

# **The Texas Certification Board of Addiction Professionals**

**presents**

**The Texas System for Certification of**

## **CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL (CCJP)**

### **APPLICATION PACKAGE**

Revised March 2010

#### **TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS**

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# **THE TEXAS CERTIFICATION BOARD OF ADDICTION** **PROFESSIONALS OFFERS RECOGNITION FOR CRIMINAL** **JUSTICE PROFESSIONALS**

After collaborating with criminal justice professionals around the state and around the country, TCBAP has requested and received permission from the International Certification & Reciprocity Consortium to offer the CCJP certification for Criminal Justice Professionals who also work in and around the field of substance abuse. We recognize that the LCDC does not always speak directly to the needs of the criminal justice system, so we have worked with those professionals to develop a credential that better meets their unique needs. It is our hope that this certification will allow employers and those they serve to recognize those professionals whose expertise includes the unique blend of substance abuse issues and those related more specifically to criminal justice.

**Below you will find a chart detailing the minimum requirements for certification based on work experience, supervised experience, and education.**

## **MINIMUM REQUIREMENTS**

| <b>Degree</b>                            | <b>Direct Services/<br/>Work Experience</b> | <b>Time Limit*</b> | <b>Hours of Direct Supervision</b> | <b>Hours of Education*</b> | <b>Written Exam</b>  |
|--|---|--------------------|------------------------------------|----------------------------|--|
| <b>Doctoral Degree or AAC</b>            | <b>1,000 hrs.</b>                           | <b>10 years</b>    | <b>N/A</b>                         | <b>60++</b>                | <b>Successful completion of the International IC&amp;RC CCJP written exam</b>  |
| <b>Master's Degree or CCS, MAC, NASW</b> | <b>2,000 hrs.</b>                           | <b>10 years</b>    | <b>80</b>                          | <b>100++</b>               | <b>Successful completion of the International IC&amp;RC CCJP written exam</b>  |
| <b>Bachelor's degree or ADC or LCDC</b>  | <b>4,000 hrs</b>                            | <b>10 years</b>    | <b>100</b>                         | <b>150++</b>               | <b>Successful completion of the International IC&amp;RC CCJP written exam)</b> |
| <b>Associate's Degree</b>                | <b>5,000 hrs.</b>                           | <b>10 years</b>    | <b>150</b>                         | <b>200++</b>               | <b>Successful completion of the International IC&amp;RC CCJP written exam</b>  |
| <b>HS Diploma/ GED</b>                   | <b>6,000 hrs</b>                            | <b>10 years</b>    | <b>200</b>                         | <b>270++</b>               | <b>Successful completion of the International IC&amp;RC CCJP written exam</b>  |

- \* Time Limit: All direct service/work experience requirements must have been met within the past 10 years, experience hours prior to that time period will not be accepted.
- \* Education is defined as the specific educational requirements of this credential, as outlined under Training and Education

### Training/Education

The chart on the previous page details the total number of education hours required for your level of education/certification level. Please note that at least **six (6) hours should be in criminal justice ethics**. Hours of education should include these eight core skill functions as they relate to both adults and juveniles (**a minimum of ten hours in each core skill function**):

- Dynamics of Addiction and Criminal Behavior
- Legal, Ethical and Professional Responsibility
- Criminal Justice System and Processes
- Clinical Evaluation: Screening and Assessment
- Treatment Planning
- Case Management, Monitoring and Participant Supervision
- Counseling
- Documentation

### Supervision

The applicant must submit documentation of on-the-job supervision in the eight core skill areas of the CCJP credential. The total number of hours required is detailed in the chart on the previous page. **No single core skill function (listed above) is to be performed for fewer than ten (10) hours.**

Realizing that supervision may take place in a variety of settings, TCBAP determined not to place limiting criteria on qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's ***Technical Assistance Publication number 21***. **TAP 21 defines supervision/clinical supervision as: the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing counselor performance.**

### International IC&RC CCJP Written Exam

The International IC&RC CCJP written exam will be given by TCBAP four times a year. Four test dates and locations visit, [www.tcbap.org](http://www.tcbap.org) and click on testing forms for download.

### Direct Services/Work Experience

All work experience should be direct services in criminal justice/addiction services in the CCJP performance domains. (Domains listed above under Training/Education section.)

### Residency

All persons who apply for the CCJP certification through the Texas Certification Board should be a resident of Texas. At least fifty percent (51%) of the applicant's work should be done in the State of Texas. Exceptions to the residency requirement will be considered on an individual basis by petition to the Texas Certification Board.

**CCJP Application**

|  |   |  |   |
|--|---|--|---|
| <b>Last Name</b>   | <b>First Name</b>                                 | <b>Middle Name</b>   | <b>Application No.</b>  |
| <b>Street Address</b>  |   |  | <b>Apt. #</b>   |
| <b>City</b>  | <b>State</b>                                      | <b>Zip Code</b>  | <b>County</b>   |
| <b>Home Telephone</b>  | <b>Home Fax</b>                                   | <b>Home Email Address</b>  |   |
| <b>Current Employer</b>  |   |  | <b>Date of Birth</b>  |
| <b>Employer's Mailing Address</b>  |   |  | <b>Suite #</b>  |
| <b>City</b>  | <b>State</b>                                      | <b>Zip Code</b>  | <b>County</b>   |
| <b>Work Telephone</b>  | <b>Work Fax</b>                                   | <b>Work Email Address</b>  |   |
| <b>I would like for my mail to be sent to:</b> <input type="checkbox"/> Home    OR <input type="checkbox"/> Work <b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female |   |  |   |
| <b>Employment Setting</b>  |   |  |   |
| <b>Institutional Setting:</b>  |   | <input type="checkbox"/> Corrections, State Institutional (prisons)      |   |
|  |   | <input type="checkbox"/> Corrections, County/City Inst. (detention)      |   |
| <b>Community Setting:</b>  |   | <input type="checkbox"/> Community Corrections (Probation, Parole, etc.) |   |
|  |   | <input type="checkbox"/> Court Mandated (Drug Court, Pretrial/Diversion) |   |
| <b>Treatment Setting:</b>  |   | <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile         |   |
| <b>Other:</b>  |   | <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile         |   |
| <b>Highest Education Level Completed</b>   |   |  |   |
| <input type="checkbox"/> High School Diploma or GED  | <input type="checkbox"/> Vocational Certification | <input type="checkbox"/> Associate Degree                                |   |
| <input type="checkbox"/> Bachelor of Arts/Sciences   | <input type="checkbox"/> Master of Arts/Sciences  | <input type="checkbox"/> Doctorate                                       |   |
| <b>Other Certifications/Licenses</b>   |   |  |   |
| <input type="checkbox"/> LPC   | <input type="checkbox"/> LMSW                     | <input type="checkbox"/> AAC   | <input type="checkbox"/> ASOTP <input type="checkbox"/> RSOTP |
| <input type="checkbox"/> LCDC  | <input type="checkbox"/> LMFT                     | <input type="checkbox"/> ADC   | <input type="checkbox"/> Other _____                          |

I hereby attest to the fact that I, the applicant, am 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. Further, all answers are correct to the best of my knowledge. I authorize any educational institution or, other body having knowledge of my academic status, to release information to the TCBAAP regarding my academic status.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Credentials**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

Application # \_\_\_\_\_

**Employment**

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

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

\_\_\_\_\_  
**Applicant Last Name**                      **First Name**                      **Middle Name**

List your most recent work experience first. BE SURE TO ATTACH A JOB DESCRIPTION FOR ALL JOBS LISTED. The applicant and the supervisor must sign the most current job description.

\_\_\_\_\_  
*Current Employer*                      *Current Job Title*

\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_                      \_\_\_\_/\_\_\_\_-\_\_\_\_                      \_\_\_\_\_

**Employer Phone**                      **Extension**                      **Employer Fax**                      **Total # Hours Per Week**

\_\_\_\_\_  
*Employer Mailing Address*                      *City*                      *State*    *Zip Code*

\_\_\_\_\_/\_\_\_\_/\_\_\_\_                      *TO*    *CURRENT DAY*

**Date Employment Began**

*YOUR DUTIES:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please attach a job description signed by you and your supervisor.***



\_\_\_\_\_  
*Previous Employer*

\_\_\_\_\_  
*Previous Job Title*

\_\_\_\_/\_\_\_\_-\_\_\_\_

\_\_\_\_/\_\_\_\_-\_\_\_\_

**Employer Phone**      **Extension**

**Employer Fax**

**Total # Hours Per Week**

\_\_\_\_\_  
*Employer Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_ *State*    \_\_\_\_ *Zip Code*

\_\_\_\_/\_\_\_\_/\_\_\_\_      *TO*

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Employment Began**

**Date Employment Ended**

*YOUR DUTIES:*

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***Please attach a job description on company letterhead.***

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\_\_\_\_\_  
*Previous Employer*

\_\_\_\_\_  
*Previous Job Title*

\_\_\_\_/\_\_\_\_-\_\_\_\_

\_\_\_\_/\_\_\_\_-\_\_\_\_

**Employer Phone**      **Extension**

**Employer Fax**

**Total # Hours Per Week**

\_\_\_\_\_  
*Employer Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_ *State*    \_\_\_\_ *Zip Code*

\_\_\_\_/\_\_\_\_/\_\_\_\_      *TO*

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Employment Began**

**Date Employment Ended**

*YOUR DUTIES:*

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***Please attach a job description on company letterhead.***

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**Formal Education**

**Application # \_\_\_\_\_**

List below all formal education (high school, college, university) you have received. BE SURE TO INCLUDE AN OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT. *Note: All post-secondary education must come from an accredited college or university.*

| <b>FORMAL EDUCATION</b>               | <b>NAME OF SCHOOL<br/>LOCATION OF SCHOOL</b> | <b>GRADUATION<br/>YEAR</b> | <b>DEGREE</b> |
|---------------------------------------|--|----------------------------|---------------|
| HIGH SCHOOL                           |  |                            |               |
| COLLEGE OR UNIVERSITY (UNDERGRADUATE) |  |                            |               |
| COLLEGE OR UNIVERSITY (GRADUATE)      |  |                            |               |
| COLLEGE OR UNIVERSITY (POST-GRADUATE) |  |                            |               |

## **CCJP Code of Ethical Behavior**

It is expected that, in the management of, or delivery of services to, individuals with criminal justice involvement, recipients of CCJP certification 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 of 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 making a referral to a colleague or other professional, maintain appropriate contact, support, and responsibility 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, as allowed by Texas law.

### ***Confidentiality***

- Embrace, as a primary obligation, the duty not to 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.

***Resolving Ethical Issues***

- TCBAP certified professionals shall take appropriate action when they possess information that raises doubts as to whether another professional is acting in an ethical manner.
- TCBAP certified professionals shall not initiate, participate in, or encourage the filing of ethics complaints that are frivolous or intend to harm a professional rather than to protect clients or the public.
- TCBAP certified professionals shall cooperate with investigations, proceedings, and requirements of a TCBAP ethics investigation or ethics committees of other duly constituted associations or boards having jurisdiction over those charged with a violation.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

**Assurance and Release**

TCBAP may request further information from all persons listed on the application form, in order to verify training, employment, etc. This information is not available to others outside the certification process without the written consent of the applicant.

"I give my permission for the TCBAP and staff to investigate my background as it relates to information contained in this application for certification as a Certified Criminal Justice Professional. I understand that intentionally false or misleading statements, or intentional omissions, shall result in denial or revocation of certification."

"I consent to the release of information contained in my application file, and other pertinent data submitted to, or collected by the TCBAP, to officers, members, and staff of the aforementioned board."

"I further agree to hold the TCBAP, its officers, board members, employees, and examiners free from civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations, and/or the failure of TCBAP to issue certification."

"I hereby affirm that the information provided on this form is correct and that I believe I am qualified for the certification for which I am applying."

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Credentials**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

**CCJP Requirements**

The application requirements for certification for a CCJP shall include academic achievement, work experience and formal training, including the following:

1. Documentation of required training/education hours commensurate with level of formal education (see Minimum Requirements).
2. Documentation of required work experience hours commensurate with level of formal education (see Minimum Requirements).
3. Documentation of required supervised practical experience hours commensurate with level of formal education (see Minimum Requirements).
4. Verification of passing score of the IC&RC International CCJP written examination.
5. Sign and agree to comply with the ethical standard as set forth in the Texas System of Certification for Certified Criminal Justice Professionals.
6. If there are problems with your application materials, you will be notified in writing via mail.
7. TCBAP reserves the right to request further information from employers and other persons listed on the application forms.
8. This credential will have reciprocity with other ICRC/AODA member boards.
9. Send completed application to: TCBAP, 1005 Congress, Ste. 460, Austin, TX 78701.

Make a photocopy of your entire completed application including all attachments - this is for your records. Send the original copy of the application and copies of all other documents. (FAXED applications will not be accepted.)

**Fees for Certification**

|                               |          |
|-------------------------------|----------|
| Original Application Fee..... | \$125.00 |
| Processing Fee.....           | \$15.00  |

**Certification Checklist and Payment**

**Enclosures**

- \_\_\_\_\_ Certification Application
- \_\_\_\_\_ Signed Assurances and Release
- \_\_\_\_\_ Signed Code of Ethics
- \_\_\_\_\_ Documentation of employment
- \_\_\_\_\_ Documentation of successful ICRC examination scores
- \_\_\_\_\_ Work Experience/Supervised Practical Experience Documentation
- \_\_\_\_\_ Documentation of formal education
- \_\_\_\_\_ Documentation of continuing education hours as required for your degree level.
- \_\_\_\_\_ International Certificate Application

**CCJP Fees**

|       |                                  |          |
|-------|----------------------------------|----------|
| _____ | Original Certification Fee ..... | \$125.00 |
| _____ | Application Processing Fee.....  | \$15.00  |

**Payment Information**

\_\_\_\_\_ I have enclosed a check or money order payable to TCBAP

\_\_\_\_\_ I authorize TCBAP to charge my credit card in the amount of \$\_\_\_\_\_

\_\_\_\_\_ Visa      \_\_\_\_\_ Mastercard      \_\_\_\_\_ American Express      \_\_\_\_\_ Discover

Card No. \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

***I understand that my credit card billing statement will show charges from TCBAP or TAAP.***

## Procedure for Code of Ethics Complaints

TCBAP has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCBAP CCJP or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be irresolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the CCJP professional or through the CCJP professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

Ethic complaints must be submitted in writing and mailed to TCBAP Headquarters at 1005 Congress, Ste. 460, Austin, and TX 78701.

## Reciprocity

Texas has membership in the International Certification & Reciprocity Consortium (IC&RC). The IC&RC membership includes over 70 boards, both national and international. This list includes 62 boards in the United States and international boards from Canada, Sweden, Bermuda, Germany, Singapore, Puerto Rico, Malaysia, Indonesia, and Great Britain.

### ***How Reciprocity Functions***

Each certifying body belonging to the IC&RC agrees to use the minimum standards established for reciprocity-eligible credentials. For example, if an IC&RC member board offers a reciprocal level certification, then the IC&RC minimum standards must be used. In turn, each IC&RC member board agrees to accept the reciprocity-eligible certification(s) of the other member boards if they offer that credential.

### ***The Relationship of the Certified Criminal Justice Professional (CCJP) to Reciprocity***

Minimum standards for the criminal justice certification have been established by the IC&RC. These minimum standards are for the Certified Criminal Justice Professional (CCJP). However, not all IC&RC member boards have developed a reciprocity-eligible CCJP credential. Individuals holding the CCJP who apply for reciprocity to another IC&RC member board will receive the equivalent of the CCJP if a reciprocity-eligible credential is available through that board.

### ***Applying for Reciprocity***

If you are moving to an IC&RC member boards jurisdiction, please contact TCBAP at 512-708-0629 to inquire about reciprocity.

## Re-Certification

The re-certification requirement is 40 hours of continuing education that must be earned every two years in the Certified Criminal Justice Addictions Professional (CCJP) eight performance domains. Documentation of hours must be provided in the form of official transcripts or continuing education certificates from approved providers.

