



Call for ACATE Site Visit Team Members

Thank you for your interest in becoming an Accreditation Council for Art Therapy Education (ACATE) Site Visit Team Member.

PURPOSE:

The function of the Site Visitor is to assess compliance with CAAHEP's *Standards and Guidelines for the Accreditation of Educational Programs in Art Therapy*, the way outcomes are being met, and how non-compliance with the *Standards* is being addressed. **All expenses are reimbursed and this is a volunteer position. Visits are generally two days in length, minus travel time. Site Visitors are required to complete, at minimum, one site visit in a three-year period. Training is provided.**

A thorough and accurate evaluation of the Art Therapy program generally includes a team of two reviewers. **The program's Self-Study Report and all other related information will be verified through the face-to-face review of documentation and data collected, along with interviews, to evaluate compliance with the Education Standards for Art Therapy.** Interviews include program faculty/administration, students, graduates, employers, and/or clinical supervisors.

The purpose of the site visit is to assess:

- The program's compliance with the *Standards*,
- The nature and manner in which the program's objectives are being met,
- Plans for ongoing compliance and outcomes review if accredited,
- How self-identified concerns or problems are being addressed.

The team's responsibility is to CLARIFY and VERIFY the information submitted by the program in its Self-Study Report, not to make a decision about accreditation. The face-to-face aspect of a site visit allows for clarification and verification through eyes and ears, which deepens understanding of the material submitted online per a Self-Study Report. **A review checklist is provided to the team to assist their efforts.** The end result of the visit is for the team to generate a written report that identifies the program's compliance with each and every accreditation standard. The program has an opportunity to provide documented evidence for how it meets each standard. ACATE reviews all of the accumulated documents (from the initial Self-Study to the institutional response) and then makes a recommendation to the CAAHEP board regarding accreditation. In the final step, the full CAAHEP Board of Directors reviews all of the accumulated documents and makes a decision on the accreditation status of the program.

It is the responsibility of ACATE to determine, on the basis of the Self-Study Report and site visit team findings, the extent and degree of program compliance with the Standards. Site Visitors do not have the authority to speak on behalf of ACATE or CAAHEP regarding a program's compliance with the Standards. The team cannot predict accreditation actions; these final responsibilities and decisions rest with ACATE and CAAHEP.

The On-Site Evaluation is a very critical and complex aspect of the accreditation process. Therefore, ACATE has an obligation to assure itself and the educational community it serves that On-Site Evaluators are qualified, competent and informed about the entire accreditation process. Site Visitors must be both knowledgeable about the accreditation process and objective in program evaluation. **Required training will be provided, including an orientation handbook, online materials, and an online training workshop.**

PARTICIPATION:

Site Visitor Team Members may be deleted from the roster of eligible evaluators if they voluntarily resign, are inactive for a period of three or more years, or are determined to have violated ACATE conflict of interest or confidentiality policies. In this context, “inactive” is defined as performing an average of less than one site visit every three years or failure to complete Site Visitor training, which is a requirement prior to participating in a site visit, within the three-year period.

QUALIFICATIONS:

1. For Art Therapy Educator Applicants:
 - A. Have been (i.e. retired) or currently are employed as a faculty member (Full-time or adjunct) in a graduate art therapy program for a minimum of five (5) academic years;
 - B. Have at least five years of practice experience (excluding practicum and internships).
 - C. Hold the ATR-BC credential.
 - D. Show evidence of: (a) professional development and activities related to art therapy, (b) professional service and advocacy in art therapy, or (c) research and scholarly activity in art therapy commensurate with their role, and;
 - E. Have training or experience in curriculum design and program assessment.
2. For Art Therapy Practitioners:
 - A. At least five (5) years of professional practice,
 - B. Hold the ATR-BC credential,
 - C. Engage in activities of the art therapy profession and its professional organizations, including related professional meetings, trainings, workshops, service or advocacy.
3. For Applicants from Related Mental Health Fields (such as Creative Arts Therapy, Counseling, Psychology, Psychiatry, Social Work, and Marriage and Family Therapy. etc.) such as may be fields accepted for teaching in a graduate art therapy program:
 - A. Applicants with master’s degrees in related mental health professions (see above) will be considered if they demonstrate an exceptional understanding of the art therapy profession, education, and practice.
 - B. Must be credentialed in their field and have at least five (5) years of experience as an educator, and/or five (5) years of experience as a practitioner.
 - C. Show evidence of training or experience in curriculum design and program assessment and/or show evidence of experience in clinical supervision.
 - D. Background experience or training in accreditation processes preferred though not required.

APPLICATION PROCESS:

A prospective Site Visitor must submit the following application materials to seek approval and to be placed on the list of potential Site Visitors:

1. This completed application.
2. A current Curriculum Vitae providing evidence of meeting the qualifications specified above.
3. A statement of intent (included in application materials below).
4. Contact information for two professional references who are familiar with your clinical and/or education-based professional work. References will be asked to complete an online survey per their reference.
5. Upon acknowledgement of receipt of your materials and approval, successfully complete the CAAHEP Site Visitor Quiz (access from the home page of CAAHEP, per the “Take the Site Visitor Quiz” link. <http://www.caahep.org>)
6. Complete the ACATE Site Visitor Training as well, upon approval of application



SITE VISIT TEAM MEMBER APPLICATION

Please provide all requested information.

Last Name: _____

First Name: _____ **Middle Initial:** _____

Degrees and Credentials: _____

Office Phone: _____

Check here if this is the preferred telephone number to release to programs and for ACATE use.

Home/Cell Phone: _____

Check here if this is the preferred telephone number to release to programs and for ACATE use.

E-mail: _____

Employment Information

Institution/Agency: _____

Title/Position: _____

Work Address: _____

City, State, Zip: _____

Check here if this is the preferred mailing address.

Personal Information

Home Address: _____

City, State, Zip: _____

Check here if this is the preferred mailing address.

What airport(s) would you most likely fly from? *This is requested to assist with ACATE planning purposes.*

1. Approximately how often can you serve as an On-Site Evaluator?

- Annually Semi-annually Monthly Other:

2. Please complete a statement of intent addressing:

- a) Why you would like to serve as a site visitor for ACATE; and
- b) A description of how your work experiences qualify you to serve as an ACATE Site Visit Team Member. *Please refer to the qualification requirements listed on page 2.*

3. Briefly discuss strengths and challenges you have related to resolution of conflicts that may arise when working with other Site Visitors (i.e. differing opinions regarding program's compliance with standards).

4. Please attach a Curriculum Vitae, being sure it indicates credentials and professional organizations for which you have maintained active participation. Your vitae will be provided to a program if you are selected as a Site Visitor so that the program can best understand your professional expertise.

5. Please provide information for two professional references who are familiar with your clinical and/or education-based professional work.

Name, Title:

Institution/Agency:

E-mail: Phone:

Name, Title:

Institution/Agency:

E-mail: Phone:

APPLICATION SUBMISSION

Complete applications and supporting documentation may be submitted to ACATE: acatecouncil@gmail.com

Questions may be directed to Dana Elmendorf, ACATE Chair: acatecouncil@gmail.com