

CERTIFIED CRIMINAL JUSTICE PROFESSIONAL (CCJP)



This classification is viewed as the title for the addiction professional primarily involved in providing direct services to individuals in the criminal justice system. This is an international credential that is recognized throughout the world via reciprocity.

THE EIGHT CCJP PERFORMANCE DOMAINS

1. Dynamics of Addiction & Criminal Behavior
2. Legal, Ethical & Professional Responsibility
3. Criminal Justice System & Processes
4. Clinical Evaluation: Screening & Assessment
5. Treatment Planning
6. Case Management, Monitoring & Participant Supervision
7. Counseling
8. Documentation

There are certain knowledge areas and skills that are required to provide effective treatment and case management services to adult and juvenile drug involved offenders. Criminal Justice Addictions Professionals must demonstrate the ability to provide effective services including assessment, case planning, case management, linking with other treatment, human services and criminal justice providers, monitoring, counseling and advocacy. In addition, Certified Criminal Justice Addiction Professionals must be knowledgeable of the rehabilitative services provided by the treatment and criminal justice systems. Knowledge is required in such diverse areas as pharmacology, treatment theories and modalities, involuntary commitment procedures, criminal case processing, court alternatives, and conditions of probation, to name a few.

MABPCB, realizes that the criminal justice treatment professionals are educated in a wide range of disciplines including criminal justice, addictions, social work, health, psychology, and other human service disciplines. The Criminal Justice Addictions Professional Certification is designed to assess an individual's ability to provide treatment and case management services to drug involved offenders. It defines a criminal justice treatment professional's role and function, thus distinguishing these individuals among other health and human service providers.

Eligibility for Certification: Certification will be awarded to individuals who demonstrate adequate skills, knowledge and competency in working in criminal justice settings when providing an array of services to drug involved offenders. Certification does not depend upon any single education or experiential background, required knowledge and skills may be acquired through a combination of training, education and supervised work experience. The certification process offers a learning plan to the new treatment professional by providing guidance in the acquisition of the necessary knowledge and skills. For the experienced professional, certification provides a document of experience and training in working in criminal justice settings.

The requirements of certification include: minimum hours of experience, training, and education in the eight performance domains as defined by the International Certification Reciprocity Consortium (IC&RC).

EXPERIENCE

The experience requirement is 6,000 hours (3 years) of supervised work experience for a Certified Criminal Justice Addictions Professional (CCJP). Supervised work experience is defined as paid or voluntary professional experience providing direct service to individuals involved in the criminal justice system (e.g., law enforcement, judicial, corrections, probation/parole, etc.). Supervised work experience must be in the IC&RC - CCJP performance domains.

High School/GED	* 6,000 hours (3-years) documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.
AA/AS or Certified ADC Counselor (Non IC&RC)	* 5,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.
BA/BS or IC&RC Certified Reciprocal ADC Counselor	*4,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.
MA/MS or IC&RC Certified Supervisor ADC Counselor	*2,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.
Above Masters level or IC&RC Certified Advanced ADC Counselor or other Advanced Credential (i.e., NBCC, CRCC, NASW, MAC, etc.)	*1,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

**Unsupervised work experience may NOT be substituted for the experience requirement and all experience must be documented. MABPCB may allow an applicant to substitute a degree in criminal justice or human services for part of the work experience.*

EDUCATION

The education/training requirement is a total of 270 hours and is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and distance learning. One hour of education/training is equal to 60 minutes of continuous instruction. Education/training must be specifically related to the knowledge and skills necessary to perform the tasks within the IC&RC Criminal Justice Addictions Professional eight performance domains as they relate to adults and juveniles.

High School/GED	*270 documented hours of education/training
AA/AS or Certified ADC Counselor (Non IC&RC)	*200 documented hours of education/training
BA/BS or IC&RC Certified Reciprocal ADC Counselor	*150 documented hours of education/training
MA/MS or IC&RC Certified Supervisor ADC Counselor	*100 documented hours of education/training
Above Masters Level or IC&RC Certified Advanced ADC Counselor or Other Advanced Credential (i.e., NBCC, CRCC, NASW, MAC, etc.)	*80 documented hours of education/training

**A minimum of 10 hours in each domain. Six hours of education/training must be in professional ethics and responsibilities. All education/training must be documented.*

SUPERVISION

Realizing that supervision may take place in a variety of settings and have many faces, the IC&RC determined not to place limiting criteria on areas of supervision or qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment (CSAT)/Substance Abuse and Mental Health Services Administration's (SAMHSA) *Technical Assistance Publication (TAP) #21*. TAP 21 defines supervision/clinical supervision as the "administrative, clinical, and evaluative process of monitoring, assessing and enhancing counselor performance."

High School/GED ***200 documented hours of clinical supervision received**

AA/AS or
Certified ADC Counselor (Non IC&RC) ***150 documented hours of clinical supervision received**

BA/BS or
Certified Reciprocal ADC Counselor ***100 documented hours of clinical supervision received**

MA/MS or
Certified Supervisor ADC Counselor ***60 documented hours of clinical supervision received**

Above Masters Level **0 documented hours of clinical supervision received**
Or IC&RC Certified Advanced ADC Counselor or
Other Advanced Credential (i.e., NBCC, CRCC, NASW, MAC, etc.)

**A minimum of 10 hours supervision in each domain. Supervised hours are to be face-to-face supervision received in the CCJP Performance Domains.*

EXAMINATION

Applicants are required to sit and pass the IC&RC-CCJP written examination.

CODE OF ETHICS

The applicant must sign a Criminal Justice code of ethics or statement of affirmation that the applicant has read and will abide by. The certification board maintains a written enforcement and appeals mechanism to maintain ethical standards.

RECERTIFICATION

Every two years, CCJP will provide evidence of completion of 40 clock hours of continuing education. Of these 40 hours, 10 must be criminal justice specific and 30 hours must be training in the knowledge and skills related to chemical dependency counseling.

RESIDENCY REQUIREMENT

To be certified in Maryland, one must live or work in Maryland 51 % of the time. A valid certification from an adjacent ICRC member board will be honored in Maryland, if the counselor lives in that other state, and commutes to work in Maryland.

FEES

Certification: (includes application and exam fees) (fees must accompany application and materials)	\$300
Recertification:	\$150
Retest:	\$150
Exam Cancellation/Rescheduling:	\$ 25

APPEAL PROCESS

The purpose of appeal is to determine if MABPCB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to MABPCB in writing within 30 days of the notification of the board's action. A person shall be considered notified five days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

EXAMINATION INFORMATION

Type: This credential requires successful completion of the IC&RC exam which is offered as a computer based exam. Three hours are permitted to complete the 150 question, multiple choice exam. Candidates will be notified by MABPCB, once application for certification is approved, on how to register for the computer based exam.

Content: The IC&RC Job Task Analysis for this credential identified domains which make up the questions in the exam. Within each domain are several identified tasks that provide the basis for questions in the exam.

Candidate Guide: The domains, including the knowledge and skill areas of each domain, sample exam questions, and a list of references are included in the free Candidate Guide. Candidate Guides will be sent to candidates upon application approval. Candidate Guides are also available from the MABPCB website at www.MABPCB.com by clicking on "Forms."

Study Guides: Professional study guides have been published for several of the exams including ADC, CCS, CCDP and CCJP. Study Guides are available for sale from DLCAS at www.ReadyToTest.com.

Dates: The IC&RC exam is offered on demand at approved testing centers thereby allowing candidates to test on a date and time convenient for them. Candidates will receive information from MABPCB on registering for on demand testing once application for certification is approved.

Locations: There are five computer based testing sites in and around the Maryland area – Annapolis, Bel Air, and Columbia are in Maryland. Those who live on the Eastern Shore may choose to test in Georgetown, Delaware, and those in Western Maryland may opt for Morgantown, West Virginia. Candidates can choose whichever testing site is closest for their travel.

Special Situations: Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing, to MABPCB no fewer than 60 days prior to the scheduled exam date. With the written request, candidate must provide official documentation of the disability or religious issue. Contact MABPCB on what constitutes official documentation. MABPCB will make arrangements for appropriate modifications to its procedures when documentation supports this need.

Cancellation/Rescheduling Policy: Candidates are required to arrive on time for their exam. Candidates who arrive late will not be permitted to test and will be charged a \$150.00 cancellation/rescheduling fee. Candidates who cancel or reschedule their exam less than five days prior to their scheduled date will be charged the full testing fee. Candidates who cancel or reschedule more than five days before their scheduled date will be charged a \$25.00 cancellation / rescheduling fee.

Retest: Candidates failing the exam can retest after a 60 day wait period from date of last taking the exam. Candidates will be sent retest instructions from MABPCB.

LAPSED CERTIFICATION

The completed recertification application should be received at MABPCB prior to the expiration date. If the application is incomplete, applicant will be notified by phone or email depending on what has been indicated by applicant.

There is no grace period. If the recertification is not completed by the expiration date, the individual will no longer hold a CCJP and no further use of the CCJP is permitted until the individual has recertified.

All certified professionals should review the recertification application well in advance of the expiration date. A \$15 per month Reinstatement Fee over and above the Recertification \$150 Fee is due if the recertification is late between one day and 12 months. After 12 months, no recertification is possible and applicant would have to reapply for the credential, meeting all current requirements.

INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM (IC&RC)

The purpose of the IC&RC is:

- to promote uniform professional standards and quality assurance for the alcohol and drug profession and to give the profession greater visibility throughout the United States and other countries;
- to negotiate reciprocity agreements for alcohol and drug professionals with certification bodies throughout the United States and other countries;
- to provide support services, including consultation and training to all states in all areas of certification, such as establishment of standards, evaluation of competence, establishment and training of boards and committees;
- to provide information on certification and certification activities throughout the United States and other countries;
- to provide an International Certificate (ICCJP) for counselors meeting specified qualifications certified by individual IC&RC member certification boards. Any IC&RC clinical supervisor is eligible.
- to promote uniform professional standards in CCJP specialty disciplines.

Certified professionals in the state of Maryland have reciprocity with many certifying bodies throughout the United States and other countries as well as all of the armed services. For reciprocity process and/or a listing of member boards, please contact the MABPCB Office.



10807 Falls Rd., PO Box # 1376
Brooklandville, MD 21022
866-537-5340

www.MABPCB.com

Application for CCJP

PLEASE PRINT OR TYPE

Application # _____

NAME _____
(LAST) (FIRST) (MI)

HOME ADDRESS _____

CITY, STATE, ZIP CODE _____

HOME PHONE (_____) _____ - _____ **E-MAIL ADDRESS** _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER ____ - ____ - ____

PLACE OF EMPLOYMENT _____

EMPLOYER ADDRESS _____

EMPLOYER PHONE (_____) _____ - _____

EMPLOYER FAX (_____) _____ - _____

POSITION/TITLE _____

DATE EMPLOYED: FROM _____ **TO** _____ **hrs. of work per week** _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

TITLE _____ **PHONE** (_____) _____ - _____

EMPLOYMENT

Application # _____

IMPORTANT: To determine eligibility of current and previous employment, the following must apply and be clearly documented by applicant.

You must be a treatment professional providing services in a setting, which provides counseling, service coordination, behavior management, or behavior shaping to drug involved adult or juvenile offenders.

APPLICANT NAME _____
(Last) (First) (MI)

List your most recent work experience first. BE SURE TO ATTACH A JOB DESCRIPTION FOR YOUR MOST CURRENT POSITION. Job description must be signed by applicant and supervisor. All relevant former employment must be verified on letterhead from employers.

NAME OF CURRENT EMPLOYER _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA(S) OF SPECIALTY _____

Please reproduce this form as needed to document all RELEVANT work experience.

APPLICANT NAME: _____ **Application #** _____

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA(S) OF SPECIALTY _____

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA(S) OF SPECIALTY _____

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA(S) OF SPECIALTY _____

MABPCB-CCJP

Application # _____

DOCUMENTATION OF SUPERVISED PRACTICAL EXPERIENCE

To Supervisor: Please complete this form indicating applicant's supervised practical training. This form is not intended to document applicant's total number of hours worked, but rather the hours of face-to-face supervision you have provided the applicant in the CCJP performance domains.

APPLICANT'S NAME _____
(Last) (First) (MI)

EDUCATION LEVEL _____

Based on your knowledge of this applicant please document and rate his/her experience. Indicate the total number of hours of face to face supervision in each domain and the applicants rating for each domain in the blanks to the right of the page. Indicate the tasks the applicant has experience in by making a check along side each of the corresponding task descriptions to the left of the page.

Supervised hours must be face to face supervision. CCJP applicants are required to document 60 to 200 hours depending upon their level of formal education, however, each applicant must have a minimum of 10 hours in each performance domain.

CCJP PERFORMANCE DOMAINS:

Rating Scale: 0 Unacceptable 1 Acceptable 2 Excellent

I. Dynamics of Addiction & Criminal Behavior #Hours _____ Rating _____

II. Legal, Ethical & Professional Responsibility #Hours _____ Rating _____

III. Criminal Justice System & Processes #Hours _____ Rating _____

IV. Clinical Evaluation: Screening and Assessment #Hours _____ Rating _____

V. Treatment Planning #Hours _____ Rating _____

VI. Case Management, Monitoring and Client Supervision #Hours _____ Rating _____

VII. Counseling #Hours _____ Rating _____

VIII. Documentation #Hours _____ Rating _____

I hereby attest that the applicant is a treatment professional providing services in a setting which provides either counseling, service coordination, behavior management, or behavior shaping to drug involved adult or juvenile

offenders; and that this evaluation truthfully reflects my knowledge of the above-named applicant and the indicated number of clock hours of supervised training in the domains as outlined above.

Supervisor's Signature

Date

Supervisor's Name Printed

Title

Agency/Facility

Phone Number

May be mailed directly to:

MABPCB

10807 Falls Rd., PO Box # 1376, Brooklandville, MD 21022

Phone 866-537-5340

EDUCATION/TRAINING FORM (2)

RECORD OF EDUCATION _____

DATES ATTENDED _____ CLOCK HRS/CREDIT HRS. _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

PERFORMANCE DOMAIN:

RECORD OF EDUCATION _____

DATES ATTENDED _____ CLOCK HRS/CREDIT HRS. _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

PERFORMANCE DOMAIN:

RECORD OF EDUCATION _____

DATES ATTENDED _____ CLOCK HRS/CREDIT HRS. _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

PERFORMANCE DOMAIN:

EDUCATION

Application # _____

List below all formal education (high school, college, university) you have received. **BE SURE TO HAVE OFFICIAL COLLEGE TRANSCRIPTS MAILED DIRECTLY FROM THE SCHOOL** to MABPCB 10807 Falls Rd., PO Box # 1376, Brooklandville, MD 21022. Phone 866-537-5340

Note: *All post-secondary education must have come from an accredited college or university.*

FORMAL EDUCATION	NAME & LOCATION OF SCHOOL	DATES ATTENDED	DATE GRADUATED	DEGREE
<i>HIGH SCHOOL</i>				
<i>COLLEGE/UNIVERSITY (Undergraduate)</i>				
<i>COLLEGE/UNIVERSITY (Graduate)</i>				

CCJP Code of Ethical Behavior * Application # _____

It is expected that, in the delivery of substance abuse treatment to individuals with criminal justice involvement a CCJP will:

General respect and caring

- Perform duties with the attitude that change can occur, and accept responsibility for facilitating that change.
- Demonstrate appropriate respect for the dignity, worth, knowledge, insight, experience, and areas of expertise of others.
- Accept responsibility for the consequences of their actions.
- Make every reasonable effort to ensure that psychological knowledge is not misused, intentionally or unintentionally, to harm others.
- Encourage others, if appropriate, to relate with integrity, to respect the dignity of persons, and to expect respect for their own dignity.
- Assume overall responsibility for the scientific and professional activities or assistants, students, supervisees, and employees with regard to respect for the dignity of persons, all of whom, however, incur similar obligations.

Conflict of interest

- Avoid relationships (e.g. with students, employees, or clients) and other situations which might present a conflict of interest or which might reduce their ability to be objective and unbiased in their determinations of what might be in the best interests of others.

Do no harm

- If referring a client to a colleague or other professional, maintain appropriate contact, support, and responsibility for caring until other service begins.
- Do everything reasonably possible to stop or offset the consequences of actions by others when these actions are likely to cause serious physical harm or death. This includes reporting to appropriate authorities or an intended victim, and would be done even when a confidential relationship is involved.

Confidentiality

- Embrace, as a primary obligation, the duty of protecting client's rights and not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent within the standards and guidelines of Federal and state regulations.
- Adhere strictly to established rules of confidentiality of all records, materials and knowledge concerning persons served in accordance with all current government and program regulations.

Informed consent

- Seek as full and active participation as possible from others in decisions which affect them.
- Practice within the guidelines and standards of Federal and state regulations regarding informed consent and human subjects protocols.

Competence and self-knowledge

- Espouse objectivity and integrity, and maintain the highest standards in the services offered.
- Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance.
- Accurately represent their own and their associates' qualifications education, experience, competence, and affiliations, in all spoken, written, or printed communications, being careful not to use descriptions or information which could be misinterpreted.
- Take immediate steps to obtain consultation or to refer a client to a colleague or other appropriate professional, whichever is more likely to result in providing the client with competent service, if it becomes apparent that a client's problems are beyond their competence.
- Keep themselves up to date with relevant knowledge, research methods, and techniques, through the reading of relevant literature, peer consultation, and continuing education activities, in order that their service or research activities and conclusions will benefit and not harm others.
- Develop and utilize strategies to maintain one's own physical and mental health.

Reliance on the discipline

- Seek consultation from colleagues and/or appropriate groups and committees, and give due regard to their advice in arriving at a responsible decision, if faced with difficult situations.

**Based on codes from the National Association of Alcoholism and Drug Abuse Counselors, the Canadian Psychological Association, the California Association of Addiction Recovery Resources, and the Addiction Technology Transfer Center National Curriculum Committee. Code currently employed by Pacific Southwest ATTC for FACT certification.*

Signature

Date

FAILURE TO OBSERVE THIS CODE OF ETHICAL BEHAVIOR MAY RESULT IN REVOCATION OF CERTIFICATION

