



Outline of the AEE Certified Clinical Adventure Therapist Application Process

The Certification process is designed and managed by the Director of Standards Development and Certification (Director) and the Certification Council (Council), and includes the following steps:

1. The Adventure Therapy Certification process begins with a candidate's submission of the CCAT application to the Director who will track the candidate's progress through the certification process. The Director contacts the candidate within seven days of receiving it to inform them that their application is being reviewed.
2. The Director assigns the application to a member of the Council who will review the candidate's application and contact the candidate within seven days of receiving it. The Council member is then responsible for letting the candidate know through email whether required items are missing, or that the application is complete and will be reviewed at the next Council meeting. A reviewer may contact and update the candidate by phone but must send a follow up email, and copy the Director, to document the conversation.
3. The Council member completes the CCAT Candidate Assessment Form when the application is complete and sends it to the Director at least seven days before the next Council meeting.
4. Council will meet monthly to review Candidate Assessment Forms (if there are applications to be reviewed). The Council will review and vote on each candidate regarding whether certification will be awarded, tabled because additional information about the candidate is requested by the Council before a decision can be reached, or denied. The Director does not have a vote but may express an opinion. Council decisions are made by a simple majority of those attending a meeting. For a vote to take place two-thirds of the Council must be present.
5. The Director will notify candidates of the status of their application within seven days of the Council meeting.
6. The Director will:
 - a. Send official notification to candidate about the candidate's awarded certification;
or



- b. Send official notification to candidate about the candidate's deferral, denial or certification with clarifying information about the decision; or
 - c. Update candidate about the status of the application if the application is deferred because more information about the candidate is requested by the Council.
7. If a candidate is not awarded Adventure Therapy Certification, the candidate has the option to reapply after six months in order to correct and/or address deficiencies in the application. If the candidate disagrees with the Council's decision, they can initiate the appeals process.

Please click this link to view the AEE Certification Credentialing Manual for more detailed information.