

CREDENTIALS CHECKLIST

A

See the ACT General Information Guide for specific instructions related to each item. Incomplete packets will not be considered for evaluation. A completed credentials packet includes all items listed and is due in the ACT office by **December 1** in order to be considered for the next scheduled certifying examination.

The following items must be included in the applicant’s credentials packet. In addition, a digital file of each item in PDF format must be included on a CD or USB drive if not submitting electronically. Electronic files sent through Dropbox must each be labeled with the corresponding letter from the credentials checklist.

- Completed and signed **Credentials Checklist Labeled “A” in the upper right corner.**
- Completed and signed **Petition to Candidacy Labeled “B” in the upper right corner.**
- Current **Curriculum Vita** (in format provided) **Labeled “C” in the upper right corner.**
- Photocopy of a **Diploma, Certificate or License Labeled “D” in the upper right corner.**
- One-half page **Personal Biography Labeled “E” in the upper right corner.**
- Completed and signed **Confidentiality Agreement Labeled “F” in the upper right corner.**
- Completed and signed **Request for Special Accommodations Labeled “G” in the upper right corner.**
- Completed **Publication/Teaching/Continuing Education Form Labeled “H” in the upper right hand corner.**
- Completed **Self- Assessment of Clinical Activities Labeled “M” in the upper right hand corner**
- CD or USB** containing **Digital Files** if not submitting all credentials electronically

Additional items (digital copy not required if submitting hard copy)

- Satisfactory Completion or Progress Letter** from the applicant’s Training Advisor **Labeled “I” in the upper right corner.**
- Letters of Reference** (include names of recommending Diplomates) **Labeled “J” and “K” in the upper right corner.**
 - _____ Diplomate, ACT **Labeled “J”**
 - _____ Diplomate, ACT **Labeled “K”**
- Photocopy of a **Transcript of all Graduate Studies** (if applicable) **Labeled “L” in the upper right corner.**
- Application Fee with Fee Remittance Form (must accompany credentials packet, due **December 1**): \$275 US, nonrefundable

Applicant Name: _____

Applicant Signature: _____