

## **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 (3) options for R-DMT application procedures. Be sure you select the one that suits your circumstances. The options you will be asked to choose from are:

**Approved Program** - for graduates of ADTA-approved dance/movement therapy masters' degree programs

**Other Program** - for graduates of *domestic* DMT programs that have not yet been approved by the ADTA

**Alternate Route** - for those who have obtained a Master's degree in another field and received DMT training and coursework independently, *or those who have received any or all of their DMT education and training outside of the U.S.A.*

Carefully read through all sections of the handbook before getting

started. Sincerely,

Dance/Movement Therapy Certification Board

DANCE/MOVEMENT THERAPY CERTIFICATION BOARD, INC.

230 Washington Avenue Extension, Suite 101

Albany, NY 12203

518-704-3636

## **Registered Dance/Movement Therapist (R-DMT)**

### **Student Handbook**

and

### **Application Guide**

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## **REQUIREMENTS AND GENERAL INFORMATION FOR R-DMT**

The Registered Dance/Movement Therapist (R-DMT) acknowledges 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.

Standards for Dance/Movement Therapy (DMT) education and training are determined by the American Dance Therapy Association (ADTA). The requirements for the R-DMT credential are set by the Education Committee of the ADTA. 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.

### **NOTE ON LICENSURE VS. CERTIFICATION**

The Dance/Movement Therapy Certification Board grants Registry and Certification to qualified applicants. These are not equivalent to licensure. Licenses must be obtained through the appropriate licensing board(s) of state governments. The DMTCB advises students and applicants to consider the requirements for licensure as a mental health practitioner in their state of residence.

### **DANCE THERAPY COMPETENCIES**

All education and training should lead to the following competencies:

- ï 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.
- ï Knowledge of dance, movement skills, and aesthetic values.
- ï Demonstration of a systematized approach to movement observation, assessment and evaluation.
- ï Knowledge of individual and group psychodynamics and process.
- ï Knowledge of the human body and its functioning.
- ï Understanding of treatment goals and approaches with a variety of patient/client populations, based in part on direct experience in a clinical setting.
- Ï Understanding and awareness of the impact of culturally diverse experience on the therapeutic relationship
- ï Understanding research design and methodology.
- ï Responsibility for professional self-evaluation.
- ï 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. See Appendix.

## 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:

**Approved Program:** A Master's degree in Dance/Movement Therapy from an academic program approved by the American Dance Therapy Association (ADTA). 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.

**Other Program:** A Master's degree in Dance/Movement Therapy from a domestic, regionally accredited, academic institution, but which has not received approval by the ADTA for the DMT program. Applicants who pursue this route will be eligible to apply for the R-DMT graduation or completion of all required coursework and training as described in the "Other Program" section below. Applicants will be granted the R-DMT upon the satisfactory completion of the R-DMT application and submission of all supporting documents as described under the "Application Procedures" below.

**Alternate Route:** A master's degree plus dance/movement therapy training from qualified teachers who are Board Certified Dance/Movement Therapists. Applicants who pursue the Alternate Route will be eligible to apply for the R-DMT upon completion of all required coursework and training as described in the "Alternate Route Education and Training" 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 supporting documents as described under "Application Procedures" below.

*Note: Prior to beginning Alternate Route coursework and training, a prospective student must submit a "Letter of Intent" which can be downloaded from the website to the DMTCB stating the date of the student's first DMT class.*

*Notes for International Applicants:*

- *International applicants should be aware that all Dance/Movement Therapy courses must be taught by a Board Certified Dance/Movement Therapist. Movement Behavior courses may be taught by a Certified Movement Analyst.*
- *Every International applicant must have his/her degree evaluated for U.S. Master's Degree equivalency by an evaluation service.*

## **APPROVED PROGRAM**

An Approved Program is a DMT Master's Degree program that has been approved by the ADTA. Applicants from ADTA-Approved Dance/Movement Therapy (DMT) Master's Degree programs are eligible to apply for R-DMT upon graduation. Applications are accepted year around.

### **APPLICATION PROCEDURES:**

Request that a copy of your transcript from an ADTA-Approved Dance/Movement Therapy Program with official seal(s) be sent directly to the DMTCB by mail or emailed to [DMTCB@ADTA.org](mailto:DMTCB@ADTA.org).

Complete the Oath (on the application form) and sign it. Then, scan and email the document to the

[dmtcb@adta.org](mailto:dmtcb@adta.org) with “*your name- Application*” in the subject line

Pay the \$150.00 non-refundable application fee online.

### **Required Form:**

R-DMT Application Form – Approved Program, available online: [www.adta.org/dmtcb](http://www.adta.org/dmtcb)

### **CHECKLIST**

Have you:

- 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 by mail, emailed to [DMTCB@ADTA.org](mailto:DMTCB@ADTA.org).
- Have you completed your R-DMT Application for applicants from Approved Programs, scanned and emailed it to [DMTCB@ADTA.org](mailto:DMTCB@ADTA.org)?
- Completed and signed the Oath on the application form, scanned and emailed the document to [DMTCB@ADTA.org](mailto:DMTCB@ADTA.org)?
- Paid the \$150 non-refundable application fee on line ?

## **OTHER PROGRAM**

A Master's degree from a domestic, regionally accredited, academic institution, offering a discrete, sequentially designed dance/movement therapy program that has NOT been approved by the ADTA is considered to be an "other program." Applicants from these programs apply once a year in January.

Graduates from a program that is in the approval process (status pending) will be considered to have graduated from an Approved Program once the program is granted approval, and thus may wish to wait until the program is Approved and then apply under Approved Program.

## **EDUCATION AND TRAINING**

Applicants who pursue this route will be eligible to apply for the R-DMT upon completion of their DMT master's or doctoral program including all required **general coursework, dance/movement therapy coursework** and **training (fieldwork and internship)**.

**Dance/Movement Therapy Coursework:** *Except where noted, DMT coursework must be taught by a BC- DMT.*

*DMT Coursework must total 15 semester credits, 270 hours, or 20 quarter credits and must include:*

### **1. Dance/Movement Therapy Theory and Practice**

*180 hours, 12 semester credits, or 16 quarter credits*

- ✓ knowledge of developmental, expressive and communicativemovement
- ✓ 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

### **2. Group Processes in Dance/Movement Therapy**

*45 hours, 3 semester credits, or 4 quarter credits*

- ✓ This course must be taught in a group setting.

### **3. Movement Observation**

*90 hours, 6 semester credits, or 8 quarter credits*

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

*In order to fully complete the Movement Observation requirement, coursework must include:*

- ✓ observation - the use of a movement classification system to document, describe and communicate body-level and relational movement patterns.
- ✓ analysis - organizing and examining the relationships between and among both qualitative and quantitative aspects of movement behaviors.
- ✓ assessment - evaluating observable movement patterns from a developmental, psychological, and/or behavioral perspective.

**General Training Courses:** *Except where noted, General Training Courses must be taken at the graduate level in an academic setting, and must include at least 45 hour, 3 semester credits, or 4 quarter credits **each** of the following:*

- 1. Research Design and Methodology**
- 2. Abnormal Psychology or Psychopathology**
- 3. Developmental Psychology**
- 4. Group Theory and Processes**

*This course may be replaced by an additional course on Group DMT. It should be taught by a BC- DMT. On the Application Form, simply list your second Group DMT course under General Training, Group Processes/Dynamics.*

- 5. Kinesiology or Human Anatomy/Kinesiology, or Biomechanics (15 hours, 1 semester credit)** *This course may be taken on the graduate or undergraduate level or its equivalent determined by course syllabus. It must include kinesiology or biomechanics; anatomy by itself is not sufficient.*
- 6. In addition, General Training must include at least 2 of the following advanced psychology or counseling elective courses totaling 90 hours, 6 semester credits, or 8 quarter credits:**

- **Theories of Therapy and Counseling**



- **Methods of Psychotherapy or Counseling**
- **Therapeutic Intervention**
- **Diagnostic Methodology**
- **Cultural Competency and Social Justice in DMT Practice**
- **Systems Theory**
- **Neuroscience**

**General Training** will be a minimum of 19 semester credits, 285 hours, or 25.5 quarter credits (see conversion table below).

**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, to provide the student with an orientation to health and/or educational systems, and an understanding of the role and function of the (dance/movement) therapist within the system.

**Internship:** A minimum of six months full time or its equivalent (700 hours) practicum in a clinical setting, including or supplemented by 70 hours of supervision with a BC-DMT (who may or may not be on-site, but who must be able to visit the site), following or concurrent with the above education.

Internship should provide the student with the opportunity to integrate dance/movement therapy skills and theory within an intensive, supervised practicum experience. It is expected that by the completion of the internship, the student will be ready to assume the role of a beginning clinician.

*A clinical setting may be a licensed treatment facility, a special educational setting, or other team practice which meets the following criteria:*

- ✓ Practice as part of an interdisciplinary treatment team of three (3) or more professionals, including at least one licensed mental health professional
- ✓ Diagnosis and referral of patients made by other licensed member of the team
- ✓ Identified population determined by standard diagnostic procedure administered by qualified mental health professionals
- ✓ Referral to dance/movement therapy program is based upon therapeutic rationale
- ✓ Dance/movement therapy sessions must have clear treatment goals
- ✓ Intern DMT must be accountable for treatment outcome
- ✓ On-site supervision by a mental health professional or other qualified professional with at least a Master's degree

The internship must be at least 700 hours, and include the following:

- ✓ a minimum of 350 hours of *direct client contact*, including 150 hours during which the intern is responsible for leading dance/movement therapy sessions with clients
- ✓ a minimum of two different clinical populations (distinctions in terms of age, diagnosis, psychosocial and/or developmental issues, and/or for prevention of problems or disease)
- ✓ 70 hours of clinical supervision by a BC-DMT

The balance of the 700 hours may be accrued through clinical responsibilities such as participating in team meetings, record keeping, in-service education, etc.

The 70 hours of clinical supervision must follow these guidelines:

- A minimum of 24 hours of BC-DMT supervision should be with the same supervisor.
- A minimum of 10 hours of observed in-session work (6 hours may be done via videotape).
- 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.
- For mail, telephone, recordings and other electronic\* means of supervision a maximum of 2 hours for each exchange can be credited towards the 70 hours.
- A maximum of 4 hours for any single group or individual supervisory session may be counted.
- All forms of supervision should follow guidelines provided by the ADTA, and must consist of a self-evaluation, verbal or written process evaluation of the session, questions, feedback and clarification.
- The intern is responsible for maintaining the confidentiality of his/her clients.  
\*Note that communication via the internet is difficult to secure.

**Dance Training and Experience:** Five (5) years of concentrated study in at least one dance form such as modern, ballet, jazz, tap, ethnic or folk, leading to competence in 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. On the application, please list the forms studied, with whom and when, as well as the dates and types of any additional performance or teaching experiences.

## **APPLICATION PROCEDURES**

Applications must be submitted electronically to [dmtcb@adta.org](mailto:dmtcb@adta.org). All support materials, including transcripts, internship verification forms, supervision evaluation forms, and letters of recommendation, signed and notarized code of ethics *must* be submitted electronically to [dmtcb@adta.org](mailto:dmtcb@adta.org) by **January 15th**. All transcripts<sup>h</sup> must be received by **February 15**. It is the applicant's responsibility to ensure the receipt of documentation. *Note: Incomplete applications will not be processed.* Applications are considered at one time of the year only, in the spring when the Dance/Movement Therapy Certification Board holds its annual meeting.

It is the applicant's responsibility to ensure that all required supplemental documents be submitted electronically and must include the applicant's name in the subject line, e.g. "LOR-Applicants name"

Incomplete applications will be automatically pended by the review panel.

Applications will be returned if they are not typed, legible, or insufficiently proofed for errors and content. The applicant is responsible to be sure that all names and addresses, including zip codes, are correct.

All support materials should be *typed*. It is the applicant's responsibility to inform individuals writing letters of recommendation of this requirement.

All requests for support materials should be sent to the appropriate party (e.g. supervisors) with instructions on how to submit the forms electronically to [dmtcb@adta.org](mailto:dmtcb@adta.org).

All applications must be signed under oath of a Notary Public. The signature page can be printed out, signed and notarized, then scanned and sent separately to [dmtcb@adta.org](mailto:dmtcb@adta.org).

There is a non-refundable fee of \$150.00 for applications. This fee covers the processing of the application. Please remit your payment electronically.

All official communications *must* be in writing via email to [dmtcb@adta.org](mailto:dmtcb@adta.org). Clarification of issues should be submitted in writing, and are handled by the Dance/Movement Therapy Certification Board Chairperson

## **Documentation of Coursework**

- 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 the DMTCB by the university, institute, or instructor.

- 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 and may include narratives written by the instructor describing the student's work. See "Required Forms" below.
- Catalogue descriptions published at the time the courses were taken are required for all courses that are to be evaluated as part of the degree program.
- If there are inconsistencies or irregularities in fieldwork or internship, or any unclear course titles or content, a letter from the graduate school explaining the sequencing/intent/hours of study in the areas of dance/movement therapy training must accompany application

Note: The R-DMT application calculates credits/hours based on the U.S. 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</u>	=	<u>Semester</u>
8	=	6.0
7	=	5.25
6	=	4.5
5	=	3.75
4	=	3.0
3	=	2.25
2	=	1.5
1	=	0.75

**Required Forms:** All forms are available online at [www.adta.org/dmtcb](http://www.adta.org/dmtcb) under R-D/MT

- ✓ 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.
- ✓ Internship Verification Form(s) – one from each internship site.
- ✓ Evaluation & Documentation Form(s) – one from each BC-DMT internship supervisor
- ✓ Request for Letter(s) of Recommendation – one for each of two BC-DMTs who have seen the applicant's work within the past two years. One of the two recommendations may come from a Master's level (or higher) Mental Health professional (as a substitute for one of the BC-DMT recommendations).
- ✓ Supervision Tracking Form
- ✓ Alternate Route/Other Program Application Form

## CHECKLIST

Have you:

- Completed a Master's degree or higher in Dance/Movement Therapy?
- Completed all required dance/movement therapy training courses and listed them properly on the application form?
- Completed all required general (counseling/psychology) training courses and listed them properly on the application form?
- Completed a minimum of five (5) years of concentrated study in dance?
- Completed the 200 hour fieldwork requirement?
- Completed a 700 hour internship supervised overall by a BC-DMT?
- Requested that a copy of your transcript(s) with official seal(s) be sent the DMTCB?
- Requested that Evaluations or Certificates of Completion from instructors of all Alternate Route DMT courses taken be sent directly to the DMTCB?
- Submitted catalogue descriptions for all coursework?
- Submitted syllabi, reading lists and evaluation methods for coursework when necessary as described in the procedural information?
- 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?
- Submitted Fieldwork and Internship Verification forms for each site?
- Submitted Evaluation and Documentation forms?
  
- Completed and uploaded the application, minus the signature page?
- Uploaded a printed, signed and notarized signature page?
- Paid online a \$150.00 non-refundable application fee with your completed Application?

## ALTERNATE ROUTE

### PROVISO

- As of January 1, 2021 anyone filing a Letter of Intention to start their Alternate Route training must have an advisor.
- As of January 1, 2021 Alternate Route students can follow Track A or Track B for their clinical internships (see Revised Standards of Education and Clinical Practice).
- As of January 1, 2025 new course requirements will be in place and Alternate Route students completing a Letter of Intention as of December 31, 2024 must follow the complete revised Standards of Education and Clinical Practice.

Alternate Route education can be:

- a Master's degree from a program that offers dance/movement therapy education and training, but not a discrete, sequentially designed degree in dance/movement therapy that has been approved by the ADTA; or
- a Master's or Doctoral degree in any field, plus completion of all required general and dance/movement therapy coursework and training; or
- a post-secondary or graduate level degree program in Dance/Movement Therapy from an academic institution outside of the United States where faculty possess BC-DMT credentials.

### EDUCATION AND TRAINING

Applicants who pursue the Alternate Route will be eligible to apply for the R-DMT upon completion of a master's or doctorate and all required general coursework, dance/movement therapy coursework and training (fieldwork and internship).

All Alternate Route Dance/Movement Therapy coursework ***begun on or after March 15, 2013***, must have been approved by the ADTA Subcommittee of Approval for Alternate Route Courses. These courses follow the ADTA Guidelines for Alternate Route Courses. Any individual or institution that provides dance/movement therapy core coursework must comply with the ADTA Guidelines for Alternate Route

Courses. All Alternate Route Dance/Movement Therapy coursework must:

- ✓ be a minimum of 1 semester credit or 15 hours
- ✓ have a clearly articulated course description
- ✓ have a course syllabus divided into sub-topics of a particular subject area
- ✓ have a substantive reading list
- ✓ include a method of written evaluation, e.g. a final exam or term paper
- ✓ be taught by a BC-DMT (unless an exception is noted by these policies)

A course that has been approved by the ADTA will read, "This course has been approved by the American Dance Therapy Association as meeting the requirements for the Alternate Route R-DMT credential."



Some Approved Programs offer courses to Alternate Route students. These courses are considered "approved" if they are part of the Approved Program.

**Dance/Movement Therapy Coursework:** *Except where noted, DMT coursework must be taught by a BC- DMT, but does not have to be taken in an academic institution; however, Approved Alternate Route coursework is considered to be post-graduate level, therefore undergraduate courses in DMT will not be accepted.*

*DMT Coursework must total 27 semester credits, 405 hours, or 36 quarter credits and must include:*

### **1. Dance/Movement Therapy Theory and Practice**

*270 hours, 18 semester credits, or 24 quarter credits*

- ✓ knowledge of developmental, expressive and communicativemovement
- ✓ 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

### **2. Group Processes in Dance/Movement Therapy**

*45 hours, 3 semester credits, or 4 quarter credits. This course must be taught in a group setting.*

### **3. Movement Observation**

*90 hour, 6 semester credits, or 8 quarter credits*

*This course may be taken at the graduate or undergraduate level, through a movement studies institute, or independently. Movement observation courses offered in an accredited academic setting, undergraduate or graduate, and courses offered by LMA-based training institutes are exempt from the Approval requirement. This course must be taught by an instructor who is certified in the particular movement analysis system or can document advanced training and expertise in the system, e.g. CMA. The instructor may or may not be a BC-DMT.*

*In order to fully complete the Movement Observation requirement, coursework must include:*

- ✓ observation - the use of a movement classification system to document, describe and communicate body-level and relational movement patterns.

- ✓ analysis - organizing and examining the relationships between and among both qualitative and quantitative aspects of movement behaviors.

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- ✓ assessment - evaluating observable movement patterns from a developmental, psychological, and/or behavioral perspective.

**General Training Courses:** *Except where noted, General Training Courses must be taken at the graduate level in an academic setting, and must include at least 45 hour, 3 semester credits, or 4 quarter credits each of the following:*

1. **Research Design and Methodology**
2. **Abnormal Psychology or Psychopathology**
3. **Developmental Psychology**
4. **Cultural Competency and Social Justice Issues**
5. **Group Theory and Processes**

*This course may be replaced by an additional course on Group DMT. It should be taught by a BC- DMT. On the Application Form, simply list your second Group DMT course under General Training, Group Processes/Dynamics.*

5. **Kinesiology or Human Anatomy/Kinesiology, or Biomechanics (15 hours, 1 semester credit)** *This course may be taken on the graduate level, undergraduate level, independent study or its equivalent determined by course syllabus. Kinesiology must be included. Anatomy by itself is insufficient. A course in biomechanics is considered equivalent to a course in Kinesiology.*

6. In addition, **General Training** must include at least **2 of the following** advanced psychology or counseling elective courses totaling 90 hours, 6 semester credits, or 8 quarter credits:

- **Theories of Therapy and Counseling**
- **Methods of Psychotherapy or Counseling**
- **Therapeutic Intervention**
- **Diagnostic Methodology**
- **Systems Theory**
- **Neuroscience**

**General Training** will be a minimum of 19 semester credits, 285 hours, or 25.5 quarter credits (see conversion table below).

**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, to provide the student with an orientation to health and/or educational systems, and an understanding of the role and function of the (dance/movement) therapist within the system.

**Prior to starting dance therapy internship the trainee must have completed 18 semester credits of coursework:**

- ✓ 9 credits of dance therapy coursework, including 6 credits of dance therapy theory and practice and 3 credits of movement observation, and
- ✓ 9 credits of general training coursework, which may include Abnormal Psychology/Psychopathology, Developmental Psychology, Group Processes and/or Theories of Therapy and Counseling.

**Internship:** A minimum of six months full time or its equivalent (700 hours) practicum in a facility which is licensed, accredited or a therapeutic setting, which provides clinical experience and in-service education including:

- 70 hours of supervision with a BC-DMT (who may or may not be on-site. The Internship may follow or be concurrent with the above education requirements.
- Internship should provide the student with the opportunity to integrate dance/movement therapy skills and theory within an intensive, supervised practicum experience. It is expected that by the completion of the internship, the student will be ready to assume the role of a beginning clinician.
- On-site supervision by a mental health professional or other qualified professional with at least a Master's degree
- a minimum of 350 hours of *direct client contact*, including 150 hours during which the intern is responsible for leading dance/movement therapy sessions with clients
- a minimum of two different clinical populations (distinctions in terms of age, diagnosis, psychosocial and/or developmental issues, and/or for prevention of problems or disease)

The balance of the 700 hours may be accrued through clinical responsibilities such as participating in team meetings, record keeping, in-service education, etc. The 70 hours of clinical supervision must follow these guidelines:

- A minimum of 24 hours of BC-DMT supervision should be with the same supervisor.
- A minimum of 10 hours of observed in-session work (6 hours may be done via videotape).
- 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.) Is this realistic?
  - 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.
- For mail, telephone, recordings and other electronic\* means of supervision a maximum of 2 hours for each exchange can be credited towards the 70 hours.
- A maximum of 4 hours for any single group or individual supervisory session may be counted.
- All forms of supervision should follow guidelines provided by the ADTA, and must consist of a self-evaluation, verbal or written process evaluation of the session, questions, feedback and clarification.
- The intern is responsible for maintaining the confidentiality of his/her clients. \*Note that communication via the internet is difficult to secure.

**Dance Training and Experience:** Five (5) years of concentrated study in at least one dance form such as modern, ballet, jazz, tap, ethnic or folk, leading to competence in 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. On the application, please list the forms studied, with whom and when, as well as the dates and types of any additional performance or teaching experiences.

### **Alternate Route Opportunities**

Consult the ADTA website (under Education and Training in DMT) to see list of Approved Alternate Route Courses. Approval of Alternate Route courses is done by the ADTA Subcommittee of Approval for Alternate Route Courses, and is sought by the teacher of the course. Please do not ask the DMTCB to pre-approve your Alternate Route DMT coursework.

### **APPLICATION PROCEDURES (REVISED)**

All applicants should download an R-DMT packet and current application form from the DMTCB pages on the ADTA website. Application forms may change annually.

Applications must be submitted electronically to [dmtcb@adta.org](mailto:dmtcb@adta.org). All support materials, including transcripts, internship verification forms, supervision evaluation forms, and letters of recommendation, signed code of ethics *must* be submitted electronically to [dmtcb@adta.org](mailto:dmtcb@adta.org) by *January 15th*. Applications are considered at one time of the year only, in the spring when the Dance/Movement Therapy Certification Board holds its annual meeting.

It is the applicant's responsibility to ensure that all required supplemental documents be submitted electronically and must include the “*your name-DOCUMENT*” in the subject line, e.g. “*Jane Smith -LOR*” for the Letter of Recommendation.

Incomplete applications will be automatically pended by the review panel.

Applications will be returned if they are not typed, legible, or insufficiently proofed for errors and content. The applicant is responsible to be sure that all names and addresses, including zip codes, are correct.

All support materials should be *typed*. It is the applicant’s responsibility to inform individuals writing letters of recommendation of this requirement.

All support materials should be sent to the appropriate party with instructions on how to submit the forms electronically to [dmtcb@adta.org](mailto:dmtcb@adta.org).

All applications must be signed. The signature page can be printed out, signed and notarized, then scanned and sent separately to [dmtcb@adta.org](mailto:dmtcb@adta.org). There is a non-refundable fee of \$150.00 for applications. This fee covers the processing of the application.

Please remit your payment electronically.

All official communications *must* be in writing via email and sent to [dmtcb@adta.org](mailto:dmtcb@adta.org). Clarification of issues are handled by the Dance/Movement Therapy Certification Board Chairperson.

### **Documentation of Coursework**

- 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, institute, or instructor.
- **All transcripts must be received by February 15<sup>th</sup>**. It is the applicant’s responsibility to ensure the receipt of documentation. *Note: Incomplete applications will not be processed.*
- 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 and may include narratives written by the instructor describing the student’s work. (See "Required Forms" below)
- Catalogue descriptions published at the time the courses were taken are required for courses that are to be evaluated as part of the Masters' degree or General Training requirements.
- 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 (courses taken or begun BEFORE March 2013, exempt Movement Observation and Kinesiology courses), submit course syllabi, reading

lists, description of the method of evaluation, total hours, name and credentials of instructor.

- *International Applicants:* All communication must be in English. Official documents must be professionally translated.
- *International Applicants:* Applicants must submit a report from a reputable evaluation service establishing that any relevant degrees granted outside of the United States have been evaluated for Master's degree/credit hour equivalency. (see DMTCB website for referral sources.)

Note: The R-DMT application calculates credits/hours based on the U.S. 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</u>	=	<u>Semester</u>
8	=	6.0
7	=	5.25
6	=	4.5
5	=	3.75
4	=	3.0
3	=	2.25
2	=	1.5
1	=	0.75

**Required Forms:** All forms are available online at [www.adta.org/dmtcb](http://www.adta.org/dmtcb) under R-D/MT

- ✓ 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.
- ✓ Internship Verification Form(s) – one from each internship site.
- ✓ Evaluation & Documentation Form(s) – one from each BC-DMT internship supervisor
- ✓ Request for Letter(s) of Recommendation – one for each of two BC-DMTs who have seen the applicant's work within the past two years. One of the two recommendations may come from a Master's level (or higher) Mental Health professional (as a substitute for one of the BC-DMT recommendations).
- ✓ Supervision Tracking Form
- ✓ Alternate Route Application Form
- ✓

## CHECKLIST

Have you:

- Completed a Master's degree?
- Completed all required dance/movement therapy training courses and listed them properly on the application form?
- Completed all required general (counseling/psychology) training courses and listed them properly on the application form?
- Completed a minimum of five (5) years of concentrated study in dance?
- Completed the 200 hour fieldwork requirement?
- Completed a 700 hour internship supervised overall by a BC-DMT?
- Requested that a copy of your transcript(s) with official seal(s) be sent the DMTCB?
- Requested that Evaluations or Certificates of Completion from instructors of all Alternate Route DMT courses taken be sent directly to the DMTCB?
- Submitted catalogue descriptions for all coursework?
- Submitted syllabi, reading lists and evaluation methods for Alternate Route coursework when necessary as described in the procedural information?
- 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?
- Submitted Fieldwork and Internship Verification forms for each site?
- Submitted Evaluation and Documentation form?
- Completed and uploaded the application including the signed, signature page?
- Paid online a \$150.00 non-refundable application fee with your completed Application?

### *Additional requirements for International Applicants*

Have you:

- Had your degree evaluated for U.S. Master's Degree equivalency?
- Included professional translations into English of official or required documents?

## HOW TO SUBMIT APPLICATION AND SUPPORTING DOCUMENTS:

- a. Application – Submit to [dmtcb@adta.org](mailto:dmtcb@adta.org) with “*your name*-R-DMT Application” in the subject line. Can include all Syllabi, Course Descriptions, Course Certificates of Completion plus Signed Oath with the application
- b. Letters or Recommendation – should be submitted by writer directly to [dmtcb@adta.org](mailto:dmtcb@adta.org) with “*your name*-LOR “in the subject line



- c. Fieldwork/Internship Verification Form and Evaluation and Documentation Form- may be submitted together by each supervisor directly to [dmtcb@adta.org](mailto:dmtcb@adta.org) with "*your name-IVF/E&D*" in the subject line

## EVALUATION OF APPLICATIONS

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.

### DEADLINES:

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.

### POSSIBLE OUTCOMES:

Applications will be ***accepted, pending*** 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 request additional information or documentation in a letter to the applicant. Applicants will 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* for any of the following reasons:

- The applicant lacks any educational requirements, appropriate dance/movement therapy training experiences, or required dance training.
- Unsatisfactory letters of recommendation or evaluations are received;
- The application is incomplete.
- 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.

### ADDITIONAL INFORMATION

Materials may be used for DMTCB training purposes

Once the R-DMT is awarded, an annual fee will be assessed and Continuing Education (Recertification) requirements must be met to maintain status (see DMTCB area of ADTA website for more information).

## **APPEAL** **PROCEDURES**

### PHASE I

Applicant writes letter within 30 days of receiving a notification of denial of credential to the Dance/Movement Therapy Certification Board Chairperson requesting appeal.

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.

After receipt of the notarized release form, the applicant will receive a letter within 30 days specifying those qualifications the DMTCB questioned.

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.

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.

### Phase II

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.

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.

The Chairperson of the Appeal Board will inform the applicant in writing within 90 days about the concerns of the Board.

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.

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.

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.

If a conflict of interest does exist, the Chairperson will replace the Appeal Board member.

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.

## **MAINTENANCE OF CREDENTIAL/RECERTIFICATION**

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.

Every R-DMT is responsible for accruing 50 hours CE every five years beginning the year the R-DMT is awarded and every 5 years thereafter. The R-DMT is responsible for maintaining documentation, recording CE hours, and filing CE compliance forms with the DMTCB via the ADTA National Office by July 1 of the required year.

Approved, ADTA OD 1977

Revised October 2008

Revised December 2014

Revised April 2015

Revised March 2018

Revised January 2020

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