

NADTA P-RDT & RDT Application Process

Purpose of the Presentation



- Give the information you need NOW to make the process easier later.
- Decrease feelings of overwhelm that can come up when applying.



Breaking it Down



Deadlines: March 15th and August 15th

Helpful Hints



The application is completed online through Memberclicks. Take it step by step. Download the "guidance application" sample so that you have everything ready when it's time to apply online. The guided application has a checklist of each requirement.



Do one or two things a week. One that's easy to complete and one that might take more time.



You don't need to work on it in order. It just needs to be uploaded in order.



Find an application buddy to do it with in order to hold each other accountable and cheer each other on. Also, consider reaching out to a BCT or RDT mentor to help you individually with the process.



Take deep breaths and enjoy the reflection that comes with the process.

Provisional Registered Drama Therapist (P-RDT), Application Part A

- 500 Theatre experience hours (if your undergraduate or graduate degree was in Theatre, these hours are complete send in your undergraduate transcript to verify).
- Completed 800 Internship hours.
- A theatrical resume.
- A short essay (1 page) describing the nature of your drama/theatre experience.
- Signed NADTA Code of Ethical Principles.
- If alternative training, a copy of completed Alternative Training Contract signed by your Board-Certified Trainer. Syllabi must be attached from classes taught by a BCT or RDT, though other syllabi may be requested.
- Graduate transcripts (required) and undergraduate transcripts (optional) (request 6-8 weeks early to ensure they get to the NADTA office by the deadline). They must be sent directly from the schools attended.
- Non-refundable application fee.
- Applicants are required to be a member of the NADTA for the 12 months immediately preceding the P-RDT application.

P-RDT, Application Part B

- 1,500 Professional Experience hours with supporting documentation. Professional hours working as a drama therapist should be paid, recorded on the professional hours as a drama therapist form, and signed by the applicant's supervisor. Download forms to submit from nadta.org.
- A short essay (1-2 pages) on your drama therapy orientation with brief details about your workplace (population, type(s) or services offered by workplace).
- Three letters of recommendation (recommended to request 6 weeks in advance).
- Signed NADTA Code of Ethical Principles.
- Non-refundable application fee.
- Applicants are required to be an active member of the NADTA for the duration of their P-RDT and at least 12 months immediately preceding the RDT application.

Full RDT application

- 500 Theatre experience hours (if your undergraduate or graduate degree was in Theatre, these hours are complete).
- A theatrical resume.
- A short essay (1 page) describing the nature of your drama/theatre experience.
- Signed NADTA Code of Ethical Principles.
- If alternative training, a copy of completed Alternative Training Contract signed by your Board-Certified Trainer. Syllabi must be attached from classes taught by a BCT or RDT, though other syllabi may be requested.
- Undergraduate and graduate transcripts.
- Internship hours.
- 1,500 Professional Experience hours with supporting documentation. Professional hours as a drama therapist should be paid and recorded on the professional hours as a drama therapist form, signed by the applicant's supervisor. Download forms to submit from nadta.org.
- A short essay (1-2 pages) on your drama therapy orientation with brief details about your workplace (population, type(s) or services offered by workplace).
- Undergraduate and graduate transcripts (recommended to request 6-8 weeks early to ensure they get to the NADTA office by the deadline. They must be sent directly from the schools attended).
- Three letters of recommendation recommended to (recommended to request 6 weeks in advance).
- Non-refundable application fee.
- Applicants are required to be an active member of NADTA for at least 12 months immediately preceding the RDT application.

800 Internships Hours



500 Theatre Hours

- If you have an undergraduate or graduate degree in theatre, these hours are complete. Make sure to have undergraduate transcript sent.
- Applicants will input the setting where they have had the majority of their theater experiences or training.
- Theatre hours may include acting, directing, and/or production work. This can be studied or performed in a college, community, or professional setting. There must be some involvement in rehearsal and performance.
- Name and information of one person familiar with your drama/theatre experience.
- You will be asked to upload a theatre resume.
- One three credit college course in theatre is counted at 135 clock hours which includes homework and rehearsal hours.

SECTION 2:

BASIC ELIGIBILITY REQUIREMENTS

DRAMA/THEATRE EXPERIENC therapists unique from other creating drama/theatre. These experiences community, or professional setting. rehearsal hours).	ve arts therapists. You ar may include acting, dir	e required to have at l ecting, and/or produc	least 500 clock hours of exp tion work studied or perfor	oerieno med ir	ce in n a college,
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 REQUIRED:
 On separate page, include the following:

 1. In one page write a short essay that describes the nature of your drama/theatre experiences.

 2. Attach theatrical resume.

Required Essays

- Drama/Theatre Experience (P-RDT Part A; Full RDT)
 - A short essay (1 page) describing the nature of your drama/theatre experience.
- Drama Therapy Orientation (P-RDT Part B; Full RDT)
 - A short essay (1-2 pages) on your drama therapy orientation with brief details about your workplace (population, type(s) or services offered by workplace).

1,500 Professional Experience Categories

- A minimum of 1,000 and up to 1,500 professional hours as a paid drama therapist. At least 50% of these hours must be direct client hours. If using more than 1,000 hours, these hours should continue to reflect that more than 50% of the hours are direct.
 - Professional clinical hours should be paid. In rare instances, if you have acquired experience in a position that was unpaid, please attach a letter from a representative of the agency that:
 - explains that the position was recognized by the agency as professional and
 - provides a brief narrative justification for non-paid status.
- Up to 500 hours of advanced clinical training(s). Use the Advanced Clinical Training form. All advanced clinical trainings must have proof of completion (e.g. certificate, syllabus, etc.).
- Up to 100 hours of personal psychotherapy or creative arts therapy within the last five years. Please include a signed letter from the therapist with the total hours of therapy received and date range.
- Up to 100 hours of Playback Theatre Troupe participation, provided the hours are supervised and supervision addresses how Playback Theatre an be used in a drama therapy context (use professional hours as a paid drama therapist form to document hours & supervision).
- Up to 500 hours of Additional Internship above and beyond the 800 hours (only if program started prior to the fall of 2022). Hours may not be double counted. Use the "Additional Drama Therapy Internship" form.

1,500 Professional Experience Hours as a Drama Therapist

- The Professional Experience as a Drama Therapist hours form will be uploaded into the system.
 - Each site requires its own form. Put all the forms in one document.
 - Each form requires a signature at the bottom from your supervisor. Make sure to have the form signed before your last day at the site so you won't have to track down the supervisor later.
 - All advanced clinical trainings must have proof of completion (e.g. certificate, syllabus, etc.). Put all of the trainings + documentation in one document.

1,500 Professional Experience Hours as a Drama Therapist









Minimum of 1,000 hours working as a professional drama therapist. May use all 1,500 hours working in a professional capacity or 500 in different categories.

Download the form from the NADTA website. Not more than 40 hours per week can be counted. Must still be supervised with the 10:1 direct hours to supervision ratio.

PROFESSIONAL EXPER			ST: 1 500 hours of	f professional experience as	a drama therapist is required to becom
Registered Drama Ther	apist. You ma	ay start to accrue	e these 1,500 hou	urs before you graduate from	n your M.A. program in drama therapy,
complete. Professional	hours are NC	OT an extension o	of Internship hour	s. They are hours accrued in	core coursework and your internship is a professional capacity in a paid settin
You MUST wait one year can apply for registry for need to wait one year	or the next ye	ear's March 15th	deadline.) If you	ly for your RDT. (If you gradu already had your M.A. befo	ated in May or June the year before you re beginning alternative training, you do
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form to reco		s and supervision			ofessional Experience as a Drama Thera tes where professional drama therapy
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PROFESSIONAL EXPERIENCE HOURS

ADVANCED CLINICAL TRAINING

Up to 500 hours of training in drama therapy or fields related to drama therapy may count towards the required 1,500 professional experience hours. This may include participation in conferences, workshops, Postdoctoral programs, and classes not taken as part of the AT contract or Graduate program. Please submit, along with this form, a certificate of completion for each advanced clinical training or letter describing training (this may include a syllabus for classes taken).

(If you have completed two (2) or more trainings, please copy this page and fill out a separate form for each.)

TYPE OF TRAINING

						T
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ADDRESS						FAX
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	DATES OF TRAINING MONTH MONTH		TOTAL HOURS CLAIMED AT THIS SITE			POPULATION(S) SERVED (IF APPLICABLE)
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ADDRESS						FAX
CITY			STATE	ZIP		EMAIL
WORKED PERFORM	ED AND/OR	TRAINING RECEIVED			NATURE OF SERVICE PRO	VIDED BY AGENCY/INSTITUTION

When Can You Start Counting Professional Hours?

- These hours may begin to be accrued before students graduate from their Master's program in drama therapy once all their coursework and internship hours are completed (and while they are working on their thesis). This is the same for alternative training students working on their Master's in a related field. You must be hired in a professional paid position. You may not continue in an internship position and count these hours as Professional Hours. You must wait a year after graduating to apply for the full RDT, but can apply for the P-RDT Part A once degree is conferred.
- Alternative training students who had already completed a Masters or Doctoral Degree before entering alternative training, may begin to accrue hours once their core drama therapy coursework and their internship is completed. You must be hired in a professional paid position after completing your internship. You can apply for the P-RDT Part A before starting Professional Hours if your AT coursework and Internship are complete.
- Professional Advanced Clinical Training hours may be accrued before graduating from an NADTA approved program or AT training as long as the training such as a workshop, conference, or specialty training is not part of the graduate or AT coursework requirements. Certificate of completion for each training must be attached in the application.

Letters of Recommendation

- **Recommendation #1:** A **supervisor** who has overseen the applicant's work hours as a drama therapist.
- **Recommendation #2:** An individual who has been affiliated with the applicant's education or training. For graduates of an NADTA approved drama therapy program, this must be the **program director**. For alternative training students, this letter must be from the primary **BCT**.
- Recommendation #3: A drama therapist, creative arts therapist, or licensed mental health colleague or supervisor who is familiar with the extent and quality of the applicant's work.

Letters of Recommendation

- Please send the recommendation form and information about the recommendation, including the process on how they will submit the recommendation, to the reference writing the recommendation at least 6 weeks in advance.
- When applying in the online system for the P-RDT Part B or full RDT, you will be asked for the name and email for each of your references. Please ask the reference to send the recommendation to <u>office@nadta.org</u> once the recommendation is completed. The sooner the better so it is in before the deadline.

North American Drama Therapy Association 3739 National Drive, Suite 202 Raleigh, NC 27612

APPLICATION Registered Drama Therapist

Phone: 888.416.7167 Email: office@nadta.org

RDT RECOMMENDATION FORM Part One

The applicant listed below has applied to the North American Drama Therapy Association for registration as a drama therapist. You have been identified as a reference. To help us understand the nature of the applicant's training and job responsibilities, please respond, as fully as you can, to the following questions. Please be sure the information is legible: typewritten responses are preferred.

RDT application deadlines are March 15 and August 15 of each year.

Thank you!

The NADTA Registry Committee

TO BE COMPLETED BY APPLICANT

APPLICANT'S NAME					
ADDRESS					
072/	STATE COUNTRY ZIPCODE				
CITY		SIAIE	COUNIET		ZIPCODE
HOME PHONE	FAX	•	•	EMAIL	
PERIOD OF TRAINING / WORK WITH APPLICANT					

TO BE COMPLETED BY REFERENCE

REFERENCE' NAME AND CREDENTIALS					TITLE	
AGENCY / SCHOOL / INSTITUTE						
ADDRESS						
						-
CITY		STATE	COUNTRY			ZIPCODE
			.			
WORK PHONE	FAX			EMAIL		
						ZIPCODE
PERIOD OF TRAINING / WORK WITH APPLICANT						

Forms to be uploaded



Forms can be downloaded from the nadta.org website.

AT contract, if you are an AT student. (Part A; Full RDT)



NADTA Code of Ethical Principles – Read and signed before uploaded. (Part A; Part B; Full RDT)



Professional Hours form(s) – each site and/or training needs a separate form. Create 2 documents – 1 with all paid professional experience hour forms and 1 with all clinical hour forms and documentation. (Part B; Full RDT)



Essays.

Where to find forms on the NADTA website



he NADTA sets the educational requirements to become a Registered Drama Therapist (RDT). The Registered Drama Therapist RDT) is a Master's level credential requiring coursework in psychology and drama therapy, experience in theater and supervised iternship, work experience, and adherence to NADTA's Code of Ethics.



North American Drama Therapy Association (NADTA)

NADTA CODE, ETHICAL PRINCIPLES

This Code of Ethics reflects the ethical principles and values of the North American Drama Therapy Association (NADTA). The purpose of the NADTA code of ethical principles is to serve its members and the general public by providing standards of professional competence in the field of drama therapy. All members of the NADTA are responsible to ensure that they are familiar with this Code of Ethics, understand its application to their professional conduct, and strive to adhere to its principles and standards. To achieve this goal drama therapists work together to resolve conflicts and maintain open and constructive communication.

1. Professional Responsibility and Respect

Drama therapists are responsible for providing professional services respectful of the legal and civil rights of others, adhere to the NADTA professional and ethical guidelines, and safeguard the dignity and rights of their clients, students, colleagues, and research participants.

- a. A drama therapist accepts responsibility for actions in clinical work, teaching, supervision, and/or research and complies with ethical and legal standards of behavior.
- b. A drama therapist does not knowingly make statements that are false, deceptive, or fraudulent concerning research, clinical or business practices, or other work activities on behalf of themselves or those organizations with which the member is affiliated.
- c. A drama therapist is responsible to report any conduct by another drama therapist that has substantially harmed or is likely to substantially harm a person or organization, and which is not appropriate for informal resolution.
- d. A drama therapist is obligated to cooperate in any ethical investigations or proceedings required by the NADTA.

2. Competence

Drama therapists limit their practice and services to those which are in their professional competence by virtue of their education and professional experience, and consistent with any requirements for state/provincial and national/international credentials. Drama federal legal requirements, to prevent serious and imminent danger to client or others, and to protect a child, older adult, or other vulnerable person(s) from abuse or neglect.

- a. A drama therapist maintains confidentiality, whether obtained in the course of practice, supervision, teaching, or research.
- b. A drama therapist obtains informed consent before releasing confidential information about a client.
- c. A drama therapist maintains informed consent when giving information about a client through publications, or written or verbal presentations.
- d. A drama therapist takes strict precautions to ensure clients' records are stored in a secure location, and ensures records and client information are available to authorized personnel only.

4. Informed Consent

Drama therapists take responsibility to keep clients, students, and research participants informed of potential risks and benefits at the initiation of therapy and at all times during therapy, supervision or research projects. This includes, but is not limited to, goals, techniques and methodologies, procedures, limitations, potential risks and benefits, and any other pertinent information, so that the client(s) can make informed decisions about consenting to participate in therapy.

 When conducting therapy, research, or providing assessment or consulting services a drama therapist obtains informed consent of the individual(s) or legal guardian(s). students/supervisees. Potential conflicts of interest and dual relationships are identified, and if unavoidable, appropriate precautions are undertaken, such as informed consent, supervision, consultation, and documentation to ensure the best interests of the student/supervisee.

- f. A drama therapist offers appropriate feedback to students/ supervisees and evaluates their performance on relevant and established program requirements throughout training.
- g. A drama therapist educator responsible for a program/course that requires the students to have individual or group therapy ensures that faculty who are or are likely to be responsible for evaluating students' academic performance do not themselves provide that therapy.
- h. A drama therapist in education, training, or supervision relationships does not engage in clinical relationships as therapist/client with students and/or supervisees, and instead refers them to another professional.

which research participants may be compromised by participation in research. The researcher observes safeguards to protect the rights of research participants.

- d. A drama therapist researcher requesting participants' involvement in research informs them of all aspects of the study that might reasonably be expected to influence willingness to participate. Investigators take all reasonable steps necessary to avoid coercion of potential research subjects.
- e. A drama therapist researcher respects participants' freedom to decline participation in, or to withdraw from, a research study at any time with no negative consequences to their treatment.
- f. A drama therapist researcher cannot use information about a research participant during the course of an investigation unless there is authorization previously obtained in writing. When there is a risk that others, including family members, may obtain access to such information, this risk, together with the plan for protecting confidentiality, is to be explained as part of the procedure for obtaining informed consent.

By checking the boxes below I affirm that:

□ I have not been convicted of a felony □ I have not had ethics sanctions brought against me by a state licensing board or other credentialing body.

If a box above cannot be checked, please explain:

Please note that upon receipt of this communication your application for registry will be forwarded to the Ethics Chair of the NADTA for review before registration renewal is complete.

Membership in NADTA is contingent upon signing this Code of Ethical Principles on an annual basis. This signed form is kept on file at the NADTA national office.

NAME (Please Print)

Signature Date

Remember There are 2 Ways to Become an RDT

P-RDT (Part A) + P-RDT (Part B) = RDT

OR

Full RDT application = RDT



Recommended Timeline for Preparation of the Full RDT

The application system will open 2 months prior to the deadline.

- 8-10 weeks: AT students set up a meeting with your BCT to review your internship hours and AT contract.
- 9 weeks: Double check that you are up to date on your NADTA membership.
- **6-8 weeks**: request undergraduate and graduate transcripts be sent directly to the NADTA office from the institution you attended. Please note, that International students may need to request transcripts earlier.
 - Write Theatre/Drama Essay.
 - Review and complete Drama/Theatre experience hours. Remember if you have a degree in theatre, this is complete.
- **6 weeks:** reach out to your references. Ask them if they will write your recommendation, provide them with the form (top portion completed by you) and instructions for where to send and the deadline.

Recommended Timeline for Preparation of the Full RDT

- **4-5 weeks:** Review Professional Hours and make sure supervisor signatures are on each Professional hours form that will be uploaded. Double checks ratios of hours to supervision (10:1).
- 3 weeks: Complete Drama Therapy Orientation essay.
 - Read and sign the NADTA Code of Ethical Principles.
 - Continue working on getting forms signed.
- **2 weeks:** finish up anything that still needs to be completed. Follow up with your references that they have emailed your letter of recommendation to credentialing@nadta.org.
- At least 1 week: Pay the application fee and APPLY! Aiming to apply early allows time for any unexpected circumstances that arise to be handled well before the deadline. Remember you can apply anytime after the application period opens which is two months before the deadline.

Important Things to Remember

Track

• Track your hours as you go along!

Supervision

 Have hours signed off by your supervisor periodically on whatever tracking method you use. There are many scenarios where a supervisor is suddenly no longer working at your site. Don't lose those hours.

Keep Records

• Keep all certificates or syllabi from trainings, workshops, and conferences.

Example of an Internship Hours tracking sheet

А	В	C	υ	E	F	G	н	
Place specific dates								
in week (example:								
11/1/20-11/7/20)	Groups	Individuals	Couples	Families	Indirect	Supervision	Total	
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Signature						Date		
Supervisor's Signatur	e & crede	ntial				Date		
Work Site:								
Address:								
Population served:								

Example of a Professional Hours tracking sheet

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week	e specific dates in ((example: 1/20-9/17/21)	Direct Paid Professional Experience Hours (minimum 1,000 and up to 1,500 hours. At least 50% must be direct hours)	Indirect Paid Professional Experience Hours (must be less than direct client hours)	Supervision (10:1 ratio of direct hours to supervision)	Playback Theatre (up to 100 hours; must be supervised)	Personal Therapy (up to 100 hours)	Classes, Workshops and Conferences (up to 500 hours; above an beyond graduate program/AT program class reqirements;m ust have certificate of completion)	Total	
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Important Things to Remember

- You must be supervised by a Registered Drama Therapist, credentialed creative arts therapist or a credentialed master's level mental health or special education professional.
- NADTA has different supervision requirements than many state licensing requirements. Please make sure you are getting enough supervision to fulfill the NADTA required 10:1 ratio.
- Remember to have supervisors sign off on forms that will be uploaded into the application. It is highly recommended to have your Professional Experience as a Drama therapist form signed off by your supervisor prior to your last day of working.
- Send out your recommendation forms early!
- Do not wait until the last minute. The Registry committee will not accept partially completed applications. This includes letters of recommendation and transcripts. Deadlines: March 15th and August 15th.

It's All a Process!

- If you aren't sure about something after looking through the FAQ or website, email the Registry committee at registryhelp@nadta.org.
- Have all transcripts and Letters of Recommendation sent to <u>office@nadta.org</u>.
- Everyone gets their RDT at a different pace, try not to compare yourself to others.
- Keep doing good work. You'll complete all the requirements, but more importantly you will have helped many people in the process.