

DMTCB

Dance/Movement Therapy Certification Board

DANCE/MOVMENT THERAPY CERTIFICATION BOARD, INC.

230 Washington Avenue Extension, Suite 101

Albany, NY 12203

518-704-3636

Dear BC-DMT Applicant:

The Dance/Movement Therapy Certification Board (DMTCB) welcomes your interest in becoming a Board Certified Dance/Movement Therapist (BC-DMT). We understand the commitment you have made and the hard work involved to progress to this point in your career. The BC-DMT credential acknowledges the attainment of the advanced, Board Certified level of dance/movement therapy practice and privileges the practitioner to provide Dance/Movement Therapy through independent practice, which is defined as the ability to make clinical assessments, interventions and evaluations of the impact of those interventions; to understand both the scope of practice and how and when to use ethical and professional judgment or seek consultation and supervision to ensure effective treatment in an independent manner.

The Board Certification of Dance/Movement Therapists is a portfolio review assessing a range of specific, fundamental skills and therapeutic approaches that a) facilitate human development; b) prevent, diagnose, and treat mental, emotional, or behavioral disorders and distress; c) conduct diagnostic assessments for the purpose of establishing treatment goals and objectives; and d) plan, implement, and evaluate treatment plans using counseling treatment interventions, in the context of a diverse society. The content areas of the knowledge base are related to ethical standards of practice established for the profession by the ADTA and are related to the scope of practice of dance/movement therapy. These integrated competencies have been explicitly included in the scoring rubrics that are used for the Theoretical Framework and Session Analysis essays that create the performance assessment portion of the certification process.

In an effort to support your application we have created this handbook to guide you through the process. Carefully read 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 (info@adta.org) and you will be directed to the appropriate DMTCB member.

Sincerely,

Dance/Movement Therapy Certification Board

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Board Certified Dance Movement Therapist (BC-DMT)

Applicant Handbook

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GENERAL INFORMATION

The BC-DMT credential acknowledges the attainment of the advanced, Board Certified level of dance/movement therapy practice and privileges the practitioner to provide Dance/Movement Therapy through independent practice, which is defined as the ability to make clinical assessments, interventions and evaluations of the impact of those interventions; to understand both the scope of practice and how and when to use ethical and professional judgment or seek consultation and supervision to ensure effective treatment in an independent manner.

DANCE/MOVEMENT THERAPY COMPETENCIES

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

- The ability to integrate dance/movement therapy theory into professional practice.
- The ability to make interventions within sessions that are goal oriented/serving specific needs of clinical populations and congruent with a theoretical frame of reference.
- The ability to communicate clearly on the issues surrounding the professional role, clinical work, and dance/movement therapy body of knowledge.
- The ability to demonstrate responsibility for professional self-evaluation.

BOARD CERTIFICATION REQUIREMENTS

Requirements for Board Certification are set by the American Dance Therapy Association and the Dance/Movement Therapy Certification Board.

The following requirements must be met to be eligible to apply for BC-DMT certification:

1. Award and Maintenance of the R-DMT

- a) Applicants must hold the R-DMT in order to begin accruing supervision and employment hours. The R-DMT is attained either through receiving a Master's Degree from an Approved Program or having been granted the R-DMT via the Alternate Route.
- b) Applicants must have maintained R-DMT Certification through the annual maintenance fee and Continuing Education requirements

EXCEPTION:

- c) 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 employment 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.

2. **Employment:** Completion of 2400 hours of clinical employment; 600 of these hours may be in volunteer work, the remaining 1800 hours must be paid clinical employment.
(see Paid Clinical Employment Requirements)
3. **Supervision:** Completion of least fifty (50) hours of clinical supervision by a BC-DMT over the 2400 hours of clinical employment.
4. **Demonstrated expertise in the theory and practice of Dance/Movement Therapy.** In order to demonstrate this expertise, applicants must submit two (2) essays: A Theoretical Framework and A Session Analysis of a single Dance/Movement Therapy session. The essays are evaluated by the Board using a standard rating tool and must receive a passing score in order for the applicant to be granted the BC-DMT.
5. All applicants must support and abide by the DMTCB Code of Ethics and Standards of Practice

REQUIREMENT DETAILS

PAID CLINICAL EMPLOYMENT

1. Clinical employment is defined as employment as a dance/movement therapist for 2400 hours, within a licensed, accredited or otherwise regulated, mental health, medical, educational or social services agency, correctional facility, NGO or community based program.

2. Although it is not required that the job title be specifically "dance/movement therapist", the applicant must verify that at least 500 hours of dance/movement therapy services are being provided. This can be verified either by the Paid Employment Verification or the Supervision Hours Verification Forms.

3. Applicants may accrue 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.

4. Applicants who are R-DMT's with a state license in a clinical mental health profession may accrue employment hours in private practice under the following guidelines:

- A maximum of 1800 hours may be accrued towards the BC-DMT level of credentialing in supervised private practice, consulting 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.

- Applicants who wish to submit Private Practice hours towards the Employment Requirements, must submit a Letter of Intent prior to accruing those hours. The Letter of Intent can be downloaded from the DMTCB web page.

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.

- Applicants who wish to submit Private Practice hours towards the Employment Requirements, must submit a Letter of Intent prior to accruing those hours. The Letter of Intent can be downloaded from the DMTCB web page.
- These applicants may use the designation “R-DMT, Board Eligible” in announcing services and must adhere to state and federal license requirements.

The following do not count toward the accrual of clinical practice hours:

1. Internships, work/study programs and fieldwork (considered dance/movement therapy training, not clinical practice.)
2. Conducting workshops or courses.

On the application form, 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

Supervision should address the criteria outlined in the Evaluation & Documentation form and should follow the ADTA Supervision Guidelines. The BC-DMT supervisor may or may not be on-site with the employee. If the BC-DMT is not on site, there must be another master's level clinician overseeing the R-DMT's day to day work.

BC-DMT Supervision must comply with the following:

- **For institutional, agency, or clinical contract work:** fifty (50) hours of supervision are required over the 2440 hours of employment. For applicants submitting Private Practice Hours, see **Private Practice Supervision Requirements** below.
- Supervision may be provided in person via individual or group consultations; off-site or on-site consultations; observation time during dance/movement therapy sessions and post-session processing; electronic or other virtual means of supervision with the following stipulations:
 - No less than twenty five (25) hours of BC-DMT supervision must be with the same supervisor .
 - A minimum of twenty five (25) hours of supervision must be individual, one-on-one consultation, either in person or electronic consultation as well as in-session observation.

- A maximum of four (4) hours for any single group or individual supervisory session will be accepted.
- 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 with the supervisor on the Supervision Hours Tracking Form (SHTF). Do not include the SHTF in the application packet. Completing the section of the application, titled BC-DMT Supervision, for each supervisor will suffice. If there is a discrepancy between supervisors' and applicant's reported hours of supervision, the application will be pended and submission of SHTF will be requested for further verification. Both the supervisor(s) and the supervisee must sign the SHTF.

INSTRUCTIONS FOR ESSAYS

Two essays are required of all applicants: the Theoretical Framework essay and the Session Analysis essay. Both are evaluated by the 3-person BC-DMT Panel of the DMTCB. Applicants should follow the instructions carefully. Evaluation by the panel carefully follows the areas of expertise as stated for each essay (see below).

THEORETICAL FRAMEWORK

A theoretical framework is a set of interrelated assumptions, definitions, and principles that guide methodology and action. A theoretical framework should be consistent and work with basic ideas. With this definition in mind, please describe your theoretical framework of dance/movement therapy. Include in your discussion the major dance/movement therapy theories on which you base your practice, as well the psychological theories and methods of assessment that inform your theoretical framework, Integrate the major theories with your own theoretical framework and practice. The theoretical framework is the foundation you carry with you. It should reflect your understanding of how to apply dance/movement therapy with a variety of populations.

Format

SESSION ANALYSIS

Describe a specific dance therapy session you conducted in licensed, accredited or otherwise regulated, mental health, medical, educational or social services agency, correctional facility, NGO or community based program. It may be a group or individual session.

Format

The theoretical framework essay is to be a maximum of four (4) double-space typed pages using 12 pt. type (excluding references page or pages). Use American Psychological Association Style Guidelines, i.e. 1-inch margins all around, indent paragraphs .5" from left margin, cite sources appropriately, use correct form for all quoted material, include only cited sources in the reference list. American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC. See also www.apastyle.org

Note: If the page limits or font size are exceeded, the DMTCB will not review the application. The applicant will be notified and given 10 days from the January 15th deadline to resubmit essays within the designated

The Session Analysis should include the following:

- ✓ Description of the clinical setting
 1. Characteristics of the population, including sociocultural backgrounds, diagnoses, ages, sex, and any other relevant demographic data
 2. If a group session, the number of people in the group
 3. Duration of the session
 4. Length of time working with the individual or group
 5. Goals, at least 3 specific goals related to the population and setting
- ✓ Process
 1. Description of the specific movement behavior and the emotional content as the session develops.
 2. Description of your movement interventions and your specific rationale for each of them. Discussion of how your intervention choices related to the material and emotional content presented in this session, and to the goals of the session.
 3. Discuss how your practice of DMT in the session reflected your theoretical framework, and what effects it had on the session.
- ✓ Self-evaluation
 1. Evaluate two (2) of your weaknesses and two (2) of your strengths in relation to this session.
 2. Cite specific incidents from this session to illustrate your statements.

The Session Analysis essay must demonstrate expertise in these areas:

Knowledge of Dance/Movement Therapy Principles - Provides clear description of setting, population, goals, etc. Clearly describes and demonstrates core concepts & principles that guide interventions in session. Discusses application of theoretical model to session.

Integration of Psychological Theory - Bases core concepts and principles on at least 1 psychological theory, and discusses integration of DMT and psychological theories and the application of this theoretical model to this session and the specific population.

Integration of Assessment Methods - Explains how the therapist observes and assesses material presented by client(s) in movement. Demonstrates the integration of movement assessment with mental status, mood, and particular abilities or limitations of client(s).

Movement Interventions and Rationales - Explains perception of movement cues and empathic movement reflection back to client(s). Explains what movement interventions are made and why. Describes thematic material and how it reflected intra-psychic issues, and discusses the responses of the client(s). Presents the above clearly and sequentially to demonstrate how the clinician processes and responds to the material presented by the client(s).

Strengths and Weaknesses - Reflects on moments of comfort or discomfort. Discusses specific personal issues that may support and interfere with therapist's ability to provide therapeutic intervention. Discusses possible actions therapist could take for professional development.

APPLICATION PROCEDURES

All applicants should fill out a BC-DMT packet and current application form on the Dance/Movement Therapy Certification Board area of the ADTA website. Application forms may change annually.

Applications are considered at one time of the year only, in the spring when the Dance/Movement Therapy Certification Board holds its annual meeting.

Applications must be submitted by January 15th of the submission year. All support materials, including essays, letters of recommendation, employment verifications, and BC-DMT supervision forms, *must* be submitted by *January 15th*. It is the applicant's responsibility to ensure that all required supplemental documents be submitted electronically by sending the link to the online submission page to all Employers, Supervisors and those writing letters of recommendation. Incomplete applications will be automatically pended by the panel.

It is incumbent upon the applicant to fill out the application in an accurate, complete and legible form.

It is the applicant's responsibility to inform individuals writing letters of recommendation of this requirement.

~~All support materials, including letters of recommendation, employment verifications, and BC-DMT supervision forms, should be sent to the appropriate party with instructions on how to submit electronically, including printing, signing and scanning the signature page to dmtcb@adta.org.~~

Each of the essays (Theoretical Framework and Session Analysis) is to be typed, and a *maximum of four (4) double-spaced pages in 12 pt. type* each. If this limit is exceeded, the applicant will be notified and given 10 business days to re-submit within the required limits.

All documentation must be in English.

All applications must be signed ~~under oath of a Notary Public~~.

There is a non-refundable application fee of \$200.

Please remit your payment electronically by clicking on the payment button on the website.

All official communications *must* be in writing. Clarification of issues is handled by the Dance/Movement Therapy Certification Board Chairperson only.

REQUIRED FORMS AND SUPPORT DOCUMENTS

Forms available online www.adta.org/dmtcb

- ✓ Application Form
- ✓ Employment Verification Form(s) - one for each place of employment used to accrue dance/movement therapy paid clinical hours.
- ✓ Supervision Verification /Evaluation & Documentation Form(s) - one from each BC-DMT supervisor.
- ✓ Request for Letter of Recommendation – three letters are required.
 1. One Letter of Recommendation must be from a BC-DMT supervisor who supplied at least 25 hours of supervision and who has seen the applicant’s work within the last two years.
 2. One Letter of Recommendation must be from a current clinical supervisor.
 3. One Letter of Recommendation may be from another mental health professional who is familiar with the applicant’s work.
- ✓ Supervision Hours Tracking Form - does not need to be submitted, unless requested by the DMTCB due to a question or discrepancy.

HOW TO SUBMIT APPLICATION AND DOCUMENTATION

- a. Application – Submit online through application portal.
- b. Essays – uploaded to the application portal along with application.
- c. Letters or Recommendation – should be uploaded directly to the portal (send link)
- d. Paid Employment Verification Form – should be uploaded directly to the portal (send link)
- e. Supervision Verification Form and Evaluation and Documentation Form- should be uploaded directly to the portal (send link)

EVALUATION OF BC-DMT APPLICATIONS

The BC-DMT Panel will review applications for the BC-DMT in the spring. Applicants will receive notification of the Panel's decision approximately six (6) weeks after the spring meeting.

Applications will be *accepted, rejected or pending* with a request for further information or clarification. These decisions are based only on materials submitted by the deadline. The DMTCB uses the DMTCB BC-DMT-level training manual to guide the evaluation of application. ~~Applications that are incomplete, or where the 4 page of Pt. 12 font limit for Theoretical Model and Session Analysis Essays is exceeded will be returned and not evaluated.~~

Pended status

If there is a question about an application, the panel may request additional, written information.

Applicants may be pended for the following:

- Not maintaining R-DMT
- Insufficient employment hours
- Insufficient Supervision Hours
- Low Score (<42) on Evaluation and Documentation Form

In the event of the above, the panel will request additional documents and if applicant can provide proof of meeting the above requirements, the panel will continue to review the application. If not, the application will be rejected.

Applicants also may be pended for insufficient demonstration of theory and practice expertise, and may be asked to re-write the Session Analysis and/or Theoretical Framework essay(s). The panel will provide a detailed explanation of the insufficiencies. Only one re-write of an essay is allowed per application. If the re-written essay(s) does not receive a passing score, the application is rejected. The applicant may apply again the following year.

Applicants who have been pended 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 panel'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 or to meet as a panel.

Rejected status

The application is rejected if the applicant:

- has not been granted the R-DMT.
- has fewer than 2400 clinical hours as of January 15th of the application year.
- has fewer than fifty (50) supervision hours as of January 15th of the application year.
- fails to demonstrate expertise in dance/movement therapy theory and practice, as evidenced by a failing score on either or both of the required essays.
- provides unsatisfactory letters of recommendation.

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.

A rejected applicant may apply again the following year.

ADDITIONAL INFORMATION

All applicants who apply for the second level of credential, the BC-DMT, must apply under the requirements and guideline described in this Handbook.

All information supplied to the Dance/Movement Therapy Certification Board is subject to verification.

The Dance/Movement Therapy Certification Board considers all applications and related materials confidential. All materials are part of an applicant's permanent file and the property of the Dance/Movement Therapy Certification Board.

Credential status must be maintained annually via participation in recertification activities, paying an annual maintenance fee, and committing, by signing, to the ADTA Code of Ethics and Standards of Practice.

CHECKLIST FOR BC-DMT APPLICANTS

Before uploading your application, please be sure that you have completed all the tasks on the checklist below and that all the required materials are submitted by midnight Eastern Time of January 15th.

A complete application must contain:

- Completed Application Form
- Theoretical Framework essay
- Session Analysis essay
- Employment Verification Form (one for each place of employment), documenting a total minimum of 2400 hours of clinical employment as a DMT (a maximum of 600 hours may be accrued via unpaid, volunteer work in an appropriate setting).
- Supervision Verification/ Evaluation and Documentation Forms (one per supervisor), documenting a minimum of 48 hours of BC-DMT supervision *
- Letters of recommendation from three (3) mental health professionals, including at least one (1) current BC-DMT supervisor one (1) current clinical supervisor
- Agreement to abide by the Code of Ethical Practice completed and signed. ~~by a Notary Public.~~
- \$200.00 application non-refundable application fee.

APPEAL PROCEDURES

CIRCUMSTANCES FOR APPEAL

Appeal of a DMTCB decision may be submitted under the following circumstances:

- Applicant was found to be ineligible.
- Applicant did not pass or did not successfully complete the examination (*e.g.*, scores on essays, supervisors' ratings, or letters of recommendation).
- Applicant failed to satisfy a DMTCB requirement, including those related to education or experience.

Within 30 days of notification of denial, applicant must appeal in writing to DMTCB Chairperson.

The letter must show substantial evidence of the one of the following:

- The applicant's eligibility was incorrectly reviewed and denied.
- The application was incorrectly scored, and as a direct result of the incorrect scoring the applicant failed.
- The applicant's eligibility for certification was incorrectly or inaccurately evaluated under the qualification standards in use at the time certification was sought, and the applicant would have qualified for certification if the applicant had been evaluated properly and accurately (*e.g.*, work hours evaluated incorrectly).

The letter must state, "I understand that this appeal is a confidential proceeding between myself and the DMTCB Appeal Board," and include the identity and signature of the applicant submitting the appeal.

The Chair of the DMTCB will investigate the appeal and make a judgment within 45 days of receipt of the appeal. The DMTCB Chair will send a letter to the applicant explaining the judgment, to either uphold the original DMTCB decision or to awarding the credential to the applicant.

SECOND APPEAL

1. The grounds for a second appeal are limited to the presentation of new or previously undiscovered information that is directly relevant to the applicant's eligibility (*e.g.*, R-DMT status).
2. The applicant must file a second appeal in writing within thirty (30) days of the date of the first appeal decision of the DMTCB. Appeals received after this date will not be reviewed or considered.
3. The appeal must contain the following information:
 - ✓ The identity and signature of the applicant submitting the appeal

- ✓ Evidence of new or previously undiscovered information and facts, which were not reasonably available to the applicant prior to the first appeal.

Within sixty (60) days of receipt of the written appeal, the Chair of the DMTCB and the Board will conduct an informal teleconference hearing designed to review and consider all of the available information. The Chair of the DMTCB will notify the applicant of the date the appeal will be considered.

The applicant may request the opportunity to be present at this informal teleconference hearing, and/or to make a presentation to the DMTCB. The DMTCB Chair may determine whether a request to appear before the Board is accepted, limit the appearance in any manner, or require the applicant to present certain information or materials. Denial of request to appear cannot be appealed.

The DMTCB will consider all relevant information and make a written summary of its findings in the appeal within 30 days of the informal hearing. The DMTCB will inform applicant of the final decision.

END OF APPEAL PROCESS

The appeal process will be closed and all proceedings ended when any of the following occurs:

- An appeal decision by the Chair or the DMTCB has been communicated to the applicant;
- Decision on a second appeal has been determined and communicated to applicant;
- The allowable time period for the filing of an appeal, pursuant to these procedures and rules, has lapsed; or
- The appeal has been withdrawn or terminated by the applicant.

Appeals may not be discussed by phone or email, but questions about how to begin the appeal process may be directed to the DMTCB Chairperson.

CODE OF ETHICS

BEFORE SIGNING THIS 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 Board (DMTCB) located on the ADTA website at:

<https://adta.org/wp-content/uploads/2015/12/Code-of-the-ADTA-DMTCB-Final.pdf>