

Certified Criminal Justice Professional (CCJP)

APPLICATION MANUAL



**Arizona Board for Certification of Addiction Counselors
(ABCAC)**

Address: ABCAC, PO Box 83165, Phoenix, AZ 85071

Email: abcac@abcac.org

Phone: 602-402-7197

Website: abcac.org

INTRODUCTION

Criminal Justice Addiction Professionals fill a unique role among health, human services, and justice professionals. Such practitioners work in a variety of settings and utilize numerous treatment approaches. They recognize the need to assure quality care to consumers. Toward the end, ABCAC has designed a credential for criminal justice professionals who provide treatment services to adult and juvenile alcohol/drug offenders.

The demonstrated link between alcohol/drug abuse and criminal behavior has resulted in the development of this credentialing process. Individuals seeking this certification must be knowledgeable of both the criminal and substance abuse treatment systems.

ABCAC realizes that 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 substance abuse offenders. It defines an Criminal Justice Professional (CCJP) role and function, thus distinguishing these individual's among other health and human service providers.

This certification process is designed to accommodate and evaluate those who are both trained experientially, as well as those who are academically trained. The certification process defines core knowledge and skill bases needed by all CCJPs regardless of their professional training, orientation or occupation. The purpose is to assure that quality addiction services are available to adult and juvenile substance abuse offenders.

CCJPs navigating within complex federal, state and county criminal justice systems develop unique competencies equipping individuals with a broader knowledge base to implement effective systemic treatment modalities.

Research indicates that substance abuse is a factor in most crimes and clearly shows that the provision of substance abuse treatment is effective in the reduction of criminal recidivism & substance abuse. Reductions of this nature present a significant cost benefit to society.

CCJP APPLICATION REQUIREMENTS

Work Experience: 6,000 hours (three years) supervised, paid (full or part time) or voluntary work experience providing direct service to individuals involved in the criminal justice system. Experience hours must have been obtained within the past 10 years.

- An Associates degree in Behavioral Science or a non-reciprocal ADC credential can exchange for 1,000 hours.
- A BA/BS degree in Behavioral Science or reciprocal ADC credential can exchange for 2,000 hours.
- A Master's degree in Behavioral Science or reciprocal CS credential can exchange for 4,000 hours.
- Above a Master's level or reciprocal AADC credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) can exchange for 5,000 hours.

Education: 270 contact hours of training specifically related to ICRC/AODA International Certified Criminal Justice Professional (ICCP) performance domains as they relate to both adults and juveniles with a minimum of 10 hours in each domain. A High School Diploma is required. 6 hours of criminal justice specific ethics.

- An Associates degree of non-reciprocal ADC credential can exchange for 70 hours.
- A BA/BS degree in Behavioral Science or reciprocal ADC credential can exchange for 120 hours.
- A Master's degree in Behavioral Science or reciprocal CS credential can exchange for 170 hours.
- Above a Master's level or reciprocal AADC credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) may exchange for 190 hours.

Supervision: 200 hours of direct clinical supervision, specific to the domains. A High School Diploma is required. There must be a minimum of 10 hours in each domain.

- An Associates degree or non-reciprocal ADC credential may exchange for 50 hours.
- A BA/BS degree in Behavioral Science or reciprocal ADC credential may exchange for 100 hours.
- A Master's degree in Behavioral Science or reciprocal CS credential may exchange for 140 hours.
- Above a Master's level or IC&RC AADC credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) no hours are required.

Testing: Successful completion of the IC&RC CCJP examination.

Code of Ethics: Applicant must read, agree, and sign ABCAC's Criminal Justice Code of Ethics. There will be a written enforcement and appeals process if a professional violates ABCAC's Code of Ethics.

Recertification: Forty (40) hours of continuing education training specifically related to the CCJP performance domains every 2 years, or 20 hours every year of certification. Three (3) hour class on Ethics and a three (3) hour class in Cultural Diversity education must be included in the Forty (40) hours of CEU's.

Residency: Applicants must live and/or work at least 51% of the time in the jurisdiction of the Arizona Board for Certification of Addiction Counselors (ABCAC) at the time of application.

EDUCATION AND TRAINING FOR CCJP CREDENTIAL

The education/training requirement is a total of 270 contact hours with a minimum of 10 hours in each performance domain specifically related to the knowledge and skills necessary to perform the tasks within the CCJP performance domains as they relate to both adults and juveniles.

1. All applicants must have completed six (6) hours of education in counseling ethics and four (4) hours of education in HIV/AIDS education. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and distance learning. Education/training must be s disease awareness.
2. All education hours must be documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates and content description.
3. College and University courses specifically related to the CCJP performance domains will be accepted. Credit is not allowed for any audited college courses. Once college credit is the equivalent of ten (10) contact hours. Transcripts must be sent directly to ABCAC from the college.
4. Education events which have received approval by other IC&RC member boards will be accepted.
5. Participating in an in-service training relating to the CCJP performance domains may be applied to meet the CEU's required. Twenty (20) hours only are allowed.
6. Home study training includes coursework completed in a non-traditional education setting. This can be presented through distant learning Medias (internet, correspondence, teleconferences). Home study courses may be used for both initial certification and recertification. Twenty five (25) hours of home study contact hours are allowed for initial certification and recertification.
7. Therapeutic education and attendance at meetings of A.A., Al-Anon, etc., are not applicable for the ICCJP certification.

All education hours submitted will be evaluated by the ABCAC credential committee to determine and validate if all hours are relevant to the ICCJP credential. Applicants are

responsible for submitting documentation of attendance, the topic, the date(s) and the amount of time for all education events.

CCJP IC&RC EXAM

All Certified Criminal Justice Professional applicants must successfully complete the IC&RC examination.

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedures changes, in writing, to ABCAC sixty (60) days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue.

To be eligible for the exam, the application manual must be completed and approved by the ABCAC credential committee. A check or money order for \$375.00 made payable to ABCAC must be mailed to ABCAC.

ABCAC
ABCAC, PO Box 83165,
Phoenix, AZ 85071

CERTIFICATION APPLICATION CHECKLIST

It is the responsibility of the applicant to submit complete documentation (certificates, transcripts, etc.). Application **must** be completed within one year of applying. After one year has lapsed from the time of application, the applicant **must** re-apply. **All fees are non-refundable.**

Complete application form with all questions answered (no blank spaces). We need specific rather than general information. All pages with stamped numbers **MUST** be returned.

Please check (x) each item in order to be certain your application is complete.

Check here:

- _____ 1. Application for Certification. Include copies of certificates from training programs and transcripts of education courses completed.

- _____ 2. Read and sign the "Residential Certification" and the "Code of Ethics" provided in this packet.

- _____ 3. Three letters of recommendation. These letters should attest to your character and competence, and be sent directly to ABCAC by the signer.

- _____ 4. Supervised Field Work Log for core functions.

- _____ 5. Check or money order for the \$375.00 non-refundable processing fee payable to: Arizona Board for Certification of Addiction Counselors (ABCAC).

Mail applications to:

ABCAC
P.O. ABCAC, PO Box 83165, Phoenix,
AZ 85071
(602) 402-7197

Arizona Board for Certification of Addiction Counselors (ABCAC)
ABCAC, PO Box 83165, Phoenix, AZ 85071
Telephone: 602-402-7197
Email: abcac@abcac.org

Work Experience

Present Position: _____ Currently Employed by: _____

Name of Supervisor: _____

Length of Employment: From: _____ To: _____

Hours per week: _____

Duties in my present position include: _____

Previous supervised positions in CCJP related fields within the last six (6) years:

1. _____ Employed by: _____

_____ From: _____ To: _____

_____ Hours per week: _____

2. _____ Employed by: _____

_____ From: _____ To: _____

_____ Hours per week: _____

3. _____ Employed by: _____

_____ From: _____ To: _____

_____ Hours per week: _____

Education

High School: _____

GED: _____

College/University: _____

Graduate School: _____

See Education page for listing of training. Fill out completely and attach documentation

(Certification of attendance, transcripts, etc.)

EDUCATION

TITLE OF COURSE

#OF HOURS

FACILITY / PROVIDER

[illegible]

CCJP SUPERVISED PRACTICAL TRAINING

The supervised practical training requirement is 200 hours of clinical supervision received. All supervised training must be documented.

Supervision is defined as the administrative, clinical, and evaluation process of monitoring, assess and enhancing the criminal justice professional's performance. A minimum of 10 hours of supervision in each CCJP performance domain is required. The training must take place in a setting where direct services are provided to individuals involved in the criminal justice system (law enforcement, judicial, corrections, probation/parole, etc.) and must occur as part of an eligible work experience. Supervision may be completed under more than one supervisor.

Submit the Supervised Practical Training form to verify completion of hours. A minimum of ten (10) hours in each performance domain must be documented.

Listed below are the IC&RC/AODA, Inc. CCJP performance domains.

1. Dynamics of Addiction and Criminal Behavior
2. Legal, Ethical, and Professional Responsibility
3. Criminal Justice Systems and Processes
4. Screening, Intake and Assessment
5. Case Management, Monitoring and Client Supervision
6. Counseling

CCJP SUPERVISED PRACTICAL TRAINING

Applicant: _____

Program Name: _____

Address: _____

Street

City

State

Zip

Date hired: _____

Write below the total numbers of hours supervised practical experience for each of the ICCJP performance domains. A total of 200 hours must be documented with a minimum of 10 hours in each domain.

PERFORMANCE DOMAINS:

NUMBER OF HOURS:

Dynamics of Addiction and Criminal Behavior

Legal, Ethical and Professional Responsibility

Criminal Justice System and Process

Screening, Intake and Assessment

Case Management, Monitoring and Client Supervision

Counseling

Total Hours:

SUPERVISED FIELD WORK PRACTICUM LOG

Field work represents supervised clinical work in the criminal justice system. Log the number of hours that have been completed in each of the six (6) Core Function areas with the dates completed.

Supervised Field Work Practicum Log for _____

(Applicant's Name)

Supervisor's Directions: By attesting and signing your name to the Core Function work done, you are verifying that the ten (10) required experiential hours in the specific Core Function indicated have been completed. It is your responsibility to verify by log or calendar or other mechanism that the function was indeed adequately and successfully completed.

1. Core Function of Dynamics of Addiction and Criminal Behavior:

From: ____/____/____, ____ hours were completed in the Dynamics of Addiction and Criminal Behavior.

Supervisor's signature: _____ Date: _____

2. Core Function of Legal, Ethical, and Professional Responsibility:

From: ____/____/____, ____ hours were completed in the Legal, Ethical, and Professional Responsibility.

Supervisor's signature: _____ Date: _____

3. Core Function of Criminal Justice System and Processes:

From: ____/____/____, ____ hours were completed in the Criminal Justice System and Processes.

Supervisor's signature: _____ Date: _____

4. Core Function of Screening, Intake, and Assessment:

From: ____/____/____, ____ hours were completed in Screening, Intake, and Assessment.

Supervisor's signature: _____ Date: _____

5. Core Function of Case Management, Monitoring and Client Supervision:

From: ____/____/____, ____ hours were completed in Case Management, Monitoring and Client Supervision.

Supervisor's signature: _____ Date: _____

6. Core Function of Counseling:

From: ____/____/____, ____ hours were completed in Counseling.

Supervisor's signature: _____ Date: _____

Information about Supervisor:

Printed Name _____

Titled Position _____

Agency or Facility _____

Phone Number _____

Date _____

Supervisor mail directly to:
ABCAC
ABCAC, PO Box 83165, Phoenix, AZ 85071
602-402-7197

By signing below, I attest that the applicant received supervised experience as listed above.

_ Signature of Supervisor or Program Director Date

_ Print Name

OUTSIDE AGENCY LETTER of RECOMMENDATION

To the ARIZONA BOARD for CERTIFICATION of ADDICTION COUNSELORS:

This is to certify that I have known _____
for _____ years while applicant was engaged in active practice of Addiction Counseling
at _____.

I would therefore recommend _____ to be
considered for an Addiction Counseling Certificate for the following reasons:

NAME: _____

POSITION: _____ AGENCY: _____

ADDRESS: _____

(_____) _____
AREA CODE/PHONE NUMBER

SIGNATURE _____ DATE _____

PRINTED NAME

Please return completed form to:
ABCAC
ABCAC, PO Box 83165, Phoenix, AZ 85071
602-402-7197

LETTER of RECOMMENDATION

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considered for an Addiction Counseling Certificate for the following reasons:

NAME: _____

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ADDRESS: _____

(____) _____
AREA CODE/PHONE NUMBER

SIGNATURE _____ DATE _____

PRINTED NAME _____

Please return completed form to:
ABCAC
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LETTER of RECOMMENDATION

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NAME: _____

POSITION: _____ AGENCY: _____

ADDRESS: _____

(____) _____
AREA CODE/PHONE NUMBER

SIGNATURE _____ DATE _____

PRINTED NAME

Please return completed form to:
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BACKGROUND INFORMATION

Yes No

Do you hold, or have you ever held licensure, certification, or registration in any other state? If yes, complete the following:

Title of Credential

State

Date Issued

Current Status

Yes No

Do you hold a certification through a behavioral health professional association? If yes, give professional credential held.

Yes No

Have you ever applied for and been denied a license, certificate or registration in any behavioral health profession?

Yes No

Have you ever had any disciplinary action taken against you by the authority issuing the license, certificate or registration in any behavioral health profession?

Yes No

Have you ever surrendered or canceled your license, certificate or registration in lieu of disciplinary proceedings by the issuing authority in any behavioral health profession?

Yes No

Have you ever been the subject of a disciplinary action by a regulatory committee of a professional association?

Yes No

Have you ever been convicted or pled guilty or pled contest to a criminal offense?

Yes No

Have you ever been the defendant in a malpractice suit, and either entered into a settlement agreement or paid court-awarded damages, or is there such a suit pending?

Yes No

Have you ever been involuntary terminated from any behavioral health or related employment for unprofessional conduct?

If the answers to any of these questions are YES, please explain below. Use a separate sheet of paper if necessary and enclose any relevant documents.

Name

Date

THIS IS TO CERTIFY THAT I HAVE BEEN A RESIDENT OF THE STATE OF ARIZONA
FOR A PERIOD OF AT LEAST ONE YEAR IMMEDIAATELY PRIOR TO SUBMITTING
APPLICATION.

(Signature)

I hereby give ABCAC permission to contact the persons and institutions whom I have listed and who have provided references. I understand this application does not guarantee certification.

I further agree to hold ABCAC and its credentialing committees, Board officers, Board members, agents, staff and examiners free from any civil liability or damages by reason of any action that is within their scope or arises from the performance of their duties in deciding this certification or any other activity as provided by law or regulation.

If I am awarded the CCJP certification and I violate the CCJP Code of Ethics or have a sanction lodged against me, I am aware that ABCAC may publish or release my name to a National Data Bank and to the Arizona State of Behavioral Health.

Signature

Date

Print Name

Certified Criminal Justice Professional (CCJP)

Code of Ethical Conduct

Principle 1: Non-Discrimination

The CCJP shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- a. The CCJP shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the CCJP guards the individual rights and personal dignity of clients.
- b. The CCJP shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

Principle 2: Responsibility

The CCJP shall espouse objectivity and integrity, and maintain the highest standards in the services the CCJP offers.

- a. The CCJP shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.
- b. The CCJP, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- c. The CCJP, who supervises others, accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.
- d. The CCJP, who is aware of unethical conduct or of unprofessional modes of practice, shall report such inappropriate behavior to the appropriate authority.

Principle 3: Competence

The CCJP shall recognize that the profession is founded on national standards of competency, which promote the best interests of society, of the client, of the CCJP and of the profession as a whole. The CCJP shall recognize the need for ongoing education as a component of professional competency.

- a. The CCJP shall recognize boundaries and limitation of the CCJPs competencies and not offer services or use techniques outside of these professional competencies.
- b. The CCJP shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The CCJP shall support peer assistance programs in this respect

Principle 4: Legal and Moral Standards

The CCJP shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The CCJP shall be fully cognizant of all federal laws and laws of the CCJPs respective state governing the practice of alcoholism and drug abuse counseling.
- b. The CCJP shall not claim either directly or by implication, professional qualifications/affiliations that the CCJP does not possess.
- c. The CCJP shall ensure that products or services associated with or provided by the CCJP by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

Principle 5: Public Statements

The CCJP shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- a. The CCJP, in making statements to clients, other professionals, and the general public, shall state as fact only those matters which have been empirically validated as fact. All other opinions, speculations and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated.
- b. The CCJP shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgments should extend to the source of the information and reliability of the method by which it was derived.

Principle 6: Publication Credit

The CCJP shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The CCJP shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- b. The CCJP shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.

The CCJP shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

Principle 7: Client Welfare

The CCJP shall promote the protection of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all CCJPs.

- a. The CCJP shall disclose the CCJPs code of ethics, professional loyalties and responsibilities of all clients.
- b. The CCJP shall terminate a counseling or consulting relationship when it is reasonably clear to the CCJP that the client is not benefiting from the relationship.
- c. The CCJP shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- d. The CCJP shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences -for the client or when the client is not fully informed . (Principle 9}
- e. The CCJP shall take care to provide services in an environment, which will ensure the privacy, and safety of the client at all times and ensures the appropriateness of service delivery.

Principle 8: Confidentiality

The CCJP working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- a. The CCJP shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- b. The CCJP shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CCJP shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- c. The CCJP shall adhere to all federal and state laws regarding confidentiality and the CCJPs responsibility to report clinical information in specific circumstances to the appropriate authorities.
- d. The CCJP shall discuss the information obtained in clinical, consulting or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- e. The CCJP shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

Principle 9: Client Relationships

It is the responsibility of the CCJP to safeguard the integrity of the counseling relationship and to ensure that -the client has reasonable access -to effective treatment. The CCJP shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- a. The CCJP shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- b. The CCJP shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The CCJP shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- d. The CCJP shall not under any circumstances engage in sexual behavior with current or former clients.
- e. The CCJP shall not accept as clients anyone with whom they have engaged in sexual behavior.

Principle 10: Inter-professional Relationships

The CCJP shall treat colleagues with respect, courtesy, fairness and good faith and shall afford the same to other professionals.

The CCJP shall refrain from offering professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.

The CCJP shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

The CCJP shall not in any way exploit a relationship with a supervisor, employee, student, research participant or volunteer.

Principle 11: Remuneration

The CCJP shall establish financial arrangements in professional practice in accord with the professional standards that safeguard the best interests of the client first, and then of the CCJP, the agency, and the profession.

- a. The CCJP shall inform the client of all financial policies. In circumstances where an agency dictates explicitly provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The CCJP shall consider the ability of a client to meet the financial cost in establishing rates for professional services.

- c. The CCJP shall not engage in fee splitting. The CCJP shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- d. The CCJP, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.
- e. The CCJP shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

Principle 12: Societal Obligations

The CCJP shall to the best of his/her ability actively engage the public policy and legislative processes, educational institutions, and the general public to change public policy and Legislation to make possible opportunities and choice of service for all human beings of an ethnic or social background whose lives are impaired by alcoholism and drug abuse.

ABCAC CODE OF ETHICAL CONDUCT AGREEMENT

Each applicant for the CCJP certification must read, sign and adhere to the Code of CCJP Ethical Conduct. Penalty for violation of the CCJP ethical conduct and standards may result in suspension, sanctions or revocation of certification.

I, the undersigned individual, agree to adhere to the Code of Ethical Standards and understand that violation of the ethical standards may result in sanctions including loss of the CCJP credential.

Applicant Signature

Date

Print Name