in your leadership? (150 words or less) (2 pts)

2. Describe how your leadership/facilitation choices reflect the theoretical perspectives from Section I and cultural considerations from Section II. How did your approach address the needs of these specific client(s)? (250 words or less) (2 pts)

Section IV content requirements and suggestions:
Be sure to include your future plans to continue to grow as a clinician.

There should be a correlation between the DMT and psychological theories and movement observation frameworks discussed in Section I and the cultural consideration you defined in Section II.

SECTION V: KNOWLEDGE OF PROFESSIONAL AND ETHICAL STANDARDS OF PRACTICE (10 pts)

1. Describe your ethical decision making process when faced with an ethical dilemma. Feel free to give a specific example from your own experience. (150 words or less) (4 pts)

2. Describe how you assess for risk of harm to self or others. (150 words or less) (2 pts)

3. Describe 2 examples in which you would decide to refer a client out. (150 words or less) (2 pts)

4. How do you see your professional responsibilities to be different as a BC-DMT versus an R-DMT? (150 words or less) (2 pts)

Section V content requirements and suggestions:
Be sure to review and demonstrate and understanding of the current ADTA code of ethics.
Reviewers are not looking for specific answers but a demonstration of an applicant's ability to utilize ethical decision making and risk assessment.

APPLICATION SUBMISSION PROCESS

In the application, please be sure to have all required details, information, and materials accessible prior to entering any information into the application form.
We are using a new application program and like any new process there might be some unexpected kinks that occur. We are here to assist those who may experience any difficulties or have questions regarding the electronic form process. Please contact the ADTA National Office at DMTCB@ADTA.ORG) or (518) 704-3636.

Applications and supplemental materials must be submitted by January 15 of the submission year. Refer to the BC-DMT Application Instructional Guide for specific information, forms, and submission details.

The Applicant is responsible for:
- Submitting the completed application form & short answer(s) online.
- Ensuring that supplemental materials and forms (letters of recommendation, employment verifications, supervision forms etc.) are completed .

- It is the applicant's responsibility to ensure that all individuals submitting supplemental materials submit them accurately and in a timely manner.
- **Do not submit the Supervision Tracking Form with your application**. It will only be requested if there is a discrepancy between records and those of their supervisor.
- All submitted materials must be accurate, complete, and legible.
- Incomplete applications will be automatically pended.
- All documentation must be in English.
- All applications must be signed.
- Paying the non-refundable application fee of $200 by clicking on the electronic payment button.

All official communications *must* be in writing.

Clarification of issues is handled by the Dance/Movement Therapy Certification Board Chair only.

EVALUATION OF BC-DMT APPLICATIONS

The BC-DMT Panel reviews all applications for the BC-DMT. Applicants will receive notification of the Panel's decision approximately 4 – 5 months after the application due date.

Evaluated applications are either **PASSED, PENDED, OR FAILED.** See below for specific details about the specific evaluation criteria.

PASS STATUS

An application that is **PASSES**, results in the applicant becoming a BC-DMT.

PEND STATUS

An application that is **PENDED**, may be revised, and resubmitted to the DMTCB office (dmtcb@adta.org) within 1 month of receipt of the Pend notification. If the pended short answer(s) are resubmitted and is passed the applicant becomes a BC-DMT. If the revised short answer(s) are pended or if the applicant does not resubmit the revised short answer(s) in the allowed time, the applicant will need to apply the following year and will be expected to pay a new application fee.

Applicants may be pended for the following:

- Not maintaining R-DMT for a minimum of one full year (12 months), prior to applying for the BC-DMT.
- Insufficient clinical BC-DMT Internship hours
- Insufficient supervision hours
- Low Score (<42) on Evaluation Forms

  In any of the examples listed above, the panel will request additional documents that provide proof of meeting the application requirements. If the documentation is received, the panel will continue to review the application short answers. If not, the application will be FAILED.
- Applicants also may be pended for insufficient demonstration of expertise. Pended applications will receive a detailed explanation of the reasons for the PEND, which may be revised and resubmitted, once.

- Revised short answer(s) must be submitted within one month of receiving the evaluation notification (An extension of up to 3-months total may also be requested)
- Only one re-write of the short answer(s) is allowed per application. If the re-written short answer(s) does not receive a passing score, the application is FAILED, and the applicant may re-apply and submit a new application fee the following year.
- It is at the panel's discretion to extend the assessment of the application beyond the ŘŜI·ŘfλyŜ ű2 ϒŜŜú λúă 2øyϒŜØI·fdzI·úλ2yϒNŜIjdzλNŜSϒŜyúă λŦ dzyŜÈLJŜŐúŜŘ LJNN2ōfŜϒă I·NλăŜΣ øKλÔK ϒI·ʅŜ λű λϒLJ2ăăλōfŜ ű2 NŜØλŜø ϒI·űŜNλI·f 2N ϒŜŜü I·ă I· LJI·yŜfφ
- There is an appeal procedure available to individuals whose revised application did not pass.

FAIL STATUS

An application may be **FAILED** for the following reasons:

- The applicant has not been granted the R-DMT or has let their R-DMT credential lapse for at least one year (12 months) prior to applying for the BC-DMT.
- The applicant has fewer than 2400 total clinical hours (including 1000 direct client contact and 500 leading DMT sessions) as of January 15th of the application year.
- The applicant has fewer than fifty (50) supervision hours as of January 15th of the application year.
- The applicant fails to demonstrate expertise in DMT, as evidenced by a failing score on úKŜ ăK2Nű I·yãøŜNóăú. The reasons for the rejection score will be included in a letter to the applicant.
- The applicant provides unsatisfactory letters of recommendation.

A Failed application may apply again the following year.
There is an appeal procedure available to individuals whose application has been FAILED.

ADDITIONAL INFORMATION

- BC-DMT Applicants must comply with the requirements and guidelines in this Handbook.
- The Dance/Movement Therapy Certification Board considers all applications and related materials confidential. All materials are the property of the DMTCB.
- BC- DMT status must be maintained by paying the annual maintenance fee, complying with Recertification requirements every 5-years, and complying with the ADTA Code of Ethics and Standards of Practice.

CHECKLIST FOR BC-DMT APPLICANTS

Before entering any application information, please make sure you have completed all the tasks on the checklist below and have all required details accessible.
Forms available online www.adta.org/dmtcb

Application must be submitted by midnight Eastern Time of January 15th

A complete application folder contains:

- Completed BC-DMT Application
- C2NYI·úûŜŘ {K2Nú !yãøŜNóăú
- **Clinical BC-DMT Internship Verification Form(s).**
  ¢KŜ I·LJLJfÅÖI·yű ÅǎNŜǎĽJ2yãÅõfŜ Ŧ2N 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 - BC-DMT Application Received** email.
- **Supervision Verification & Evaluation Form(s).** 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 - BC-DMT Application Received** email. Each clinical BC-DMT Supervisor is to complete and submit, documenting a minimum of 50 hours of BC-DMT supervision.
- **Letters of Recommendation Forms:** 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 - BC-DMT Application Received** email. Three (3) Letters of Recommendation (LOR) are required (one each) to each of the following:
  - a BC-DMT supervisor who has provided a minimum of 25 supervision hours and has observed your clinical work within the last two years.
  - a current clinical supervisor
  - another BC-DMT, a clinical supervisor or a mental health professional familiar with the applicant's work.
- Completed and signed agreement to abide by the Code of Ethical Practice
- $200.00 application non-refundable application fee.

DO NOT SUBMIT - Supervision Hours Tracking Form - unless requested by the DMTCB due to a question or discrepancy.

APPEAL PROCEDURES

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 must be in a written document format and not relayed by phone or email.
- General questions 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:
  - Evidence that the applicant's eligibility was incorrectly reviewed and denied.
  - Evidence that the application was incorrectly scored or evaluated.
- 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:

- The applicant has 30 days from being notified of the first appeal decision to file a second appeal to the DMTCBC Chair (DMTCBchair@ADTA.org). Appeals received after this date will not be reviewed or considered.
- A second appeal is limited to the submission of new or previously unknown information that is directly relevant to the applicant's eligibility (e.g., current BC-DMT status).
- The appeal must be written and contain the following information:
  - The identity and signature of the applicant submitting the appeal.
  - 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:
  - One DMTCB member from the original review process.
  - 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 member 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.

CODE OF ETHICS

Before signing the application, **ALL APPLICANTS MUST READ THE CODE OF ETHICS AND STANDARDS OF THE AMERICAN DANCE THERAPY ASSOCIATION (ADTA) AND THE DANCE/MOVEMENT THERAPY CERTIFICATION BOARD (DMTCB).**