

DANCE/MOVEMENT THERAPY CERTIFICATION BOARD, Inc.

Dear R-DMT applicant,

The Dance/Movement Therapy Certification Board (DMTCB) welcomes your interest in becoming a Registered Dance/Movement Therapist. We understand the commitment you have made and the hard work involved to progress to this point in your career path. In an effort to support your application we have created this handbook to guide you through the process.

Please be aware that there are three options for R-DMT application procedures. Be sure you select the one that suits your circumstances. The three options you will be asked to choose from are:

1. Graduates of approved master's degree dance/movement therapy programs
2. Graduates of other master's degree dance/movement therapy programs
3. Alternate route training in dance/movement therapy

Carefully read through all sections of the handbook before getting started. If you have questions or need assistance please contact Gloria Farrow 410-997-4040 (Gloria@adta.org) who will direct you to the appropriate DMTCB member.

Sincerely,

Dance/Movement Therapy Certification Board of ADTA

DANCE/MOVEMENT THERAPY CERTIFICATION BOARD, Inc.

**10632 Little Patuxent Parkway, Suite 108
Columbia, MD 21044
410-997-4040**

Registered Dance/Movement Therapist (R-DMT)

Applicant Handbook

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FORMS REQUIRED FOR APPLICANTS – available online www.adta.org/dmtcb

1. Application Form Approved Program (only this form is required)
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6. Evaluation and Documentation Form
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1. REQUIREMENTS AND PROCEDURAL INFORMATION FOR R-DMT

Registered Dance/Movement Therapist (R-DMT) acknowledges the attainment of a basic level of competence in dance/movement therapy, achieved through the completion of dance/movement therapy education and training. The R-DMT signifies both the first level of entry into the profession and the individual's preparedness for employment as a dance/movement therapist within a clinical and/or educational setting.

DANCE THERAPY COMPETENCIES

All education and training should lead to the following competencies:

1. Integration of knowledge and skill generic to dance/movement therapy theory and practice where emphasis is on utilization of dance/movement therapy as the process of intervention.
2. Knowledge of dance, movement skills, and aesthetic values.
3. Demonstration of a systematized approach to movement observation, assessment and evaluation.
4. Knowledge of individual and group psychodynamics and process.
5. Knowledge of the human body and its functioning.
6. Understanding of treatment goals and approaches with a variety of patient/client populations, based in part on direct experience in a clinical setting.
7. Understanding research design and methodology.
8. Responsibility for professional self-evaluation.
9. Understanding of one's professional role and responsibilities within various settings.

CODE OF ETHICS

Applicants are required to support and abide by the ADTA Code of Ethics and Ethical Standards of Practice.

R-DMT REQUIREMENTS

Requirements for R-DMT are set by Dance/Movement Therapy Certification Board (DMTCB). When evaluating an application, the DMTCB makes a clear distinction between dance/movement therapy training and education and the following: dance education, creative dance and dance in therapeutic recreation.

ROUTES TO R-DMT

The Dance/Movement Therapy Certification Board has established the graduate level of education as the entry level into the profession. There are three (3) routes for attaining the education and training required for the R-DMT:

1. Approved Program: A Master's degree in Dance/Movement Therapy from an academic program approved by the American Dance Therapy Association. Applicants from Approved Programs will be granted the R-DMT upon completion of their program as verified by transcript and the submission of the Approved Program R-DMT application. *Students from Approved Programs using this Handbook need only read Sections III Code of Ethics, and IV Checklist (see Checklist for Approved Program Applicants).*
2. Other Program: A Master's degree in Dance/Movement Therapy from an academic program that is not approved by the ADTA, or was not yet approved by the ADTA at the time of the applicant's graduation from the program. Applicants from Other Programs will be eligible to

apply for the R-DMT upon completion of a discrete Dance/Movement Therapy degree within a sequentially designed program that follows the ADTA *Standards for Graduate Dance/Movement Therapy Programs* (see “Education – Other Program” for details). Applicants from Other Programs will be granted the R-DMT upon the satisfactory completion of the R-DMT application with all accompanying documents as described in “Application Procedures.”

3. **Alternate Route:** is defined as a master’s degree in a related field plus dance/movement therapy training from qualified teachers. Applicants who pursue the Alternate Route will be eligible to apply for the R-DMT upon completion of the Master’s degree (as defined below) and all dance/movement therapy coursework, fieldwork and internship (see “Education – Alternate Route” section below). Applicants from the Alternate Route will be granted the R-DMT upon the satisfactory completion of the R-DMT application and submission of all accompanying documents as described under “Application Procedures” below.

Alternate Route education can be:

- a Master’s degree from a program that offers dance/movement therapy courses, but not a discrete, sequentially designed degree in dance/movement therapy, or
- a self-designed Master’s degree offering dance/movement therapy education and training, or
- a Master’s or Doctoral degree in a *human services- related field* (i.e., counseling, psychology, social work, dance education, special education, a creative arts therapy, family therapy, occupational therapy, psychiatric nursing, or medicine) and completion of all dance/movement therapy coursework.

The following should be noted by all students pursuing the R-DMT via the Alternate Route:

- The student should inform the DMTCB of the date on which they began their first dance/movement therapy course.
- All Dance/Movement Therapy courses must comply with the Guidelines for BC-DMT’s Teaching Courses to Alternate Route Students, but do not have to be taken in an academic institution.
- General Training Courses such as Psychopathology or Research Methodology must be taken in an academic institution on the graduate level, and may be taken as part of your related master’s degree program.
- Applicants are advised to consider the requirements for licensure as a mental health practitioner in their state of residence. Those who wish to sit for the National Counseling Exam (NCE) to become a National Certified Counselor (NCC) must have a degree in a mental health field, i.e. DMT, Counseling, Psychology, or Social Work.
- Consult the ADTA website (under Educational Information) to see list of Alternate Route Opportunities and Approved Alternate Route Courses. Approval of Alternate Route courses is done by the ADTA Approval Committee, and is sought by the teacher of the course. Please do not ask the DMTCB to pre-approve your Alternate Route DMT coursework. It is **not** required that you take courses that are pre-approved, but if they are not, you must make sure to comply with the requirements documenting the course as described in the procedural information (below).

EDUCATION: CORE COURSEWORK AND TRAINING

OTHER PROGRAM - Master's Degree from Dance/Movement Therapy Degree Programs other than ADTA Approved Programs. Applicants from these programs have completed a discrete Dance/Movement Therapy degree within a sequentially designed program that leads to an academic master's degree. This includes applicants from programs that were not approved at the time of graduation. (*Note: to qualify to sit for the National Counseling Exam a master's degree in a Mental Health Profession i.e. Dance/Movement Therapy, Counseling, Psychology, or Social Work is required*).

Applicants from these programs will be eligible to apply for the R-DMT upon completion of:

- 1) a graduate dance/movement therapy degree as verified by an official transcript; all coursework applied toward the requirements must have a grade of B- or higher to be accepted.
- 2) submission of a completed application which covers coursework in Dance/Movement Therapy (*these courses must be taught by a BC-DMT*), Movement Observation, Kinesiology, and General Training Courses (see d):
 - a. Dance/Movement Therapy Theory & Practice (180 hours or 12 credits) and Group Processes in Dance/Movement Therapy (45 hours or 3 credits) to include:
 - ✓ knowledge of developmental, expressive and communicative movement
 - ✓ theoretical, historical and aesthetic bases of dance/movement therapy
 - ✓ cultural, anthropological and social foundations of movement behavior
 - ✓ movement assessment, diagnosis and treatment planning
 - ✓ clinical methods, leadership skills and their applications to individuals, groups, families and systems
 - ✓ the use of dance/movement therapy in prevention, treatment and aftercare
 - ✓ group processes in DMT taught in a group setting
 - b. Movement Observation – (90 hours or 6 credits) techniques of observing, analyzing and assessing movement behavior. Course may be taken on the graduate level, as independent study, or on the undergraduate level at an academic institution. A Certified Movement Analyst or Kestenberg Movement Profile Analyst need not be a BC-DMT to teach the course.
 - c. Kinesiology and/or Human Anatomy/Kinesiology – (45 hours or 3 credits) this course may be taken on the graduate level, as independent study, or on the undergraduate level at an academic institution. Kinesiology must be included; anatomy by itself is insufficient; a course in Biomechanics is considered equivalent to a course in Kinesiology; instructor need not be a BC-DMT.
 - d. General Graduate Level Training Courses in:
 - Research Design and Methodology – (45 hours or 3 credits).
 - Abnormal Psychology or Psychopathology – (45 hours or 3 credits).
 - Developmental Psychology – (45 hours or 3 credits).
 - Group Processes – (45 hours or 3 credits).
 - At least 2 additional advanced psychology or counseling courses to total 90 hours or 6 credits from the following:
 - Theories of Therapy and Counseling
 - Methods of Psychotherapy or Counseling
 - Therapeutic Intervention

Diagnostic Methodology
Systems Theory
Neuroscience

- 3) Fieldwork: Three months full-time or its equivalent in part-time hours to total at least 200 hours of basic clinical exposure supervised by a licensed mental health professional and verified by documentation. This clinical exposure may occur prior to dance/movement therapy training and may be part of the applicant's Master's degree program.
- 4) Internship: The dance/movement therapy internship in a clinical setting follows or is concomitant with the above education and is considered part of the dance/movement therapy training requirements. Courses in Dance/Movement Theory & Practice, Movement Observation, Abnormal Psychology, Developmental Psychology, Group Processes must be completed prior to internship.

The 700 hour internship, under the overall supervision of a BC-DMT and verified by documentation by the supervisor(s) should include the following:

- a. 350 hours of direct client contact including 150 hours of intern leading dance/movement therapy sessions with clients (minimum of two different populations).
- b. Supervision: Completion of 70 hours of clinical supervision by a BC-DMT.
- c. A minimum of 24 hours of BC-DMT supervision should be with the same supervisor. A maximum of 4 hours for any single group or individual supervisory session may be counted.
- d. After meeting the 350 hours of direct client contact, the remaining hours will be accrued through clinical responsibilities such as participating in team meetings, record keeping, in-service education, etc.

The 70 hours of clinical supervision must be divided in the following ways:

A minimum of 10 hours of observed in-session work.

The remaining 60 hours may include:

- On-site, observed supervision (in-session hours and post session processing hours are both counted towards the 70 hours.)
- Individual off-site supervision in which the dance/movement therapy intern and supervisor meet without clients.
- Group, off-site supervision in which the dance/movement therapy intern meets with a group of peers with one supervisor. A maximum of 30 hours of group supervision may be counted toward the 70 hours.
- Videotaped supervision where supervisor views videotape. Hours are determined by the length of time that it takes for the supervisor to view the tape and for both to process the tape together.
- Mail, telephone, and electronic supervision where a maximum of 2 hours for each exchange can be credited towards the 70 hours. This may include audiotapes and must consist of self-evaluation and written process of the session, including questions, feedback and clarification.
- *All forms of supervision should follow guidelines provided by the ADTA, especially those regarding confidentiality.*

- 5) Dance Training and Experience: 5 years concentrated study in at least one dance form such as modern, ballet, jazz, tap, ethnic or folk, leading to competence in the basic fundamentals of dance, e.g. 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.
- 6) Completed application form and support documents.

ALTERNATE ROUTE - is defined as a master's degree in a related field plus dance/movement therapy training from qualified teachers. Applicants who pursue the Alternate Route will be eligible to apply for the R-DMT upon completion of a master's or doctoral degree *in a human services-related field* (i.e., counseling, psychology, social work, dance education, special education, a creative arts therapy, family therapy, occupational therapy, psychiatric nursing, or medicine) and all dance/movement therapy coursework, fieldwork and internship. (*Note: to qualify to sit for the National Counseling Exam a master's degree in a Mental Health Profession i.e. Dance/Movement Therapy, Counseling, Psychology, or Social Work is required*).

All dance/movement therapy courses must follow the *ADTA Guidelines for BC-DMT's Teaching Courses to Alternate Route Students*. Any individual or institution that provides dance/movement therapy core coursework must comply with these standards.

- Clearly articulated course description
- Course syllabus divided into sub-topics of a particular subject area
- Substantive reading list
- A method of written evaluation e.g., a take-home mid-term and/or final exam, final papers or term paper.

- 1) Dance/Movement Therapy Coursework Alternate Route - (*must be taught by a BC-DMT with exceptions as noted*)
 - a. Dance/Movement Therapy Theory and Practice – (270 hours or 18 credits) to include:
 - knowledge of developmental, expressive and communicative movement
 - theoretical, historical and aesthetic bases of dance/movement therapy
 - cultural, anthropological and social foundations of movement behavior
 - movement assessment, diagnosis and treatment planning
 - clinical methods, leadership skills and their applications to individuals, groups, families and systems
 - the use of dance/movement therapy in prevention, treatment and aftercare
 - b. Group Processes in Dance/Movement Therapy – (45 hours or 3 credits) course must be taught in a group setting.
 - c. Movement Observation – (90 hours or 6 credits) techniques of observing, analyzing and assessing movement behavior. This course may be taken on the graduate level, as independent study, or on the undergraduate level at an academic institution. A Certified

Movement Analyst or Kestenberg Movement Profile Analyst need not be a BC-DMT to teach the course.

- d. Kinesiology and/or Human Anatomy/Kinesiology – (45 hours or 3 credits) this course may be taken on the graduate level, as independent study, or on the undergraduate level at an academic institution. Kinesiology must be included. Anatomy by itself is insufficient. A course in Biomechanics is considered equivalent to a course in Kinesiology.
- 2) General Training Courses Alternate Route – Courses to total 270 hours or 18 credits (*taken at the graduate level in an academic setting. All classes must be a minimum of 15 hours or 1 credit unit to be credited towards Education and Training requirements*)
- a. Research Design and Methodology – (45 hours or 3 credits).
 - b. Abnormal Psychology or Psychopathology – (45 hours or 3 credits).
 - c. Developmental Psychology – (45 hours or 3 credits).
 - d. Group Processes – (45 hours or 3 credits).
 - e. At least 2 additional advanced psychology or counseling courses to total 90 hours or 6 credits from the following:
 - Theories of Therapy and Counseling
 - Methods of Psychotherapy or Counseling
 - Therapeutic Intervention
 - Diagnostic Methodology
 - Systems Theory
 - Neuroscience
- 3) Fieldwork - Three months full-time or its equivalent in part-time hours to total **200** hours of basic clinical exposure supervised by a licensed mental health professional and verified by documentation. This clinical exposure may occur prior to dance/movement therapy training and may be part of the applicant's Master's degree program.
- 4) Internship: 700 hours or more in a clinical setting following or concurrent with the above education and supervised by a BC-DMT. Prior to starting dance therapy internship 9 credits of dance therapy coursework (6 credits of dance therapy theory and practice, 3 credits of movement observation) must be completed. In addition, 9 credits of general training coursework (Abnormal Psychology/Psychopathology, Developmental Psychology, Group Processes and/or Theories of Therapy and Counseling) must be completed prior to starting dance therapy internship.

The 700 hour internship should include the following:

- a. 350 hours of *direct client contact including 150* hours of intern leading *dance/movement therapy* sessions with clients (minimum of two different populations).
- b. Supervision: Completion of 70 hours of clinical supervision by a BC-DMT.
- c. A minimum of 24 hours of BC-DMT supervision should be with the same supervisor. A maximum of 4 hours for any single group or individual supervisory session may be counted.

- d. After meeting the 350 hours of direct client contact, the remaining 350 hours can be accrued through clinical responsibilities such as participating in team meetings, record keeping, in-service education, etc.

The 70 hours of clinical supervision must be divided in the following ways:

- a. A minimum of 10 hours of observed in-session work (6 hours may be done via videotape).
- b. The remaining 60 hours may include:
 - On-site, observed supervision (in-session hours and post session processing hours are both counted towards the 70 hours.)
 - Individual off-site supervision in which the dance/movement therapy intern and supervisor meet without clients.
 - Group, off-site supervision in which the dance/movement therapy intern meets with a group of peers with one supervisor. A maximum of 30 hours of group supervision may be counted toward the 70 hours.
 - Videotaped supervision where supervisor views videotape. Hours are determined by the length of time that it takes for the supervisor to view the tape and for both to process the tape together.
 - Mail, telephone, and electronic supervision where a maximum of 2 hours for each exchange can be credited towards the 70 hours. This may include audiotapes and must consist of self-evaluation and written process of the session, including questions, feedback and clarification.
 - *All forms of supervision should follow guidelines provided by the ADTA, especially those regarding confidentiality.*

5) Dance Training and Experience: 5 years concentrated study in at least one dance form such as modern, ballet, jazz, tap, ethnic or folk, leading to competence in the basic fundamentals of dance, e.g. 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 should be recent, as the DMTCB strongly recommends that dance therapists continue their dance training on an ongoing basis.

6) Completed application form and support documents.

Note: The R-DMT application calculates credits/hours based on a Semester System in which 3 credits are equivalent to 45 hours. In the Quarter System, 4 credits are equivalent to 40 hours. When calculating credits/hours, please use the conversion table provided here.

<u>Quarter Hours</u>		<u>Semester Hours</u>
8	=	6
7	=	5.25
6	=	4.5
5	=	3.75
4	=	3.0

3	=	2.25
2	=	1.5
1	=	.75

APPLICATION PROCEDURES

All Applicants

- All applicants should request a R-DMT packet and application from the DMTCB or download them from the DMTCB area of the ADTA website.
- All applications must be signed by a Notary Public.
- There is a non-refundable fee of \$125.00 for applications.
- It is recommended that you mail your application certified receipt requested and that you retain a copy of your application for our records in the event that it is lost in the mail.
- All official communication must be in writing. The Chairperson of the DMTCB handles clarification of issues.

Approved Program Applicants

- Applications from graduates of Approved Programs are received and processed at the DMTCB year-round.
- You are required to send an original copy of the *Approved Program R-DMT Application* to the DMTCB.
- Please make sure your transcript is sent directly from your school to the DMTCB.
- The application must be complete before it can be processed.

Other Program Applicants

- Applications must be postmarked by January 15th. All transcripts must be received by February 15th. It is the applicant's responsibility to ensure the receipt of documentation. *Note: Incomplete applications will not be processed.*
- Catalogue descriptions are required for all courses which are to be evaluated as part of the credential requirements. *Note: 4 copies of catalogue descriptions published at the time the courses were taken must accompany the application. Please do not send syllabi.*
- A letter from the graduate school explaining the sequencing/intent/hours of study in the areas of dance/movement therapy training, inconsistencies or irregularities in fieldwork or internship, or any unclear course titles or content must accompany application.
- It is the applicant's responsibility to fill out the application accurately and completely. Applications will be returned if they are not legible or are insufficiently proofed for errors and content. The applicant is responsible to be sure that all names and addresses, including zip codes, are correct.

- Support Materials - required documentation that must accompany application. For all forms and letters of recommendation: submit to supervisor and/or recommending individual with envelope. Ask them to return the original and 3 copies, sealed in envelope with signature and date across the seal, to applicant before filing deadline of January 15th. Applicant will include sealed envelopes with application. All letters of recommendation must be typed.
 - 1) Fieldwork Verification Form(s) – one from the fieldwork supervisor. *Note: Students who hold a Master's degree in a Mental Health Field may be exempt from completing a Fieldwork Verification form if a clinical placement was part of the graduate program and is indicated on the transcript.*
 - 2) Internship Verification Form(s) – one from each BC-DMT internship site
 - 3) Evaluation & Documentation Form(s) – one from each BC-DMT internship supervisor
 - 4) Letters of Recommendation – From two BC-DMTs who have seen the applicant's work within the past two years. One Mental Health professional can be substituted.
- All candidates are required to submit one (1) original and three (3) photocopies of the application and all application materials with the exception of transcripts.

Alternate Route R-DMT Applicants

- Applications must be postmarked by January 15th. All transcripts must be received by February 15th. It is the applicant's responsibility to ensure the receipt of documentation. *Note: Incomplete applications will not be processed.*
- It is the applicant's responsibility to fill out the application accurately and completely. Applications will be returned if they are not legible or are insufficiently proofed for errors and content. The applicant is responsible to be sure that all names and addresses, including zip codes, are correct.
- All coursework *must be verified by official transcript or by Certificate of Completion* if coursework is taken outside an accredited institutional setting, and must be sent directly to DMTCB by the university, institution or center, or instructor. *Note: if several courses are taken from same instructor or within the same institution, multiple courses may be listed transcript-like in a Certificate of Completion. These do not need to include letter-grades but may include narratives written by the instructor describing the student's work. (also see # 3, 4, 5 below)*
- Catalogue descriptions are required for all courses which are part of an MA degree from an accredited university that are to be evaluated as part of the credential requirements. *Note: 4 copies of catalogue descriptions published at the time the courses were taken must accompany the application.*
- For dance/movement therapy Alternate Route training courses that have been pre-approved, submit only a brief course description (such as a catalogue description) that includes the course name, total hours of course, name and credentials of instructor.
- For dance/movement therapy Alternate Route training courses that have not been pre-approved, submit course syllabi, reading lists, description of the method of evaluation, total hours, name and credentials of instructor.
- For internship, independent study or private dance/movement therapy training, verification specifying the completion of coursework, an evaluation of the applicant's work, a description of the course content and hours spent in the course must be

submitted (in quadruplicate) by the instructor/supervisor directly to the National Office. NOTE: Only the Coursework Evaluation for Approved Alternate Route Courses should be submitted.

- Support Materials - required documentation that must accompany application. For all forms and letters of recommendation: submit to supervisor and/or recommending individual with envelope. Ask them to return the original and 3 copies, sealed in envelope with signature and date across the seal, to applicant before filing deadline of January 15th. Applicant will include sealed envelopes with application. All letters of recommendation must be typed.
 - 1) Fieldwork Verification Form(s) - one from the fieldwork supervisor. *Note: Students who hold a Master's degree in a Mental Health Field may be exempt from completing a Fieldwork Verification form if a clinical placement was part of the graduate program and is indicated on the transcript.*
 - 2) Internship Verification Form(s) – one from each BC-DMT internship site.
 - 3) Evaluation & Documentation Form(s) – one from each BC-DMT internship supervisor
 - 4) Letters of Recommendation – From two BC-DMTs who have seen the applicant' work within the past two years. One Mental Health professional can be substituted.
- All candidates are required to submit one (1) original and three (3) photocopies of their application.

For International Applicants:

- Applicant must submit a report from a reputable evaluation service establishing international degree equivalency (see DMTCB website for referral sources) R-DMT panel needs to determine what type of review is needed, e.g. document by document or course by course, or subject analysis
- All material must be submitted in English
- All Dance/Movement Therapy (DMT) courses must be taught by a BC-DMT credentialed instructor in good standing with the Dance/Movement Therapy Certification Board.
- If the application submitted does not meet Alternate Route Guidelines it will be returned.

EVALUATION OF APPLICATIONS

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

The R-DMT Panel of the DMTCB will review all other applications each spring. Applicants will receive notification of the Panel's decision approximately six (6) weeks after each spring meeting.

Applications will be *accepted*, *pending* with a request for further information or clarification, or *rejected*. These decisions are based on the materials that the applicant has submitted.

An application may be *pending* if there is a question about it. The DMTCB will then request additional written information. Applicants who have been pending for additional information have until June 1st of the year when their application was first assessed in which to make up deficiencies. Beyond that time, the applicant must re-apply and submit a new application fee. It is at the DMTCB's discretion to extend the assessment of the application beyond the deadline to meet its own evaluation requirements if unexpected problems arise which make it impossible to review material.

An application may be *rejected* if:

1. The applicant lacks in-depth dance/movement therapy training, dance requirements or any educational requirements.
2. Unsatisfactory letters of recommendation are received.
3. An applicant fails to complete a pending 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. The Panel may request further information and clarification on an application before making a final decision. Applicants who have been pending will have until June 1 of the year their application was first assessed to make up deficiencies. After that date the applicant must reapply and submit a new application fee. The Panel has the discretion to extend assessment of the application beyond the deadline to meet its own evaluation requirements if unexpected problems arise.

ADDITIONAL INFORMATION

- All information supplied to the DMTCB is subject to verification.
- The DMTCB considers all applications and related materials confidential. All materials are part of an applicant's permanent file and the property of the DMTCB.
- Materials may be used for DMTCB training purposes
- Once the R-DMT is awarded, an annual fee will be assessed to maintain status.
- Continuing Education (Recertification) requirements must be met to maintain status (see DMTCB are of ADTA website for more information).

2. APPEAL PROCEDURES

1. Phase I

- a. Applicant writes letter within 30 days of receiving a notification of denial of credential to the Dance/Movement Therapy Certification Board Chairperson requesting appeal.
- b. Within 30 days, Dance/Movement Therapy Certification Board Chairperson sends applicant a form to sign releasing Dance/Movement Therapy Certification Board and other third parties from any liability claims due to the confidential nature of the credentials process.
- c. After receipt of the notarized release form, the applicant will receive a letter within 30 days specifying those qualifications the DMTCB questioned.

- d. The applicant will address those concerns in writing within 30 days. Any additional materials that the applicant wishes to provide need to be sent prior to, or accompanying his/her written responses.
- e. Within 45 days of the receipt of the applicant's written reply, the Dance/Movement Therapy Certification Board makes its decision and informs the applicant in writing.

2. Phase II

- a. If the Dance/Movement Therapy Certification Board again denies a credential and the applicant wishes to pursue the appeal process, the next step is a written appeal from the applicant to the Appeal Board within 90 days.
- b. The Appeal Board at this level will be composed of one (1) sitting R-DMT Panel member, three (3) DMTCB Consultant Panel members and one (1) former DMTCB Chairperson.
- c. The Chairperson of the Appeal Board will inform the applicant in writing within 90 days about the concerns of the Board.
- d. The applicant may then present his/her position in writing to the Appeal Board within 30 days. The applicant may not present additional new material to the Appeal Board.
- e. The Appeal Board Chairperson notifies the applicant and the Dance/Movement Therapy Certification Board Chairperson in writing within 90 days of the Appeal Board's decision. The entire appeal process must be completed within a two-year period beginning at the time of receiving denial of credential.
- f. All members of the Appeal Board must abide by the restrictions outlining conflict of interest in the DMTCB By-laws. If a member of the Appeal Board has a relationship with the applicant (e.g. former student, supervisor or relative) where a conflict of interest might exist, the Appeal Board member is to notify the Chairperson in writing immediately. He/she is not to be part of the appeal process and should refrain from giving members of the Appeal Board any information about the applicant.
- g. If a conflict of interest does exist, the Chairperson will replace the Appeal Board member.
- h. Four out of five members of the Appeal Board must vote affirmatively to overturn an original rejection of an applicant. If four out of five do not vote to overturn, the application stands rejected.

3. ADVISORIES

Licensure vs. Certification

The Dance/Movement Therapy Certification Board grants Registry and Certification to qualified

applicants. These are not equivalent to Licensure, which must be obtained through the licensure board of your state government.

State Licensure and National Certified Counselors

This advisory applies to all applicants for the Alternate Route who have received a Master's degree in a non-clinical discipline such as Dance Education. Upon completion of all requirements, you are eligible to receive the R-DMT credential and to apply to the Dance/Movement Therapy Certification Board for the BC-DMT (after completing the necessary post-graduate hours and application.) However, the National Board for Certified Counselors, state licensure boards and managed care organizations require a Master's degree in mental health e.g., Dance/Movement Therapy, Social Work, Counseling or Psychology.

If you are interested in obtaining state licensing or National Certified Counselor status, please plan your curriculum accordingly.

AMERICAN DANCE THERAPY ASSOCIATION

CODE OF ETHICS

PREFACE TO THE CODE: The following Code of Ethical Practice sets forth ethical obligations of dance/movement therapists. The purpose of the Code is to define responsible professional behavior for dance/movement therapists and make this know to the community at large.

The American Dance Therapy Association defines dance/movement therapy as *"the psychotherapeutic use of movement as a process which furthers the emotional, physical, cognitive and social integration of the individual"*.

The ethical obligations set forth in the principles below are rules of conduct governing the individual dance/movement therapist and the profession of dance/movement therapy for the purpose of protecting the public, safeguarding professional standards and fostering individual moral integrity.

At this time, only the state of Wisconsin has established license structures specifically for dance/movement therapists. However, in other states dance/movement therapists may qualify for licensure under other professional titles. Members of the American Dance Therapy Association, Registered Dance/Movement Therapists and Board Certified Dance/Movement Therapists, are advised to carefully investigate their own state licensure structure as a means of staying informed of professional and legal rights and obligations of therapists, as well as legal rights and requirements for private practice.

CODE

A dance/movement therapist:

- Practices upon completion of professional education and training and does not misrepresent the level of training completed.
- Adheres to the treatment responsibilities of the therapeutic contract.
- Knows and complies fully, with all laws and regulations pertaining to the protection of the public in the practice of dance/movement therapy.
- Practices under supervision appropriate to professional status.
- Engages in dance/movement therapy practice only when identified by the Dance/Movement Therapy Certification Board as a Registered Dance/Movement Therapist (R-DMT). Engages in private dance/movement therapy practice or training of dance/movement therapists only when identified by the Dance/Movement Therapy Certification Board as a Board Certified Dance/Movement Therapist (BC-DMT), respects and protects the legal and personal rights of clients.
- Affiliates professionally with individuals or organizations which practice according to approved ethical standards.
- Represents the profession and the individual roles within the profession honestly; adheres to professional standards in announcing services and reporting unprofessional conduct.
- Practices solely in the areas for which one has been trained and is professionally qualified to perform.
- Plans and conducts dance/movement therapy consistent with overall treatment program of the setting.
- A dance/movement therapist is qualified to engage in assessment of clients for the purpose of diagnosis, treatment planning, and/or research.
- Will value and respect the diversity of the expanded world community served, where differences in culture, gender, sexuality, country of origin, race, language, ethnicity, age, abilities, socio-economic status, and religion are present; will seek multicultural competencies to ensure the ability to recognize the dignity and worth of all people; will not engage in behavior that is harassing or demeaning to others.

This code is designed to be used together with the Ethical Standards of Practice of Dance/Movement Therapists Registered and Board Certified, and members of the American Dance Therapy Association.

**ETHICAL STANDARDS OF PRACTICE FOR
DANCE/MOVEMENT THERAPISTS-REGISTERED,
DANCE/MOVEMENT THERAPISTS-BOARD CERTIFIED,
AND MEMBERS OF THE AMERICAN DANCE THERAPY ASSOCIATION**

PREFACE

The Principles listed in the Ethical Standards of Practice of Registered Dance/Movement Therapists, Board Certified Dance/Movement Therapists, and members of the American Dance Therapy Association embody a professional level in the practice of dance/movement therapy. Concomitant with the Code of Ethics, the Ethical Standards of Practice are guidelines for personal conduct, and serve as a model for practicing dance/movement therapists.

PRINCIPLES

PRINCIPLE 1: EDUCATION AND TRAINING. In the interest of the public and profession as a whole, an individual practices dance/movement therapy only after adequate preparation.

- A. Dance: Intensive and extensive dance experience is fundamental and should include a wide range of movement skills to include teaching, performing, and choreography.
- B. Dance Therapy Training: Training including academic education and fieldwork with supervision by a Board Certified Dance/Movement Therapist (BC-DMT) or a person who has the equivalent qualifications, is essential. It is A.D.T.A. policy that courses at the professional or training level should be taught by a person with a minimum of a BC-DMT.
 - 1. Education:
 - a. There are formal educational requirements.
 - b. For specific information on competencies and course content refer to Standards for Graduate Dance Therapy Programs.
 - 2. Internship/Fieldwork: Dance/movement therapy skills are developed in a clinical setting* under overall supervision of a Board Certified Dance/Movement Therapist BC-DMT. For specific skills refer to the document cited above.

PRINCIPLE 2: THERAPEUTIC RESPONSIBILITIES. A dance/movement therapist establishes a therapeutic alliance with the client, which includes the following:

- A. Establishment with the responsible parties (client where possible, parent, guardian, or appropriate authority), of a mutually acceptable contract, regarding treatment goals, methods of implementation, relation to other therapists, and conditions of termination.
- B. Provision of an appropriate setting for clinical work with reasonable standards of safety, security and privacy.
- C. Referral of the client to the appropriate professional or agency when circumstances might result in either ineffective or harmful treatment.
- D. Maintenance of systematic clinical reports containing discreet but pertinent information which can be available for evaluation by supervisors and other professionals for case presentations and personal review. See Principle 6A.
- E. Avoidance of work with clients in a role that is either exploitive or decreases objectivity, awareness of the potentially powerful role between therapists and persons such as clients, students, and subordinates and in order to avoid exploitation of the trust and dependency of such persons.
 - 1. Not soliciting or accepting requests from individuals with whom the therapist is in a dual relationship where one of these roles represents conflicting or competitive interests. Examples of such dual relationships include but are not limited to, research and treatment with students, supervisees, friends, employees, or relatives.

2. Sexual intimacies with clients are unethical.
- F. Collaboration with other professionals when appropriate.

PRINCIPLE 3: COGNIZANCE AND COMPLIANCE WITH LAWS AND REGULATIONS. The dance/movement therapist has the responsibility to know and follow state and national laws regulating therapeutic practice. Such knowledge and compliance assures the protection of research subjects, client welfare and confidentiality. Client's privacy and confidentiality is considered of the highest priority except when there is clear and imminent danger to an individual or society.

PRINCIPLE 4: SUPERVISION. Supervision refers to the interaction necessary to clarify and improve the treatment process. Professional supervision varies with the development of a dance/movement therapist's professional skills.

A. Specifics of Supervision:

1. Upon completion of training (see Principle 1) and Registered Dance/Movement Therapy (R-DMT) credentialing, a practicing dance/movement therapist should have ongoing supervision by a Board Certified Dance/Movement Therapist (BC-DMT) or qualified supervisor** in a clinical setting.
2. A Board Certified Dance/Movement Therapist (BC-DMT) functions with peer review, self-evaluation, and consultation or supervision.
3. A Board Certified Dance/Movement Therapist (BC-DMT) engaged in private practice has additional responsibilities regarding supervision (see Principle 5).

PRINCIPLE 5: PRIVATE PRACTICE. A Board Certified Dance/Movement Therapist (BC-DMT) in private practice respects the following guidelines:

A. Entrance into Private Practice:

1. An individual is sanctioned by the American Dance Therapy Association to engage in private practice of dance/movement therapy only when identified by the Dance/Movement Therapy Certification Board as a Board Certified Dance/Movement Therapist (BC-DMT)
2. A Board Certified Dance/Movement Therapist (BC-DMT) in private practice follows all aspects of the Code of Ethical Practice, specifically those regarding knowledge of state and federal regulations required to meet the qualifications recognized for independent practice.
3. A Board Certified Dance/Movement Therapist (BC-DMT) in private practice establishes financial arrangements for professional services consistent with the fees charged by other professionals for comparable work.
4. A R-DMT, board eligible BC-DMT applicant, who holds a state license to engage in private practice in another mental health discipline may accrue employment hours in a private practice setting under the specific supervision criteria set forth in the Procedural Guidelines for BC-DMT Applications. The applicant must file a letter of intent with the Dance/Movement Therapy Certification Board before doing so and must use the designation "R-DMT, Board Eligible" in announcing services.

B. On-Going Training and Supervision:

1. An understanding of psychotherapy through intense study is essential.
2. On-going supervision with a Board Certified Dance/Movement Therapist (BC-DMT) or another qualified supervisor** is recommended.

C. Advertisements for any kind of privately offered movement or dance group by those who are Registered Dance/Movement Therapists (R-DMT) or who are students of Dance/Movement Therapy must include the disclaimer "this group is not intended as Dance/Movement Therapy."

PRINCIPLE 6: LEGAL AND PERSONAL RIGHTS. A dance/movement therapist protects and respects clients' rights.

- A. Maintains the confidentiality of written records.
- B. Engages in discussion of clients for professional purposes only, and avoids revealing the identity of client except when essential.
- C. Obtains permission before using any client information contained within audio or video tapes.

- D. Respects right of informed consent and other legal requirements when involving clients, clients' records or videotapes for research purposes.
- E. Preserves the client's anonymity outside the clinical setting.
- F. Refrains from discriminating because of race, color, religion, age, sex, national origin, marital status, sexual orientation, and physical or mental disability of clients.

PRINCIPLE 7: AFFILIATIONS. A dance/movement therapist should not affiliate professionally with individuals or organizations that oppose or are in conflict with the stated purposes and ethical standards of the American Dance Therapy Association.

PRINCIPLE 8: PROFESSIONAL CONDUCT AND REPRESENTATION. A dance/movement therapist supplying information to the public, either directly or indirectly about the field of dance/movement therapy or the services, qualification and affiliations of dance/movement therapists, has an obligation to report fairly and accurately. For example:

- A. A dance/movement therapist does not use affiliation with the American Dance Therapy Association for purposes that are misleading to the public.
 - 1. A dance/movement therapist may not use the title Registered Dance/Movement Therapist (R-DMT) or Board Certified Dance/Movement Therapist (BC-DMT) without having received the appropriate Certificate from the Dance/Movement Therapy Certification Board. This certificate must be renewed annually in accordance with DMTCB requirements.
 - 2. A dance/movement therapist may not use membership in the American Dance Therapy Association to imply exact experience or qualifications, or to suggest misleading levels of status or professional performance.
- B. The use of the initials "D.T." or any variations thereof, to mislead the public, is unethical.
- C. A dance/movement therapist assists the public in identifying dance/movement therapists competent to give dependable professional service.
 - 1. Reports on substandard services rendered by fellow professionals only when professionally, legally, or ethically required.
 - 2. Reports legal or ethical violations or professional concerns of fellow professionals to the appropriate person(s) or committee within the organization.
- D. Adheres to professional rather than commercial standards in announcing services.

PRINCIPLE 9: TREATMENT LIMITATIONS. A dance/movement therapist recognizes the boundaries of competency and limits of responsibility.

- A. Practices within the limitations of the therapist's training, expertise, and area of specialization.
- B. Consults with other specialists when necessary, and/or refers clients to them.

PRINCIPLE 10: THE TREATMENT ORIENTATION. A dance/movement therapist understands and follows the procedures and treatment orientation of the facility with which the therapist chooses to associate, and functions accordingly.

- A. The dance/movement therapist adheres to the agreed upon employment contract with the employing facility.
- B. The dance/movement therapist respects the rights and reputation of the employing facility and acts accordingly.

PRINCIPLE 11: EVALUATION/ASSESSMENT. For the purposes of diagnosis, treatment planning, and/or research, a dance/movement therapist may engage in assessment of clients utilizing only those instruments and techniques for which he or she has been trained.

- A. Assessment instruments and assessment practices may include verbal or nonverbal techniques, or a combination of both.
- B. Research must be conducted in a manner that abides by the basic elements of informed consent including disclosure of purpose, duration and nature of the research, participation incentives, the right to participate or withdraw, identified informational contact person and confidentiality procedures.
- C. Research must be conducted in compliance with all applicable legal and professional guidelines and in full compliance with institutional review board or governmental regulations.
- D. Research data must be maintained, stored, and used in a manner which fully maintains participants' anonymity and must be reported in a manner which minimizes the possibility of misinterpretation.

* A clinical setting should be a licensed or accredited treatment facility which provides clinical experience and in-service education.

** A qualified supervisor is a person with clinical competencies and experience at least equivalent to a Board Certified Dance/Movement Therapist (BC-DMT).

Approved, ADTA Board of Directors

October 1977

Revised May, 1979

Revised October, 1981

Revised October, 1983

Revised October, 1985

Revised November, 1988

Revised April, 1996

Revised November, 1997

Revised April, 2002

Revised October 2005

Revised October 2008

Policies and Procedures Governing Violations of the Code of Ethical Practice of the American Dance Therapy Association are available upon request. AMERICAN DANCE THERAPY ASSOCIATION, INC. 10632 Little Patuxent Parkway, Suite 108 Columbia, Maryland 21044-3263

5. CHECKLISTS

Approved Program Applicant Checklist

Have you:

1. Requested that a copy of your transcript from an ADTA-Approved Dance/Movement Therapy Program with official seal(s) be sent directly to the DMTCB?
2. Completed the Oath (on the application form) and had it signed by a Notary Public?
3. Sent a \$125 non-refundable application fee with your completed R-DMT Application for applicants from Approved Programs?

Other Program Applicant Checklist

Have you:

1. Completed a Master's degree in dance/movement therapy within a sequentially designed program that followed the ADTA *Standards for Graduate Dance/Movement Therapy Programs*?
2. Requested that a copy of your transcript(s) with official seal(s) be sent the DMTCB?
3. Completed a minimum of five (5) years of concentrated study in dance?
4. Completed the 200 hour fieldwork requirement?
5. Completed a 700 hour internship supervised overall by a BC-DMT?
6. Submitted catalogue descriptions for all coursework in quadruplet?
7. Submitted letters of recommendation from two (2) BC-DMT's, or one (1) BC-DMT and one (1) Master-level (or above) mental health professional, who have seen your work within the last two years, in sealed, signed and dated envelopes?
8. Submitted Fieldwork and Internship Verification forms for each site (along with three copies) in sealed signed and dated envelopes?
9. Completed the Application and had it signed by a Notary Public?
10. Sent one (1) original and three (3) photocopies of your application to the DMTCB?
11. Sent a \$125 non-refundable application fee with your completed Application?

Alternate Route Applicant Checklist

Have you:

1. Completed a Master's degree in a related field (such as counseling or social work)?
2. Completed all required dance/movement therapy training courses and required counseling/psychology courses and listed them properly on the application form?
3. Completed a minimum of five (5) years of concentrated study in dance?
4. Completed the 200 hour fieldwork requirement?
5. Completed a 700 hour internship supervised overall by a BC-DMT?
6. Requested that a copy of your transcript(s) with official seal(s) be sent the DMTCB?
7. Requested that Evaluations or Certificates of Completion from instructors of all Alternate Route DMT courses taken be sent directly to the DMTCB?
8. Submitted catalogue descriptions for all coursework in quadruplet?
9. Submitted syllabi, reading lists and evaluation methods for Alternate Route coursework when necessary as described in the procedural information?
10. Submitted letters of recommendation from two (2) BC-DMT's, or one (1) BC-DMT and one (1) Master-level (or above) mental health professional, who have seen your work within the last two years, in sealed, signed and dated envelopes?
11. Submitted Fieldwork and Internship Verification forms for each site (along with three copies) in sealed signed and dated envelopes?

12. Submitted Evaluation and Documentation form?
13. Completed the Application and had it signed by a Notary Public?
14. Sent one (1) original and three (3) photocopies of your application to the DMTCB?
15. Sent a \$125 non-refundable application fee with your completed Application?