**ADTA Candidacy Process**

**Letter of Intent & Submission Instructions**

Institutions applying for Candidacy and subsequent ADTA Approval engage in a four-stage review process, which includes:

* Letter of Intent
* Candidacy Application and Self Study Report
* Maintenance of Candidacy (annually while in Candidacy)
* Application for ADTA Approval

Parties interested in applying for Candidacy must complete the following Letter of Intent (LOI) at least three (3) months prior to submitting a Candidacy Application. Candidacy (a pre-approval status) attests to the public and prospective students that a program in Dance/Movement Therapy has given evidence of sound planning and has sufficient resources to implement its plans. In addition, the program has indicated its intent to work toward ADTA approval status and shows potential for attaining this goal.

The process for pursuing Candidacy is explained in the *ADTA Committee on Approval Procedural Guidelines*. Please carefully review the relevant sections of the COA Procedural Guidelines to ensure that the institution has a thorough understanding of the eligibility requirements and Candidacy process, which typically takes two to four years.

Eligibility for Candidacy: Programs in the process of admitting the first class may apply for Candidacy Status. The following outlines the Candidacy requirements for newly developing graduate programs. Applying Programs must:

1. Be developed within an accredited institution, and must include the appointment of a full-time director who meets the qualifications set forth in "Standards for Approval"; faculty resources sufficient in number, experience and qualifications to develop class and practicum curricula.
2. Include an educational philosophy and educational objectives, a curriculum design (conceptual framework), a description of course of study and degree requirements, all of which are consistent and in harmony with one another.
3. Provide evidence of developed syllabi for first year courses.
4. Contain written criteria for admissions policies and procedures.
5. Provide evidence of adequate clinical sites for fieldwork and internships and evidence of appropriate clinical and academic supervision.
6. Include evidence of the university's commitment to establish the dance/movement therapy Program on a sound financial basis as manifested by adequate financial support, the Program's position in the structure of other professional courses of study, adequate physical facilities, sufficient library resources and related materials, and appropriate office support staff.
7. Include specifications of the educational Program, facilities, and resources that the Program anticipates will be in place at the opening of the Program and a projection of the same for the remainder of the first full educational cycle (i.e. matriculation to graduation).

**Letter of Intent**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Letter of Intent (LOI) is entered into by and between \_\_\_\_\_(School) \_\_\_\_\_\_and the American Dance Therapy Association (ADTA), collectively referred to as the Parties, and states an intention to *initiate* the Candidacy procedure as outlined in the ADTA Committee on Approval Procedural Guidelines. This LOI is intended to set forth the parameters between the Parties in support of the process.

* The ADTA is responsible for providing guidelines for dance movement therapy programs in the initial planning stages that aid both the development of the Graduate Program and the later Approval application process.
* The ADTA has reviewed the general plans and intentions of the applying Program and sees adequate development and preparedness to launch a program in dance/movement therapy and to accept students.
* The Program may use this LOI in generating support for continued program development and to communicate to the academic institution, the pubic, and potential students a firm commitment to becoming ADTA Approved.
* **The program may NOT claim ADTA Approval until the COA has issued formal ADTA Approval status.**
* The Program is responsible for communicating to incoming students that graduating from a program in Candidacy will allow students to apply for R-DMT as long as the Program is in “good standing.” Good standing is understood to mean the Program is progressing in their candidacy, including remedying any concerns from the COA.
* The LOI is **not** a binding legal agreement and is **not** intended to be a guarantee of acceptance in Candidacy or subsequent ADTA Approval.
* The LOI and the intent to move towards Candidacy will not be confidential; ADTA committee members (in particular, the COA and Education Committee) and partnering boards such as the DMT-CB will be informed of the LOI. Applications for Candidacy are shared publicly with the ADTA membership.
* This LOI may be withdrawn by the ADTA at any time and for any reason based on a continuing analysis of the Program’s development and progress.
* This LOI does not confer rights on the Program, the Parties, or any of the students, faculty or administration of the School.
* The Program, as evidenced by the signature of the Program Director/Sponsor, agrees to all of the terms of this LOI.

Part 1. Program Information:

Date***:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director/Sponsor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 2. Program Development:

Provide a brief description of Intended Program, including degree title, licensure considerations (if any), number of credits, intended student audience, and overarching curricular plan. Include attachments as necessary.

Part 3. Timeline

Please outline the estimated timeline to launch the Program and projected date for the first graduating class.

Part 4: Signatures

Signature of Program Director/Sponsor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name and title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

Signature of Chair of the ADTA Committee on Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name and title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**Submission Instructions**

Please complete the LOI by filling in the fields on the form and signing. Electronic signatures will be accepted. Additional documentation and/or evidence of plans may be included with the LOI in the form of an attachment.

* Letter of Intent and accompanying documentation (if applicable) must be submitted via email (in .pdf or .doc format) to the Chair of the Committee on Approval at the ADTA at [approval@adta.org](mailto:approval@adta.org).
* On the subject line of the email submission, indicate: *Candidacy Letter of Intent Submission*.

Upon receipt of the letter of intent, the Chair of the COA will send an email acknowledgement of the LOI and offer written permission to proceed with the Candidacy application process. Requisite applications, documentation and fee structure will be provided at that time.

If you have any questions regarding the letter of intent or applying for candidacy, please contact the Chair of the Committee on Approval at [approval@adta.org](mailto:approval@adta.org).

The following chart outlines the overall process of attaining and maintaining ADTA Program Approval:

Institute submits Letter of Intent

LOI will provide evidence of eligibility & an estimated timeframe for program launch.

COA will provide Candidacy application & guidelines

Institute files for Candidacy

Application, Self study, Fees

COA will review the application & offer feedback

Maintenance of Candidacy

Annual report in response to COA feedback

Program remains in Candidacy until 2/3 of the 1st incoming class has completed all of the coursework & internship

Apply for Approval

Application & fee

Self Study & Course Catalog

COA-generated Surveys

Theses/Abstracts & internship information forms

Maintenance of Approval

Annual Maintenance Report & fee

3-year Self Study & fee

Subsequent 6-year Self Study & fee