



## Credentialing Guide: **Registered Play Therapist (RPT) & Supervisor (RPT-S)**

### Applicants

The Association for Play Therapy (APT) is a national professional society formed in 1982 to advance the play therapy modality and the knowledge and expertise of those mental health professionals engaged in play therapy practice, instruction, and supervision.

We confer the Registered Play Therapist™ (RPT) and Registered Play Therapist-Supervisor™ (RPT-S) credentials upon those licensed clinical mental health professionals to help consumers identify those with specialized training and experience in play therapy.

To earn one of these prestigious credentials, please observe these steps:

- Review this Guide.
- Contact our office with questions.
- Submit your completed application and fee with supporting materials.

An application is valid for 12 months after submission. Once earned, the credentials are renewed annually on your approval anniversary date upon application and payment of applicable fees.

Thank you for your interest in play therapy and the APT credentialing program!

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## Credentiaing Application Overview

This chart summarizes the criteria that applicants must satisfy to earn the Registered Play Therapist (RPT) and Registered Play Therapist-Supervisor (RPT-S) credentials.

Review the Credentiaing Guide for details.

#	APPLICATION CRITERIA	RPT	RPT-S
0300	License	Current and active individual state license to independently provide clinical mental health services.	Same as RPT
0400	Educational Degrees	Master's or higher mental health degree with demonstrated coursework in child development, theories of personality, principles of psychotherapy, child & adolescent psychopathology, and ethics. APT will preview your transcripts for a fee.	Same as RPT
0500	Clinical Experience	Supervised clinical mental health experience required by state licensure roughly equivalent to two (2) years and 2,000 direct client contact hours.	Same as RPT <i>plus</i> An additional three (3) years and 3,000 direct client contact hours of clinical experience after initial full licensure.
0600	Play Therapy Training	150 hours of play therapy specific instruction from institutions of higher education or APT Approved Providers (limit 50 non-contact hours).	Same as RPT
0700	Supervised Play Therapy Experience & Supervision	500 direct client contact hours under supervision and 50 hours of simultaneous play therapy supervision. Supervisors providing 10 or more hours of supervision must observe at least one (1) play therapy session during supervision.  <b>Beginning January 1, 2020, all hours accrued towards this requirement must be under the supervision of an RPT-S.</b>	Same as RPT <i>plus</i> An additional 500 direct client contact hours of play therapy experience.
0800	Supervisor Training	None	Supervisor training is required. Complete six (6) hours of play therapy specific supervisor training AND 1) demonstrate completion of either state board requirements for supervisor training OR 2) complete APT's supervisor requirements (24 hours of supervisor training) These hours may be contact or non-contact hours.
1100	Renewal Criteria	<b>Annual:</b> Current and active individual state license to independently provide clinical mental health services.  <b>CE Cycle:</b> 18 hours of play therapy specific instruction from institutions of higher education or APT Approved Providers every 36 months.	<b>Annual:</b> Current and active individual state license to independently provide clinical mental health services.  <b>CE Cycle:</b> 18 hours of play therapy specific instruction from institutions of higher education or APT Approved Providers PLUS six (6) hours of supervisor training every 36 months.

## Terms

To ensure clarity of understanding and to both simplify and standardize usage, the meaning of these words and phrases are described below:

1. **Application Fees** are fees paid to have your application reviewed and processed.
2. **APT** refers to the Association for Play Therapy, a national professional society in the United States.
3. **APT Approved Providers** refers to those individuals, organizations, and businesses that are designated by APT as “Approved Providers of Play Therapy Continuing Education” to provide graduate-level play therapy trainings presented by graduate-level instructors for individuals with Master or higher mental health degrees.
4. **CE** is the acronym for “continuing education” (or “training”) hours earned at conferences, workshops, and other forums.
5. **Clock Hours** are used to convert certain training-related activities into hours. Graduate coursework may be converted to clock hours based on the calculation described in Section 0606. Relevant publications may be converted to clock hours based on the calculation described in Section 1100.
6. **Contact Education** and continuing education programs refer to those in which “students enjoy in-person or distance interaction with a live instructor in real time”. “Non-Contact” programs are essentially home study or other programs that do not include such interaction.
7. **Contact or In-Person Supervision** is when you meet face-to-face with your supervisor to discuss your play therapy case, notes, reports, session video. There is no limit to the number of hours that you may obtain in this manner.
8. **Clinical Practitioner or Practitioner** refers to a licensed clinical mental health professional authorized to independently provide clinical mental health services in their primary discipline.
9. **Group Supervision** consists of one supervisor and at least two but not more than 10 supervisees. Consult chart in Section 0703.
10. **Individual Supervision** is defined as one supervisor and one supervisee.
11. **Individual in Group Supervision** You may obtain individual supervision hours within a group only if focus was on your play therapy case, notes, reports, or session video and does not exceed 10 supervisees. There is no limit to the number of hours that may be obtained in this manner.
12. **Institutions** refer to institutions of higher education, i.e. colleges and universities. Several institutions have been designated by APT as “Approved Centers of Play Therapy Education” because they provide graduate-level programs presented by graduate-level instructors for individuals with or earning Master’s or higher clinical mental health degrees.
13. **License** refers to an individually issued current and active clinical mental health license to independently provide clinical mental health services. Also, deemed the highest level of practice for that particular field and is generally termed “independent”, “clinical”, or Independent clinical.” Examples of licenses are Licensed Clinical Psychologist (LCP), Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), and Licensed Marriage and Family Therapist (LMFT). Excluded are temporary and learning licenses issued to interns, associates, and to those engaged in clinical practice under supervision of another’s license.
14. **Member** refers to a Professional, International, or Affiliate member of the Association for Play Therapy. You do not need to be a member to earn and maintain the RPT/S credentials.
15. **Mental Health Degree** refers to earning a Master’s or higher clinical mental health degree from an institution of higher education.
16. **Multicultural Competency** refers to the ability of play therapists to 1) become and remain aware of their own cultural backgrounds, influences, and biases (including but not limited to religion, gender, sexual orientation, ethnicity, and race), 2) acquire and continuously seek knowledge about how cultural backgrounds, influences, and biases operate in the lives of their clients, and 3) demonstrate culturally-appropriate therapeutic skills.

17. **Non-Contact or Distance Supervision** occurs when you meet with your supervisor via telephone or online to discuss your play therapy case notes, reports, or session video. The applicant/supervisee is responsible for assuring acceptance and compliance with state board regulations in his or her specific discipline, up to and including verification of identity by either party. There is no limit to the number of hours that you may obtain in this manner.
18. **Play Therapy Approach** requires applicants to include documentation that demonstrates education/training in more than one approach. Examples of play therapy approaches include, but are not limited to: nondirective play, directive play, expressive arts, sandtray, drama, etc.
19. **Play Therapy Experience** refers to applicants' practicum, internship, or clinical session time with clients using a play therapy paradigm(s) or employing play therapy techniques.
20. **Play Therapy Training** refers to the applicants' play therapy instruction or education via graduate coursework or continuing education workshops.
21. **Renewal Fees** are due annually and are to maintain your credential active. Annual APT membership dues are unrelated and billed separately.
22. **RPT** is the acronym for the Registered Play Therapist credential.
23. **RPT-S** is the acronym for the Registered Play Therapist-Supervisor credential.
24. **RPT/S** is the collective acronym for both the Registered Play Therapist (RPT) and Registered Play Therapist-Supervisor (RPT-S) credentials.
25. **SB-RPT** is the acronym for the School Based-Registered Play Therapist credential.
26. **Supervisors** are clinical mental health professionals who are licensed to practice in their respective primary disciplines and recognized by their licensing boards as eligible to supervise; expected to know and abide by their respective ethics and standards; subject to disciplinary action by their respective licensing boards and accountable for the actions of their supervisees.

## **Guide**

### **0100. Application for Credential**

Select the credential for which you are applying.

### **0200. Applicant Information**

Provide your contact information so we may communicate with you regarding your application. In addition, this information will be listed on our website once approved.

### **0300. Verification of License**

0301. **Attach** a copy of your current and active state mental health license indicating you are legally permitted to independently provide clinical mental health services. Do NOT submit original copies as all materials will be destroyed after review.
0302. APT only accepts licenses that are issued by an authority that promulgates mental health standards and practices and that investigates and penalizes violations of such standards and practices.
0303. A clinical license should include roughly two (2) years and 2,000 direct client contact hours of supervised clinical mental health experience.
0304. APT confers "practitioner credentials". If you are a practitioner, you must maintain an active license in the state in which you practice. If you are not currently practicing, you must maintain an active license issued by a state licensing board whether or not you are practicing or residing in that state.

#### **0400. Verification of Graduate Degrees and Core Content Coursework**

0401. Attach a copy of your graduate transcript(s) issued by an institution of higher education. The date your graduate degree was conferred must be clearly visible.
0402. Your transcripts must indicate that you have completed coursework in these five (5) required core areas:
1. Child Development
  2. Theories of Personality
  3. Principles of Psychotherapy
  4. Child and Adolescent Psychopathology
  5. Legal, Ethical, and Professional Issues
0403. The core content areas listed in 0402 may be covered in a single or multiple courses. The class titles may differ from APT's core area titles. See table below for examples of graduate course titles for each content area:

<b>Required Core Content Area:</b>	<b>Possible Titles of Courses on Transcripts (<i>List not exhaustive</i>)</b>
Child Development	Life Span Development, Human Behavior in Social Environment (HBSE) I
Theories of Personality	Counseling Theories, HBSE I or II
Psychotherapy	HBSE I or II, Counseling Process & Skills, Clinical SW Practice
Child & Adolescent Psychopathology	Abnormal Psychology or Behavior, HBSE III, DSM, Diagnosis & Treatment, Mental Emotional & Behavioral Disorders
Ethics	Intro into the Profession, SW Issues

0404. If you would like our assistance in determining whether or not your academic program covered the five (5) content areas list above prior to submitting your application, please complete the [Transcript Review form](#) available on our website and submit it with your fee and transcripts. APT will verify whether or not your academic program has met this requirement. If you submit your completed application within one (1) year from the date of review, you will receive a \$25 credit on your application fee.

#### **0500. Verification of Clinical Experience**

0501. All applicants must have completed two (2) years and 2,000 direct client contact hours of supervised clinical experience as a requirement for initial independent, clinical licensure. Submit a copy of your license and attach Form A, indicating in Section 1a. that you completed at least two (2) years and 2,000 hours of supervised clinical experience. See Section 0703 (1) for further instructions.
0502. **RPT-S applicants only:** In addition to the hours required in 0501, applicants must complete an *additional* three (3) years and 3,000 hours of direct client contact post issuance of full, clinical licensure. These hours need not be supervised but must be verified by a licensed mental health professional. Attach Form A, Section 1b.

#### **0600. Verification of Play Therapy Coursework & Trainings**

0601. Attach copies of transcripts and/or training certificates issued by institutions of higher education and APT Approved Providers, respectively, to demonstrate that you earned 150 clock hours of play therapy specific instruction. Presentations and/or coursework taught or written by applicant are not eligible. Do NOT submit original copies of your transcript and certificates as all materials will be destroyed after review.
0602. Not more than 50 of the 150 play therapy specific clock hours may be non-contact.
0603. Applicant's play therapy coursework and trainings must demonstrate education/training in more than one play therapy approach.
0604. Clock hours earned from graduate internships and practicum may not be included in the 150 hours of play therapy specific training, but may be included in Section 0700.

0605. APT recommends but does not require that the 150 clock hours of play therapy specific training be earned primarily in these four (4) areas:
1. Play Therapy History – 4-5 hours
  2. Play Therapy Theories – 40-50 hours.
  3. Play Therapy Techniques or Methods – 40-50 hours.
  4. Play Therapy Applications/Special Populations – 40-50 hours
0606. Calculation of clock hours earned graduate coursework:
1. Convert graduate courses to clock hours. Calculation: [number of weeks] x [number of class clock hours a week] x [1.5 factor]. Example: [15-week course] x [3 graduate hours a week] x [1.5 factor] = 67.5 clock hours.
  2. Not more than 135 clock hours may be earned from the same instructor.
  3. Audited courses must be displayed on transcripts and clock hours calculated as follows:
    - a. Clock hours. Example: [15-week course] x [3 graduate hours a week] x [1.0 factor] = 45 clock hours.
    - b. Additional credit may be earned if the instructor produces a signed letter attesting the student completed all assignments and projects. Example: [15-week course] x [3 graduate hours a week] x [1.5 factor] = 67.5 hours.
0607. Calculation of clock hours received from APT Approved Providers:
1. One hour of training equals one clock hour.
  2. Completion certificate must display the sponsor's APT Approved Provider number (i.e. APT Approved Provider XX-XXX).
  3. Not more than 135 clock hours may be earned from the same instructor.

## **0700. Verification of Supervised Play Therapy Experience and Supervision**

0701. Supervisors are mental health professionals who are licensed to practice in their respective primary disciplines and recognized by their licensing boards as eligible to supervise; expected to know and abide by their respective ethics and standards; subject to disciplinary action by their respective licensing boards and accountable for the actions of their supervisees.
0702. Types of Supervision:
1. Individual Supervision: Consists of one supervisor and one supervisee.
  2. Group Supervision: Consists of one supervisor and at least two but not more than 10 supervisees.
  3. Individual in Group Supervision: You may obtain individual supervision hours within a group only if group was on your play therapy case notes, reports, or session video and does not exceed 10 supervisees. There is no limit to the number of hours that may be obtained in this manner.
  4. Contact or In-Person Supervision: Occurs when you meet in-person with your supervisor to discuss case notes, reports, session video, or by simultaneously but separately watching and discussing your session video. There is no limit to the number of hours that you may obtain in this manner.
  5. Non-Contact or Distance Supervision: Occurs when you meet with your supervisor via telephone or online to discuss your play therapy case notes, reports, or session video. There is no limit to the number of hours that you may obtain in this manner.
0703. Form A - Clinical and Play Therapy Experience (see chart below):
1. **Section 1** – Clinical Experience:
    - a. **Section 1a: ALL Applicants** – List the dates and the total # of hours you received your supervised clinical experience. Hours may be accrued during or after earning your graduate degree. A minimum of two (2) years and 2,000 hours of direct client contact required with not more than one (1) year or 1,000 hours of which may be accrued while earning Master's degree.
    - b. **Section 1b: RPT-S Only** – List the dates and the total # of hours you received your additional clinical hours. These hours must be unsupervised and accrued after full, independent licensure. A minimum of three (3) years and 3,000 hours of clinical experience required.
  2. **Section 2** – Supervised Play Therapy Experience:
    - a. **Section 2a: ALL Applicants** – List the dates and the total # of hours you completed your supervised play therapy experience. For hours accrued prior to January 1, 2020, a minimum of 500 hours of direct client contact are required and may be under the supervision of an RPT-S or a non-RPT-S. **Beginning January 1, 2020, hours accrued towards this requirement must be under the supervision of an RPT-S only with a minimum of 350 hours of direct client contact and 35 of supervision. See table below.**

- b. **Section 2b: ALL Applicants** – Provide the number of hours of individual and/or group play therapy supervision received. These hours are accrued at the same time as the supervised play therapy experience. **Beginning January 1, 2020, hours accrued towards this requirement must be under the supervision of an RPT-S only with a minimum of 35 hours of supervision. See table below.**
3. **Section 3 – Additional Play Therapy Experience:**
  - a. **Section 3a: RPT-S ONLY** – An additional 500 hours of direct client contact of play therapy experience beyond those listed in Section 2 is required. These hours need not be supervised, must be verified.
4. Case consultations may satisfy the supervised play therapy experience.
5. Supervisors providing 10 or more hours of supervision must observe at least one (1) play therapy session during supervision.

YOUR CLINICAL SUPERVISOR IS A(N):	SUPERVISED PLAY THERAPY EXPERIENCE HOURS REQUIRED	SUPERVISION HOURS REQUIRED	GROUP SUPERVISION HOURS ALLOWED	<u>RPT-S APPLICANTS ONLY</u> ADDITIONAL PLAY THERAPY EXPERIENCE HOURS REQUIRED
<i>Hours Accrued Prior to January 1, 2020</i>				
RPT-S	335	35	Max. 15	Additional 500
Non-RPT-S	500	50	Max. 20	Additional 500
<i>Hours Accrued Beginning January 1, 2020</i>				
RPT-S	350	35	Max. 15	Additional 500

#### **0800. Verification of Supervisor Training – RPT-S APPLICANTS ONLY**

0801. Supervisor training is required.
1. Verification of Supervisor Training:
    - a. Your state licensure must either allow or not specifically prohibit you from supervising others.
    - b. You must complete six (6) hours of play therapy specific supervisor training AND demonstrate completion of *either* your state board requirements for supervisor training OR complete APT's supervisor requirements (24 hours of supervisor training). These hours may be contact or non-contact hours. If your state licensing board does not require supervisor training, you must complete APT's requirements.
    - c. Supervisor training hours may:
      - 1) Not be included in the initial 150 clock hours of play therapy education and training.
      - 2) Be earned from institutions of higher education and/or continuing education providers, including APT Approved Providers.
    - d. Please include a copy of your Board's regulations regarding supervisor status.
  2. You are expected to display the abilities to:
    - a. Demonstrate advanced play therapy skills
    - b. Facilitate play therapist self-awareness and insight
    - c. Resolve supervisee reluctance and resistance
    - d. Utilize a variety of supervisory interventions
    - e. Facilitate parent consultation and involvement
    - f. Facilitate play therapist development
    - g. Build trust and rapport with supervisees
    - h. Develop professionalism, professional identities, and advocacy skills
    - i. Incorporate technology in supervision
    - j. Demonstrate multicultural competency
0802. APT recommends that supervisor training address these core areas:
1. Models, theories, and techniques of clinical supervision (10-12 hours)
  2. Legal and ethical issues related to supervision (5-8 hours), i.e. vicarious liability; supervisory disclosure statement, supervisory contracts, supervisory informed consent; confidentiality, informed consent, and dual relationships; and gate-keeping responsibilities.
  3. Clinical issues related to supervision (5-8 hours), i.e. transference and counter-transference, diversity, vicarious trauma, compassion fatigue, and burnout.

0803. To protect the public and reduce legal liability to APT, RPT and RPT-S credentials rely upon your strict adherence to the ethics and standards of conduct promulgated by your primary mental health discipline and are not reliant upon the play therapy best practices promulgated by APT.

**0900. Attestation by Applicant**

By signing the application, you acknowledge, among other items set forth in the attestation, that:

1. You are agreeing to abide by the terms and conditions of the application.
2. You are establishing a contractual relationship with APT.
3. You understand that APT reserves the right to unilaterally revise, from time to time, the terms and conditions, governing policies, approval and renewal criteria, and other facets of this agreement.
4. You accept sole and total responsibility for the accuracy and completeness of the information provided in your application.
5. Your state mental health license authorizes you to practice in the state in which you are practicing. If you move to or practice in another state in which you are not licensed and that state does not accept your current license, you must obtain a license from the state mental health board of your discipline prior to beginning your practice. You must provide documentation of the new license to APT at least twenty-one (21) days prior to commencing your practice in that state.
6. You agree to immediately notify APT by certified, registered or receipted mail if your state mental health board license as a school counselor or school psychologist expires, lapses, or is suspended or revoked.

**1000. Application & Annual Fees**

	Application Fee		Renewal Fee	
	Member	Non-Member	Member	Non-Member
RPT Applicant	\$140.00	\$270.00	\$ 60.00	\$150.00
RPT-S Applicant	\$245.00	\$375.00	\$ 90.00	\$180.00

**Application fees:** The non-refundable application fee includes complimentary initial 12-month activation fee. \$140.00 – RPT Applicant (non-member \$270.00) and \$245.00 – RPT-S Applicant (non-member \$375.00).

**Annual Renewal fees:** Renewal fees are billed and due annually upon your anniversary date. \$ 60.00 – RPT Renewal (non-member \$150.00) and \$90.00 – RPT-S Applicant (non-member \$180.00).

**Payment.** Payment must be made payable only to “APT” and only in US dollars by check, money order, or credit card. Your check must display your name and contact information. A \$25 fee is assessed for insufficient funds. APT accepts only Visa or MasterCard.

**1100. Renewal of RPT and RPT-S Credentials**

Renewal of your credential is contingent upon receipt and acknowledgement of ALL items below:

1. Complete RPT and RPT-S renewal application and pay annual renewal fee.
2. Earn at least 18 clock hours of graduate-level play therapy continuing education (CE) every 36-months.
  - a. Not more than nine (9) of the 18 hours may be non-contact hours.
  - b. Excess clock hours may not be transferred to the next 36-month CE cycle.
  - c. Hours must be presented by graduate-level instructors from these sources
    - 1) Institutions of higher education within or outside of the United States
    - 2) APT Approved Providers within or outside of the United States
    - 3) Professional mental health or play therapy organizations outside of the United States that provide graduate-level play therapy continuing education presented by graduate-level instructors to professionals with Master’s or higher mental health degrees.
  - d. Not more than 12 of the 18 hours may be earned via one or more of these play therapy specific options:
    - 1) Provide contact play therapy graduate-level instruction at an institution of higher education or continuing education conference, workshop, or other mental health forum (one (1) clock hour of instruction equals one (1) hour of credit). Limit six (6) hours.
    - 2) Author a play therapy publication, article, or chapter (1-15 pages equal three (3) clock hours; 16-50 pages equals six (6) clock hours; and 51-plus pages equals 12 clock hours). Limit 12 hours.



- 3) Provide play therapy information via a non-mental health forum or to a non-mental health audience of allied professionals (one (1) clock hour of education equals one (1) hour of credit). Limit six (6) hours.
3. Earn supervisor training hours every 36-month CE cycle. These hours are in addition to the 18 hours in play therapy, may be general or play therapy specific and either contact or non-contact hours. This requirement can also be satisfied by providing supervisor instruction, training, or for authoring or editing supervisor materials. Contact APT or log into your member profile for the exact number of supervisor training hours due.
4. If audited by APT, you must provide transcripts from institutions of higher education or certificates from APT Approved Providers of Play Therapy Continuing Education (APT Approved Provider number must be displayed on certificates). Do NOT submit original copies of your certificates as all materials will be destroyed after review.
5. APT reserves the right to:
  - a. request copies of course syllabi, registration materials, training programs, promotional flyers, etc.
  - b. review and reject the sponsor, content, and presenter of any education or continuing education program.

## **1200. Denial, Revocation, Suspension, or Probation**

1201. An RPT or RPT-S credential application, may be denied, or APT may unilaterally – revoke, suspend or place on probation an RPT or RPT-S credential, for one or more of these reasons:
1. Disciplinary action is taken against you by the applicable licensing authority that results in the suspension or revocation of your license
  2. Conviction of a crime related to the provision of mental health services or a crime that would adversely affect the interests, effectiveness, reputation, or image of APT
  3. Falsification, by inclusion or omission, of information on the RPT and RPT-S application or renewal or any supporting document
  4. Failure to complete RPT and RPT-S credentialing application or renewal requirement
  5. Representing your RPT or RPT-S credential as your primary credential or mental health license
  6. Voluntary relinquishment of your license
1202. If an initial or renewal application is denied because the RPT or RPT-S disagrees with one or more policies pertaining to the approval of such applications, the RPT or RPT-S may appeal to the CEO of APT. If the latter declines to grant such approval, the RPT or RPT-S may ask that the CEO reconsider by consulting with the Chairs of the Board of Directors, the Ethics & Practices Committee, and/or the Registration & Continuing Education Committee regarding whether such policies should be changed. The reconsidered decision of the CEO is final.
1203. When issuing the revocation, suspension or prohibition of an RPT or RPT-S credential, APT may identify the number of months before which the individual may reapply for or have reinstated the RPT or RPT-S credential. In determining the number of months, APT may consider the extent of the infraction resulting in the revocation, suspension or prohibition and does not have to adhere to the time periods set forth in Section 1305 below. Subject to the review described in Section 1202 above, the decision of APT for revocation, suspension or prohibition and the time period therefore are final.

## **1300. Complaint Process**

1301. APT may consider revoking, suspending, or the placing on probation of RPT and RPT-S credentials if a complainant files a formal written complaint against one or more mental health professionals with RPT or RPT-S credentials with their applicable mental health boards of license authorities.
1. For example, if the California Board of Behavioral Sciences has issued a license to a RPT or RPT-S designee, then a complainant will be advised by APT to file a formal complaint with that board.
  2. If the identity of the applicable authority is unknown to a complainant, the latter may contact APT to learn the identity of the authority upon which the RPT or RPT-S designee's application or renewal application is based.
1302. If the formal complaint results in an adverse finding about and disciplinary action against a RPT or RPT-S, the complainant may then file with the CEO a) a formal written complaint and b) a copy of the official written resolution to the complaint previously filed with the applicable licensing or certifying authority.
1. Complainants may themselves forward - or ask that the applicable mental health licensing or certifying authorities forward - a copy of their resolutions to the CEO.
  2. APT may take no action with respect to the RPT or RPT-S designees against whom formal complaints are filed until its receipt of such formal written complaint resolutions.

1303. If the resolution of any formal complaint is adverse to a RPT or RPT-S, then, within 10 calendar days of receipt of the resolution, the CEO shall send copies of the formal complaint and other documentation relating to the complaint, including the resolution of the licensing or certifying authority, to both the RPT or RPT-S and the Ethics & Practices Committee.
1304. An RPT or RPT-S may submit to the Ethics & Practices Committee via the CEO a written statement in response to the complaint, resolution, and other documents within 10 calendar days of their receipt of such from the CEO.
1305. Within 30 calendar days after receipt of the complaint, resolution, and other documents, the Ethics & Practices Committee reviews and evaluates such items and determines if the RPT or RPT-S credential should be:
  1. Maintained.
  2. Placed on probation for six (6) or 12 months with all rights and privileges.
  3. Temporarily suspended for six (6) or 12 months without any rights and privileges.
  4. Permanently revoked.
1306. Within 10 calendar days of the decision of the Committee, the CEO advises the RPT or RPT-S and complainant of the decision in writing.

#### **1400. Appeal Process**

1401. The RPT or RPT-S may appeal any decision made by the Ethics & Practices Committee relating to any decision made by it to revoke, suspend, place on probation, or otherwise take disciplinary action against the RPT or RPT-S for any reason identified in Section 1300 as follows:
  1. File a written request (the "Appeal Request") with the CEO within thirty (30) calendar days of receipt of the decision or other action. The Appeal Request must contain the pertinent facts, the reason for the appeal, and any other information that the RPT or RPT-S desires to convey but may not re-state any matters set forth in any written statement provided to APT pursuant to Section 1300.
  2. Within 10 calendar days after receipt of the Appeal Request, the CEO shall advise the Chair of the Board to appoint an Appellate Committee comprising not fewer than five (5) licensed mental health professionals.
  3. Within 10 calendar days after receipt of such appointment request, the Chair of the Board shall appoint the Appellate Committee and notify the CEO of the appointed Appellate Committee members.
  4. Within 10 calendar days of the notice of the Appellate Committee members, the CEO shall forward to Appellate Committee these items:
    - a. Formal complaint to APT.
    - b. Resolution of initial complaint formally filed with licensing (or certifying) authority.
    - c. Response and other written statements by RPT or RPT-S designee.
    - d. Resolution of APT Ethics & Practices Committee.
    - e. Appeal Request filed by RPT or RPT-S designee.
  5. The Appellate Committee shall render a decision, based upon submitted documents, to the CEO within 30 calendar days of receipt of such documents.
  6. The CEO shall inform the RPT or RPT-S of the Appellate Committee decision in writing within 10 calendar days of receipt thereof. The decision of the Appellate Committee is final.

#### **Summary**

Believing that the general public is well served by licensed and play therapy-trained mental health professionals, APT welcomes RPT and RPT-S credentialing applications and renewals and remains available to assist eligible mental health professionals.

#### **Contact**

Should you continue to have questions after reviewing the Credentialing Guide, please do not hesitate to contact us.

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