2019 TEP APPLICATION GUIDELINES

Materials are Time-Limited
You may only submit application between January 1st and July 15th of the year in which you plan to take your examination. Forms received at other times will be returned to the person(s) who sent them to us. If your TEP application form and the review fee are not received by July 15th then all materials will be discarded. The forms are revised regularly and you must submit forms that are current.

Consult with Your Primary Trainer
Review the Trainer, Educator and Practitioner Standards for Certification. If you and your primary trainer both agree that you are ready to sit for the examinations, then go ahead and begin the application process.

Email Us
As soon as you decide to apply for certification, please send us an email stating that you are planning to apply for the certification process. As soon as we receive your email we will make a reservation for the Admissions Committee to review your materials. Please make sure this e-mail is sent to us no later than June 1st of the year in which you will be submitting your application materials. Candidates who submit applications without emailing us of their intention to sit for the exam by June 1st will be charged an additional $100 administrative fee for failure to register for the application review process.

In your email provide us with your name, degree, address, phone number and email. Listed below is a sample of how your information should be emailed to us. In order to track your email, please use the subject "TEP Address Information."

J.L. Moreno, M.D.
259 Wolcott Avenue
Beacon, NY 12508
Moreno@beaconhouse.org
(555) 555-5555

Download the Current Forms and Information
Download the following forms and information from our website:
- TEP Application Form
- Primary Trainer Endorsement Form
- Secondary Trainer Reference Form
- Third Reference Form
- Requesting Special Accommodations
- TEP Study Guide
- Copies of Past TEP Exams
- APA Code of Ethics
Give The Forms to Your References
Give the appropriate forms to the person(s) who will be submitting references and recommendations for you. Remind them that the deadline for receipt of all materials is July 15th. We do not accept electronic submissions of application materials or recommendations. Give the person(s) a stamped addressed envelope addressed to:
American Board of Examiners
In Psychodrama, Sociometry and Group Psychotherapy
1629 K Street NW, Suite 300
Washington, DC 20006-1631

Study Group Enrollment
The Board strongly recommends that you join a study group to practice, prepare and role train to take the written examination. In order to facilitate this process the Board, with your permission, will share your contact information with other candidates who plan to take the written examination this year. To enroll in the study group send an email with the subject "Enroll Me in the TEP Study Group." In late July you will be sent the contact information for all others who also requested to be enrolled in a study group.

Schedule of Fees
You must submit a $250 application review fee with your application. If you are admitted there is also a $250 examination fee that is due September 1st. Individuals applying for certification who are not residents of either Canada or the USA must pay an additional $100 application review fee to cover extra costs associated with postage and phone calls to other countries. Candidates who fail to submit fees in accordance with the deadlines will be assessed a $25.00 late fee.

Special Accommodations For The Written Examination
Please review the procedures for requesting special accommodations to the written examination. All requests for special accommodations must be received by July 15.

File Your PAT Annual Update
Please remember that you must maintain and file a PAT Annual Update every July 15th until you have successfully passed both the TEP written examination and the TEP on-site examination.

Notification Of Receipt Of Application Materials
If you would like receipt of your application materials send us a stamped self-addressed postcard with your application. You should already have sent us an email alerting us to your application. If there are any missing materials from your application we will contact you. If everything is ok we will not contact you until a decision has been reached on your application.

Late Fee Will Be Assessed If a Second Review is Required
The TEP Review Committee members travel to Washington each summer to review all application materials. Your materials must arrive by July 15th to ensure a timely review by the Committee. If your materials are not here or are incomplete, the Committee can not review your application. If the Committee can not review your materials, you can not be admitted to the examination process. If you have failed to notify us by June 1st of the year in which you are applying (See Email US) or if any materials have not arrived by July 15th and you would like to be admitted to the examination process in that year you may request a second "special" review that will be conducted at the September Board
of Directors meeting. However, a $100.00 late fee will be assessed to reimburse the Board for additional expenses associated with your second "special" review of your application. If you do not wish a second "special" review then your materials will be held until the next regularly scheduled Admissions Committee Meeting which will be held in July of the following year.

Notification Of Admission to the Examination Process.
You will be notified of your admission or the reasons you were not admitted to the examination process no later than August 20th.

The Written Examination
The written examination is always scheduled for the 3rd Saturday in October. The written examination will be administered via email from our central office. It is standard practice for the written examination to be separated into two sections. A candidate will be emailed the first section of the exam and have two hours to complete that section. There will be a one-hour break and then the candidate will be emailed the second section and have three hours to complete that section.

The first section is History, Philosophy and Methodology. Candidates are given two hours to complete this section. The second section is Sociometry, Ethics, Research and Related fields. Candidates are given three hours to complete this section. For more details about the written examination see the Study Guide.

Candidates may choose one of two options for the delivery of the written exam via email.

Option 1: Part I will be sent out at 10AM EDT (Eastern Daylight Time) and must be returned by Noon. There will be a one-hour break. Part II will be sent out at 1PM EDT and must be returned by 4PM EDT.
Option 2: Part I will be sent out at Noon EDT (Eastern Daylight Time) and must be returned by 2PM EDT. There will be a one-hour break. Part II will be sent out at 3PM EDT and must be returned by 6PM EDT.

If a candidate is unable to take the written examination under the usual and customary circumstances, that candidate may request alternative options for the date(s), format or time limits of the examination. All requests for alternative examinations options must be received by July 15. See the document, "Written Exam Options" on our website under The TEP Application Process.

Further information on the written examination is included in the "TEP Study Guide" which is on our website under the heading of The Written Examination.

The On-Site Examination
Review the TEP On-Site Examination Guidelines.

Time Limits
Candidates must successfully complete both the written examination and the on-site observation within five years of being admitted to the certification process. If a candidate fails the written examination, the candidate may take the examination again. There is a $250 administrative fee for retaking the written examination. Candidates may take the written examination up to three times within a five-year period. If the candidate does not pass on the third try, the PAT registration and the TEP application is terminated.
If a candidate fails the on-site observation, it may also be retaken twice. The Board will pay a maximum of $100 toward the expenses of the first on-site observation. The candidate is responsible for paying all expenses over $100 for the first on-site observation and all expenses for the 2nd and 3rd observations. If the candidate fails the on-site three times, the PAT registration and the TEP application is terminated.

**Foreign Applicants**

The American Board of Examiner's purpose is to certify psychodramatists according to standards for practice in the United States & Canada. Applicants from countries other than the US and Canada are welcome to apply, but they must take all tests in the United States. Foreign applicants, except Canadians, are assessed an additional $100 fee to cover additional expenses related to increased telephone and mailing charges.

**When English is a Foreign Language**

If your first language is not English you may request to take the written and on-site examinations in your first language. If English is a foreign language for you please contact the Board immediately for accommodations that can be made for you. Send an email with the subject of "English as a Foreign Language" to us at abepsychodrama@yahoo.com

If you write the written examination in a language other than English (e.g. Spanish, Chinese, Hebrew, etc.) the Board strongly recommends that you have your written examination translated into English by a professional translator. Having a professional translator translate your written examination into English will decrease miscommunication and misunderstanding and increase your chances that the reviewers will more accurately assess your ability to answer the examination questions.

**To Do Check List**

- Contact Primary Trainer to Review Process
- Send Email To ABE To Signal Intention To Take the Exams
- Give Primary Trainer All Required Materials For Signature & Review
- Give Secondary Trainer All Required Materials For Signature & Review
- Give 3rd Professional Reference All Required Materials for Signature & Review
- Submit, if desired, Study Group Email
- Request Accommodations for the Written Examination, if indicated.
- Review List of Approved Related Fields
- Submit Application and Application Review Fee
- Download and Read All Documents On The Website Under "The Written Examinations"