



Approved Center Guide:

Approved Center (AC) Of Play Therapy Education Program

A. Title

A100. Approved Center (AC) of Play Therapy Education Program

B. Definitions

B100. Academic Year. The 12-month period defined as the “academic year” by each institution.

B200. Approval Period. Three consecutive years (or 36 months) from Starting (or Renewal) Date.

B300. Approved Center (AC). An Approved Center (AC) of Play Therapy Education is a distinct entity located on a university campus and designated as such by APT. Its name might include the word “center”, “academy”, or “institute” and the phrase “play therapy” to define it as a pro-active play therapy entity.

B400. Approved Provider (AP). An Approved Provider (AP) of Play Therapy Continuing Education is an individual, organization, or company that is designated as such by APT. If you also wish to be designated by APT as an Approved Provider (AP) of Play Therapy Continuing Education, you should separately complete and submit that application to APT. If you are already designated as an AC by APT, then you may reduce your three-year AP fee by 50%.

B500. APT. The Association for Play Therapy, a non-profit national professional society that promotes the value of play, play therapy, and credentialed play therapists, and its Foundation for Play Therapy, a non-profit national charitable organization that solicits and expends tax-exempt contributions for play therapy public education and research.

B600. Multicultural Competency. Play therapy instruction will directly or indirectly assist play therapists to actively participate in a process by which they strive to 1) become and remain aware of their own cultural backgrounds, influences, and biases (including but not limited to religion, gender, sexual preference, 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.

B700. Play Therapy Credit. Starting July 1, 2010, APT confers play therapy credit for play therapy education and continuing education programs that are presented at the graduate level by graduate level instructors to mental health professionals and specifically play therapy practitioners. Such programs improve client care, either directly or indirectly, by demonstrating evidence of:

1. EITHER a systematic use of a therapeutic model, the establishment of an interpersonal process using the therapeutic powers of play, and intent to prevent or resolve psychosocial difficulties and/or achieve optimal growth and development;

2. OR content that enhances the specific professional proficiency of mental health practitioners who are engaged in the clinical practice of play therapy, the supervision of play therapists, or the instruction of play therapy. Education and continuing education programs not specifically applicable to the practice of play therapy but generally applicable to mental health practitioners are ineligible for play therapy credit.

B. Instruction in supervision, whether or not it is play therapy specific, is supervisor training (and will not earn play therapy credit).

B800. RPT/S. Both the Registered Play Therapist (RPT) and Registered Play Therapist-Supervisor (RPT-S) credentials conferred by APT.

B900. Starting (or Renewal) Date: The month and year that your three-year Approval Period begins. This is the start of your fall, spring, summer, or other semester and not necessarily your formal Academic Year. Thereafter this date is called your Renewal Date.

C. Objectives

C100. The Approved Center (AC) of Play Therapy Education Program will accomplish these objectives:

C110. Foster and acknowledge the establishment of ACs at institutions of higher education offering Master's or Doctoral mental health degrees in a manner that enhances the credibility of play therapy, the Approved Center of Play Therapy Education, and the Association for Play Therapy at their respective institutions in a manner that attracts public and professional attention and that assists student recruitment and enrollment.

C120. Generate more play therapy instruction, supervised clinical experience, supervisor training, and faculty members with play therapy expertise and RPT/S credentials. It is expected that the performance standards (or Basic and Additional Criteria) of Approved Centers will increase over time as growth and expansion occurs.

C130. Generate more original play therapy specific research, especially research advancing evidence-based play therapy practice, and the publication of such in professional peer-reviewed publications within and outside of the play therapy community. It is expected that the performance standards (or Basic and Additional Criteria) of Approved Centers will increase over time as growth and expansion occurs.

C140. Distinguish between Approved Centers (AC) of Play Therapy Education and Approved Providers (AP) of Play Therapy Continuing Education Programs.

C150. Contribute to the advancement of play therapy and growth of the play therapy community [40% of individuals surveyed say they were most influenced to join their associations by their university courses and faculty ("Decision to Join", ASAE, 2007)].

D. Criteria

D100. Basic Criteria. During each three-year approval period, AC must satisfy these minimum criteria to earn and maintain its "Approved Center for Play Therapy Education" designation:

D110. Degree. The university confers Master's or higher degrees accepted by the state in which it resides for licensure or certification of mental health practitioners. List these degrees in your initial and renewal applications.

D120. Student Access. Mental health students enrolled in university departments other than the department hosting the AC have total or partial access to the AC and its instruction and other activities. Include in the attestation in your initial and renewal applications.

D130. Play therapy instruction. AC offers at least eighteen (18) graduate semester credit hours of play therapy specific course work during the three-year period, a criterion that is normally satisfied by offering two three-hour courses per academic year. This course work offered over three years may be in any configuration as long as course offerings total 18 credits over that time span. The same course may not be counted more than three times during the three-year period. Institutions not observing semesters must demonstrate equivalent instruction. *If not play therapy-specific, indicate why it qualifies as play therapy instruction.* List the title and number of hours of each course in your initial and renewal applications. Post all additional courses beyond the initial 18 hours in D223. A one-hour quarter course x .66 = one-hour semester course.

D140. RPT/S. All play therapy specific programs and services offered by the AC are reviewed and endorsed by an active Registered Play Therapist (RPT) or Supervisor (RPT-S) who is preferably a faculty member (full-time, part-time, or adjunct) employed by the AC. This endorsement by a licensed mental health professional with an RPT/S credential is the means by which APT is assured that its play therapy standards are observed. List the name of your RPT/S in your initial and renewal applications.

D150. Promotion. AC educates students and other faculty about play therapy and APT, particularly its RPT/S credentialing program. AC may show a video, distribute APT brochures, and assist students and other licensed mental health professionals to learn about and perhaps earn the RPT/S credentials. Describe such promotion in your initial and renewal applications.

D200. Additional Criteria. During each three-year approval period and in addition to the minimal eighteen (18) graduate semester credit hours of play therapy instruction, AC must earn at least twelve (12) additional points as described in these options (see D300 Exception below):

D210. Research & Publications. AC must earn three (3) or more points from these options:

D211. Articles. AC may earn one (1) point for each play therapy specific article authored by AC faculty or students and published in the quarterly *Play Therapy* magazine produced by APT or in another nationally-distributed magazine published for the general public or the members of another prominent national mental health organization. Cite number of planned or published articles in your

initial and renewal applications. *Example:* Two magazine articles x 1 point = 2 points. Limit three (3) points.

D212. Papers. AC may earn one (1) point for each play therapy specific paper authored by AC faculty or students and published by another prominent mental health organization or presented to members of the latter during a conference or workshop. A paper is also considered to be play therapy presentation at a conference or workshop. Cite number of planned or published papers in your initial and renewal applications. *Example:* Two papers x 1 point = 2 points. Limit two (2) points.

D213. Chapters. AC may earn one (1) point for each published play therapy specific book chapter authored by AC faculty or students. Cite number of planned or published chapters in your initial and renewal applications. *Example:* One book chapter x 1 point = 1 point. Limit two (2) points.

D214. Books. AC may earn three (3) points for each published play therapy specific book authored by AC faculty or students. Cite number of planned or published books in your initial and renewal applications. *Example:* Two books x 3 points = 6 points. Limit six (6) points.

D215. Peer-reviewed publications. AC may earn points for each play therapy-specific manuscript authored by AC faculty or students and published in the *International Journal of Play Therapy* or other prominent peer-reviewed mental health publications as follows:

- Two (2) points if non-research based. Cite number of planned or published peer-reviewed articles in your initial and renewal applications. *Example:* One planned or published manuscript in a peer-reviewed publication x 2 points = 2 points. No points limit.
- Three (3) points if based upon original play therapy research. Cite number of planned or published peer-reviewed articles in your initial and renewal applications. *Example:* One planned or published manuscript in a peer-reviewed publication x 3 points = 3 points. No points limit.
- Five (5) points if based upon original play therapy research that advances evidence-based play therapy practice. Cite number of planned or published peer-reviewed articles in your initial and renewal applications. *Example:* One planned or published research manuscript supporting evidence-based play therapy practices in a peer-reviewed publication x 5 points = 5 points. No points limit.

D220. Education & Clinical Training. AC must earn two (2) or more points from these options:

D221. Supervised play therapy experience. AC may earn two (2) points for each full increment of 45 hours of play therapy specific supervision provided to students enrolled in supervised experiences, i.e. practicums, internships, and externships. Cite number of 45-hour increments of play therapy supervision to be provided in your initial and renewal applications. *Example:* 90 hours / 45 = 2 full increments x 2 points = 2 points. Limit six (6) points.

D222. Supervisor training.

- *Graduate Education:* AC may earn one (1) point for each one (1) semester credit hour of mental health or play therapy specific supervisor education. Cite number of semester credit hours of supervisor training in your initial and renewal applications. *Example:* 3 semester credit hours = 3 points. Limit nine (9) points.
- *Continuing Education:* AC may earn one (1) point for each increment of fifteen (15) contact hours of mental health or play therapy specific supervisor continuing education. Cite number of 15-hour increments of supervisor training in your initial and renewal applications. *Example:* 50 hours / 15 = 3 full increments x 1 point = 3 points. Limit nine (9) points.

D223. Play therapy instruction. In addition to the required minimum eighteen (18) graduate semester credit hours of play therapy specific instruction, AC may earn two (2) points for each additional increment of three (3) graduate semester credit hours of play therapy instruction in any configuration. List number of additional planned or actual semester credit hours of play therapy graduate courses in your initial and renewal applications. *Example:* 6 semester credit hours / 3 = 2 courses x 2 = 4 points. Limit six (6) points.

D230. Other:

D231. Resource center. AC may earn one (1) point for either offering or ensuring that at least 20 play therapy specific titles are accessible via the center, department, or campus library. Cite the number of play therapy specific books, DVDs, videos, etc. that are accessible in your initial and renewal applications. *Example:* At least 20 play therapy specific books, DVDs, videos, etc. are available in center, department, or campus library = 1 point. Limit one (1) point.

D232. Play Room. AC may earn one (1) point for each safe and furnished on-site playroom. Cite number of on-site playrooms in your initial and renewal applications. *Example:* One playroom x 1 point = 1 point. Limit 2 points.

D233. Play therapy continuing education. AC may earn two (2) points for each increment of six (6) contact and/or non-contact hours of APT-approved play therapy specific continuing education (credit for co-sponsored continuing education is earned only by the Approved Provider whose number is displayed and cannot be shared). List number of planned or actual increments of play therapy continuing education programs in your initial and renewal applications. *Example:* One annual 6-hour workshop x 3 years = 18 hours / 6 = 3 increments x 2 = 6 points. Limit six (6) points.

D300. Exception for Start-Up Centers. During its initial three-year approval period and in order to support its creation and establishment, a start-up AC must offer at least nine (9) graduate semester credit hours of play therapy specific instruction (or one three-hour course per academic year) and earn at least six (6) additional points from any of the options above (example: 1 point for magazine article, 1 point for mining report, 1 point for book chapter, 1 point for play room, and 2 points for six continuing education hours). It is expected that AC thereafter will become established, operational, and fully compliant with the D100 Basic and D200 Additional criteria.

E. Application Process

E100. Application to become an Approved Center (AC):

E110. AC completes and submits three-year initial or renewal application with fee payment to APT.

E120. APT processes and either approves or disapproves application.

E130. If approved, APT displays AC designation in the online APT Find University Play Therapy Directory to promote the AC to students, practitioners, and academics, and forwards attractive professional certificate to AC for display.

E140. AC assures APT that it understands and has a reasonable plan to accomplish program criteria by completing the Three-Year Plan in both its initial and renewal applications. It reports how it actually accomplished program criteria in the Three-Year Report in its renewal applications.

E200. Application to become an Approved Provider (AP):

E210. AC may complete and submit a three-year Approved Provider (AP) of Play Therapy Continuing Education application with 50% discount fee payment to APT. If not an AC, the AP fee is \$400.

E220. APT processes and either approves or disapproves application.

E230. If approved, APT displays AC in the online APT Find Play Therapy Approved Providers Directory and in the online APT Find Play Therapy & Supervisor Training Directory. APT forwards three-year AP certificate to AC.

E240. If disapproved, AC immediately ceases to both represent itself as an AP and display its professional certificate. APT removes AC from its online Find Play Therapy Approved Providers Directory and its AC designation from its online Find University Play Therapy Directory.

F. Denial of Application

F100. If your AC application is not approved by APT, you may submit a written appeal that clearly and concisely states your rationale for approval to the APT Education Coordinator who will render a decision within ten (10) days of receipt of the appeal. If you wish to appeal the decision of the APT Education Coordinator, you may submit a written appeal that clearly and concisely state your rationale for approval and disagreement with that initial decision to the APT President & CEO who may or may not consult other institutional and non-institutional representatives and who will respond within ten (10) days. The decision of the President & CEO is final.

G. Basis for Probation, Suspension, or Revocation

G100. APT may deny, place on probation, suspend, or revoke an AC designation if the AC:

G110. Has a disciplinary action, deemed relevant and serious by APT, taken against it by a licensing or certification authority or professional society,

G120. Is, or its representatives or program presenters are, convicted of a serious crime related to the provision of mental health services or the provision of education or continuing education programs, or a crime that would adversely affect the public credibility of play therapy or reputation of APT,

G130. Falsifies, by inclusion or omission, information on its initial or renewal application or any supporting documents, or

G150. Has an adverse resolution to a written complaint filed with APT by a complainant regarding the quality of or treatment received at one or more of its programs or activities.

G200. When encountering real or potential problems, AC should immediately consult APT.

H. Complaints & Appeals

H100. The following process must be observed to file a complaint against an AC:

H110. Complaints against an AC should first be filed with the AC. If satisfaction is not obtained, complainants may file a confidential written complaint against an AC with APT regarding activities of the AC when conducting programs and services as a designated AC.

H120. Within ten (10) days after receipt of the written complaint, APT will confidentially share a copy of the written complaint with and solicit a written response from the AC.

H130. If a written response is not received from the AC within thirty (30) days, APT will render a written resolution to the Complainant and AC regarding the continued designation of the latter. This resolution is final.

H140. If, however, a confidential and timely written response is received from the AC, within thirty (30) days of such receipt, APT will render a written resolution to both the Complainant and AC regarding the continued designation of the latter. APT may solicit additional information from the Complainant, AC, or both prior to rendering a resolution.

H150. Within thirty (30) days of the resolution rendered by APT, the Complainant or AC may file a written appeal to the APT President & CEO.

H160. Within thirty (30) days after receipt of the written appeal, the President & CEO will share a copy of the written appeal with and solicit a written response from either the Complainant or AC, as applicable, regarding the continued designation of the latter.

H170. If a written response is not received from the Complainant or AC as applicable within thirty (30) days, the APT President & CEO will render a written resolution to the Complainant and AC regarding the continued designation of the latter. This resolution is final.

H180. If, however, a timely written response is received from the Complainant or AC as applicable, within thirty (30) days of such receipt, the APT President & CEO will render a written resolution to the Complainant and AC regarding the continued designation of the latter. The APT President & CEO will first review the appeal and all relevant information and may consult the Complainant, AC, or other relevant parties. This resolution is final.

H190. Probable resolutions are that AC designation is a) Continued; b) Placed on probation for six (6) or twelve (12) months with all rights and privileges; c) Temporarily suspended for six (6) or twelve (12) months without any rights and privileges; or d) Permanently revoked.

H200. If the resolution is any of the latter three options, it will be published by APT.

I. Hold Harmless

I100. The AC, to the greatest extent allowed by the laws of the state in which the university resides and without waiving any of its legal defenses, hereby indemnifies and holds harmless APT from and against any and all claims, losses, actions, costs and expenses (including attorneys' fees) incurred by APT as a result of or arising out of:

I110. The acts or omissions of the university, its AC, directors, officers, members, employees, agents, representatives or presenters in the administration, presentation, the written contents or materials of its programs, or the handling of any complaint regarding any of its programs;

I120. Its failure to abide by the code of ethics and/or standards of practice by which its department, RPT/S, instructors, or program presenters must abide, laws and regulations, and other requirements promulgated by applicable authorities;

I130. Any falsification, including by omission or inclusion, of information on the AC's application or supporting documents; and

I150. Any other action or omission caused by the AC in its initial or renewal application or relating to its AC designation.

I200. If unable to comply with Section I100, the AC either a) is self-insured; b) will obtain and maintain general liability insurance for both personal and property injuries in amounts not less than \$100,000 per person and \$200,000 per occurrence, naming APT as an additional insured; or c) will comply with applicable law governing the AC with respect to the acts or omissions of the AC as described in Section I100. If applicable, the AC will provide a certificate of insurance to APT upon reasonable request.

J. Organizational Tips

J100. Consider your program options in order to satisfy the mission of your institution, department, and to satisfy the basic criteria of (and earn at least six (6) additional points in) this AC application during your initial three-year approval period: Does your institution offer the appropriate degrees? Can you advise mental health students in other departments that they have access to your play therapy courses and other activities? Are you an RPT/S or can an RPT/S be invited to review and endorse your play therapy courses and programs? How might you inform faculty and students about APT and its research, publishing, and credentialing opportunities? How can you earn the six (6) additional points required during your initial three-year approval period (examples: earn four (4) points by providing twelve (12) hours of continuing education and two (2) points via publications; earn two (2) points by providing six (6) hours of continuing education, three (3) points via publications, and one (1) point by providing a playroom or resource center; etc.)?

J200. Present your program and financial proposal for review and approval by your university and/or department.

J300. Sponsor at least one six (6)-hour or twelve (12)-hour continuing education workshop for students, faculty, and community practitioners to generate funds.

J400. Submit AC application to APT.

K. Revisions

K100. APT reserves the right to revise program guidelines and criteria with reasonable advance notice. In fact, the expectation is that criteria will be gradually increased as ACs are established and grow in order to more widely and effectively advance the field of play therapy.

L. Contact

L100. Submit applications to and request information or assistance from:

Kathryn Lebby, CAE, CMP
President & CEO
Association for Play Therapy
3198 Willow Avenue, #110, Clovis, CA 93612 USA
Tel (559) 294-2128 ext 6, Fax (559) 294-2129
klebby@a4pt.org, www.a4pt.org



Initial Application Approved Center (AC) of Play Therapy Education Program

INSTRUCTIONS

To complete this application, before printing it, use your Tab key to move through the form. Before printing, type your information ON-SCREEN in the expandable shaded area by each item. Then print, sign, and forward this application with fee payment to APT:

Kathryn Lebby, CAE, CMP
President & CEO
Association for Play Therapy
3198 Willow Avenue, #110, Clovis, CA 93612 USA
Tel (559) 294-2128 ext 6, Fax (559) 294-2129
klebby@a4pt.org, www.a4pt.org

IDENTIFICATION

Starting Date: _____ (month / year)

Note: Your three-year Approval Period begins on your Starting Date (month/year) which must be the start of your fall, spring, summer, or other semester. Your Starting Date thereafter becomes your Renewal Date.

Approved Center (AC):

- Name of AC: _____ *[Avoid phrase "center for play therapy"]*
- Institution of Higher Education Name: _____
- University Status: University-sponsored Independently-sponsored but located at University
- If AC is independently-sponsored, indicate IRS non-profit status: 501(c)(____)
- AC Funding: University budget Self-funded Sponsor-funded Combination
- Established: _____ (month / year)
- Mental health Degrees offered by University: _____

Approved Center (AC) Director:

- Name of Director: _____
- Degree / Licenses / Credentials: _____ If applicable, check one: RPT RPT-S
- Title: _____
- Department: _____
- Street Address: _____
- City: _____ State: _____ ZIP: _____
- Telephone: [_____] _____ Fax: [_____] _____
- Email: _____ Website: _____

Approved Center (AC) Administrative Contact (if not the Director):

- Name of Contact: _____
- Telephone: [_____] _____ Fax: [_____] _____
- Email: _____ Website: _____

Registered Play Therapist (RPT) or Registered Play Therapist-Supervisor (RPT-S), if not AC Director:

- Name of RPT/S: _____
- Licenses / Credentials: _____ RPT __ RPT-S __
- Title: _____
- Department or Other Affiliation: _____
- Street Address: _____ City: _____ State: _____ ZIP: _____
- Telephone: [_____] _____ Fax: [_____] _____
- Email: _____ Website: _____

INITIAL THREE-YEAR PLAN

D100. BASIC CRITERIA. Knowing that your actual report might later differ from your projections, how do you anticipate that your AC will comply with these Basic Criteria during your initial three-year approval period?

#	CRITERIA	PLANNED	APPROVED
D110	Degree. List offered Master's or higher mental health degrees.		
D112	Student Access. Indicate degree to which all mental health students can access center programs.		
D113	Play Therapy Instruction. List ONLY first 18 semester hours of graduate play therapy courses. List additional hours in D223 to earn additional points.		
D114	RPT/S. List name of RPT/S who endorses graduate courses and other programs.		
D115	Promotion. Describe how the value of play therapy and APT membership is explained (include APT brochures and video).		

D200. ADDITIONAL CRITERIA. Knowing that your actual report might later differ from your projections, how do you anticipate that your AC will earn at least six (6) Additional Criteria points during your initial three-year approval period?

D210. Research & Publications: Must earn at least three (3) additional points.			
#	CRITERIA	PLANNED	POINTS
D211	Articles. Number of magazine articles. 1 point each. Limit 3 points.		
D212	Papers. Number of papers, presentations, or mining reports. 1 point each. Limit 2 points.		
D213	Chapters. Number of book chapters. 1 point each. Limit 2 points.		
D214	Books. 3 points per book. Limit 6 points.		
D215	Peer-Reviewed Publications. Number of peer-reviewed manuscripts to be published. 2 points per non-research based. 3 points per research-based. 5 points per research to advance evidence-based play therapy practice.		
TOTAL POINTS D210			

D220. Education & Clinical Training: Must earn two (2) or more points.			
#	CRITERIA	PLANNED	POINTS
D221	Supervised Play Therapy Experience. Number of 45-hour increments of supervised graduate internships, externships, and practicums. 2 points each. Limit 6 points.		
D222	Supervisor Training. Number of graduate semester hours at 1 point per hour OR number of 15-hour increments of continuing education at 1 point per increment. Limit 9 points.		
D223	Play Therapy Instruction. Number of 3 graduate semester hour courses (in addition to basic 18 hours). 2 points per 3-hours. Limit 6 points.		
TOTAL POINTS D220			

D230. Other: May earn additional points.			
#	CRITERIA	PLANNED	POINTS
D231	Resource Center. 1 point for 20 or more play therapy specific book, DVD, video, and other titles. Limit 1 point.		
D232	Play Room. 1 point per on-site play room. Limit 2 points.		
D233	Continuing Education. 2 points per 6-hour increment of continuing education programs. Limit 6 points.		
TOTAL POINTS D230			

TOTAL POINTS D200: _____

FEE PAYMENT

Application Fee:

The fee to apply for designation by APT as an Approved Center (AC) of Play Therapy Education for a three-year Approval Period from its Starting Date is \$200.00.

Payment Method:

- *Purchase Order:* Submit Purchase Order with AC application. Invoice is paid within 30 days of invoice date. AC designation becomes effective when payment in full is received by APT.
- *Check / Money Order:* Make payable in US Dollars to "Association for Play Therapy" or "APT".
- *Credit Card:*

___ Visa ___ MasterCard Account#: _____

Expiration Date: _____ Total: **\$200.00**

Name on Card: _____

Authorized Signature: _____

ATTESTATION

We, as authorized university representatives, hereby request that the Association for Play Therapy (APT) designate the university-based play therapy center described in this application as an Approved Center (AC) of Play Therapy Education. By our signatures below, we hereby attest that:

1. We have read, fully understand, and agree to abide by the policies, criteria, terms and conditions promulgated in the most current Approved Center of Play Therapy Program Guide displayed on the APT website (www.a4pt.org).
2. We acknowledge that an AC is expected, in addition to offering play therapy instruction and continuing education, to provide play therapy clinical experiences, supervisor training, and resources to students and to contribute play therapy research and publications to the play therapy community. We will consider displaying, only when appropriate and feasible, the phrase “Enhances multicultural competency” or a similar phrase in our program content descriptions and/or learning objectives.
3. We will refrain from aiding, encouraging, engaging in, or perpetuating any illegal, unethical, or other conduct that adversely impacts or is prejudicial to the purpose, interests, effectiveness, or image of play therapy, the Association for Play Therapy (APT), or the play therapy community.
4. We understand and agree that the university and its AC will, to the greatest extent allowed by applicable law and without waiving any of its legal defenses, indemnify and hold harmless APT from and against any and all claims, losses, actions, costs and expenses (including attorneys’ fees) incurred by APT as a result of or arising out of:
 - a. The acts or omissions of the university, its AC, directors, officers, members, employees, agents, representatives or presenters in the administration, presentation, the written contents or materials of its programs, or the handling of any complaint regarding any of its programs;
 - b. Its failure to abide by the code of ethics and/or standards of practice by which its department, RPT/S, instructors, or program presenters must abide, laws and regulations, and other requirements promulgated by applicable authorities;
 - c. Any falsification, including by omission or inclusion, of information on the AC’s application or supporting documents; and
 - d. Any other action or omission caused by the AC in its initial or renewal application or relating to its AC designation.
5. We understand that, if unable to comply with Paragraph 4, the AC a) is self-insured; b) will obtain and maintain general liability insurance for both personal and property injuries in amounts not less than \$100,000 per person and \$200,000 per occurrence, naming APT as an additional insured; or c) will comply with applicable law governing the AC with respect to the acts or omissions of the AC as described in Paragraph 4. If applicable, the AC will provide a certificate of insurance to APT upon reasonable request.
6. We agree to comply with any and all applicable laws, rules and regulations in conducting the activities for which the AC is granted, including, without limitation, copyright and trade mark laws.
7. We acknowledge and agree that the AC designation by APT does not certify, imply, or affirm the knowledge or competency of the AC in its discipline, profession, programs, or otherwise but only confirms that the AC has satisfied the application criteria and attested that it will comply with the most current policies, criteria, terms and conditions displayed on the APT website (www.a4pt.org).
8. We acknowledge that APT reserves the sole right to resolve any and all complaints regarding its AC designation and may, in accordance with the Complaint and Review Procedures published in the Guide, place the AC on probation, temporarily suspend, or permanently revoke its designation.
9. We acknowledge that APT shall not incur any responsibility or liability whatsoever for the impact that the delay or rejection, for any reason, of an application for or renewal of the AC designation may have on the AC.
10. We agree that the terms and conditions of the Approved Center of Play Therapy Program Guide and this attestation constitutes the entire agreement between APT and us with respect to the AC designation and that the AC designation does not create a partnership, joint venture, agency or employment relationship between the parties.
11. We acknowledge that the university and its AC are solely responsible for the completeness and accuracy of the information, statements, and documents herein, that such reflect the true experience, expertise, and policies of the university and its AC, and that APT is not responsible or liable for the consequences of any incomplete, inaccurate, or misleading information.

Approved Center (AC) Director:

Name: _____

Signature: _____ Date: _____

University Department Chair, Dean, or other appropriate Institution Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

APT President & CEO:

Name: **Kathryn Leiby, CAE, CMP**

Title: **President & CEO**

Signature: _____ Date: _____