

CERTIFIED CRIMINAL JUSTICE PROFESSIONAL (CCJP)

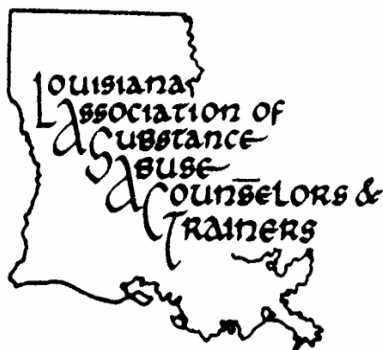
PORTFOLIO PACKET WITH CERTIFICATION CRITERIA AND APPLICATION FORMS

as authorized by the
CERTIFICATION EXAMINING BOARD
of the
**LOUISIANA ASSOCIATION OF SUBSTANCE ABUSE
COUNSELORS AND TRAINERS**

Revised February 2011

Revised April 2016

Revised January 2017



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Certified Criminal Justice Professional - (CCJP) Submission & Review Policies and Procedures

The process of certification requires the completion and submission of the forms and supporting documentation included in this Portfolio Packet. Please note that this is not a career portfolio. Applicant is required to submit material sufficient to meet the requirements of the CCJP certification. This packet of forms is intended to help make the application compilation as easy as possible. Please refer to the appropriate sections in this Packet for answers to questions, or call the LASACT office at 225/766-2992.

Applicant should make copies of all documentation for his/her personal records.

The application consists of the forms and supporting documentation *in their entirety and in the specified order. See page 13 for the instructions and order of forms. Applicant should complete all certification requirements before submitting application to LASACT.*

All completed forms and documentation must be submitted to:

**CEB of LASACT
P.O. Box 80235
Baton Rouge, Louisiana 70898-0235**

If Applicant has used any names other than the name on the application, he/she must submit legal documentation of a name change along with the application.

If Applicant wants a receipt verifying that LASACT/CEB has received the submitted materials, he/she should send the Portfolio by USPS, Return Receipt Requested. Materials submitted are considered property of the Certification Examining Board (CEB), and they will not be returned. They may be disposed of after 3 years.

After application is processed, LASACT will notify Applicant of any deficiencies and given a period of 90 days to make the needed corrections. After 90 days without receipt of corrections, LASACT will close the application, and the certification/renewal fee will be forfeited.

Any questions about this process should be directed to LASACT at 225/766-2992, or by e-mail to ceb@lasact.org.

Glossary of Terms and Acronyms Used in This Document

LASACT = Louisiana Association of Substance Abuse Counselors and Trainers, Inc. - The Professional Trade Association for addiction counselors in Louisiana and the agency that grants the Certified Criminal Justice Professional (CCJP) Certificate.

CEB = Certification Examining Board. This Board is an arm of LASACT and is responsible for reviewing and making decisions on certifications that are offered by LASACT.

IC&RC = International Certification and Reciprocity Consortium. This organization sets the international standard of practice in addiction counseling, prevention, and clinical supervision through testing and certification of addiction professionals. IC&RC certifications are reciprocal, meaning that they meet international standards and are transferrable to the other 70+ member boards throughout the world. LASACT is the Agency in Louisiana that holds membership in this organization and is authorized to administer its examinations.

ADRA = Addictive Disorders Regulatory Authority. This is the state agency that issues right to practice credentials to Addiction Professionals in Louisiana.

CCJP = Certified Criminal Justice Professional - This certificate was developed by IC&RC for those persons who work with clients with addictive disorders who are involved in the criminal justice system.

AADC = Advanced Alcohol and Drug Counselor Certificate. This IC&RC credential is offered by LASACT to Master's Level practitioners who meet IC&RC requirements and successfully pass the test.

CCS = Certified Clinical Supervisor Certificate. This IC&RC certificate is offered to clinical supervisors who meet IC&RC requirements and successfully pass the test. Official designation as a CCS is issued by the Addictive Disorders Regulatory Authority (ADRA), which also recertifies holders of this certificate

CEU = Continuing Education Unit. These are required for certification and recertification and can be earned from educational providers.

CCJP - Overview of Requirements

Experience: 6,000 hours (three years) supervised, paid (full/part-time) or voluntary work experience providing direct service to individuals involved in the criminal justice system, i.e. law enforcement, judicial, corrections, probation/parole, etc. Supervised work experience must be in the International Certification & Reciprocity Consortium (IC&RC) performance domains. (See “Education” Section for listing of domains.)

Experience hours must have been obtained within the past ten (10) years. Unsupervised work experience may **NOT** be substituted for the experience requirements, and all experience must be documented. Various academic degrees may be substituted for part of the work experience.

Education: 270 contact hours of training specifically related to the IC&RC Certified Criminal Justice Professional (CCJP) performance domains as they relate to both adults and juveniles. (Refer to “Education” section for further explanation.) Six (6) hours of education/training must be in professional ethics and responsibilities. All education/training must be documented.

Supervised Practical Training: 200 hours of direct clinical supervision specific to the CCJP performance domains, with a minimum of 10 hours in each domain. (Refer to the “Supervised Practical Training” section for further explanation).

Testing: Successful completion of the IC&RC CCJP examination

Code of Ethics: CCJP Code of Ethics must be signed and submitted (Form #5).

Residency: Non-Louisiana residents must request approval to enter the process. Applicants living and/or working in other states where there is no IC&RC Board offering the CCJP are welcome to apply in Louisiana. Otherwise, applicants must live and/or work 51% of the time in Louisiana.

Application: When all standards have been met, Applicant must submit complete application documents to the CEB of LASACT for review. All documentation must be on copies of the forms provided in this CCJP Application Packet and in the format specified in this Packet. (See page 14.)

Fees: Current LASACT members should submit a Test Payment form with application/testing fee of \$275 for a two-year certification; non-members submit \$325. The testing company charges a cancel/reschedule fee of \$50 if done prior to 5 days from exam date. A \$150 cancel/rescheduled fee is charged by the testing company if within 5 days of testing date. All fees must be submitted with application along with the test payment form. Convenience fees will be added to charges made by credit card or Pay Pal.

Renewal: Renewal of the CCJP is required every two years. The recertification requirement is 40 hours of continuing education, which must be earned during the two year certification period prior to renewal. These hours must be in the CCJP performance domains. Hours may be accrued up to 90 days preceding the certification cycle, if not used for the previous certification. Applicant for a two-year recertification should submit the Application Form that can be found at www.lasact.org under the Certification tab, the signed Code of Ethics form, and a **non-refundable** fee of \$120 for LASACT members or \$180 for non-members. An additional \$50 late fee is required if application is sent after the expiration date. Discount rates are given to those holding more than one credential having the same expiration date. Convenience fees will be added to charges made by credit card or by Pay Pal.

Right to Appeal

The purpose of appeal is to determine if CEB accurately, adequately, and fairly reviewed applicant's file. Any applicant whose application is denied by the CEB has the right to appeal that decision. Applicants who do not pass the written exam may also appeal to have their test reviewed and re-scored by IC&RC. The non-refundable fee for an appeal is \$50. Convenience fees will be added to credit card and pay pal payments.

Appeal Process

Notification of the Board's decision to deny the application, or to take disciplinary action, and the right to appeal that decision will be e-mailed or mailed to the applicant. Applicant will be considered notified three days after the date of mailing or e-mailing. An applicant who decides to appeal must submit a letter to LASACT/CEB requesting the appeal and enclose a fee of \$50. The request must be received in the LASACT/CEB office within 30 days of the date of the notification of denial of the application or disciplinary action taken. The \$50 fee will be refunded if the CEB is found in error. Remember, convenience fees will be added to charges made by credit card or Pay Pal.

The written appeal will be sent to the CEB Executive Committee, which 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. The decision of the Executive Committee shall be final.

CCJP - Experience Requirement

Description:

The experience requirement is 6,000 hours (three years) of supervised work experience obtained **within the past ten (10) years** at a LASACT approved program, or as outlined below. Supervised work experience is defined as paid (full/part-time) or voluntary professional experience providing direct services to individuals involved in the criminal justice system (e.g., law enforcement, judicial, corrections, probation/parole, etc.). Supervised work experience must be within the CCJP performance domains established by IC&RC. Unsupervised work experience may **NOT** be substituted for the experience requirements. **All experience must be documented.**

Using the following criteria, Applicant may substitute a degree for part of the work experience requirement:

- **High School/GED**
Must provide documentation of 6,000 hours (3 years) work experience in direct services in criminal justice/addictions services specific to the CCJP domains within the last 10 years.

- **Associates Degree in Behavioral Science or non-reciprocal ADC credential**
Must provide documentation of 5,000 hours work experience in direct services in criminal justice/addictions services.

- **BA/BS Degree in Behavioral Science or reciprocal ADC credential**
Must provide documentation of 4,000 hours work experience in direct services in criminal justice/addictions services.

- **Master's Degree in Behavioral Science or reciprocal CS/CCS credential**
Must provide documentation of 2,000 hours work experience in direct services in criminal justice, addictions services

- **Doctorate Degree in Behavioral Science or reciprocal AADC credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.)**
Must provide documentation of 1,000 hours

The degree must be from an accredited college or university with a major in criminal justice, sociology, psychology, social services, counseling, or related behavioral health/human services field. To be considered for the education credit, Applicant must submit a copy or an original of the university transcripts with the major and date of completion highlighted.

Process:

Applicants must use the CCJP Documentation of Experience form (Form #2) in this Packet. **Submit a separate form for each program** where experience was accumulated. If submitting a college degree for a portion of the experience requirement, fill in the appropriate areas of the Academic Equivalents Form (Form #2A), and attach a copy of certificate of degree obtained.

CCJP - Education Requirement

Description:

The education/training requirement is a total of 270 contact hours, with a minimum of ten (10) hours in each performance domain. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and distance learning. One clock hour of education/training is equal to 50 minutes of continuous instruction.

Education/training must be specifically related to the knowledge and skills necessary to perform the tasks within the CCJP performance domains, listed below, as they relate to both adults and juveniles. **All applicants must have completed at least six (6) hours of criminal justice specific ethics.**

CCJP Performance Domains - minimum 10 hours in each domain

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

All education must be documented and specific to the CCJP domains. Applicant is responsible for securing and submitting documentation of attendance, number of contact hours, dates, and content description.

Using the following criteria, Applicant may substitute a degree for part of the education requirement:

- **High School/GED**
Must provide documentation of 270 hours of education specific to the CCJP domains
- **Associates Degree (AA/AS) or non-reciprocal ADC credential**
Must provide documentation of 200 hours of education
- **BA/BS in Behavioral Science or IC&RC Certified Reciprocal ADC**
Must provide documentation of 150 hours of education
- **Master's Degree in Behavioral Science or Reciprocal CS/CCS credential**
Must provide documentation of 100 hours of education
- **Doctorate Degree in Behavioral Science or Reciprocal AADC or Other Advanced Credential (NBCC, CRCC, NASW, MAC, etc.)**
Must provide documentation of 80 hours of education

Approved Sources of Education

Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted by Applicant to LASACT/CEB for approval.

College and University Courses - Courses specifically related to the CCJP performance domains offered by an accredited institution of higher education and accepted by the institution toward a recognized degree (e.g. A.A., B.A., M.A., M.S., etc.), or approved by a college or university for Continuing Education Units (CEUs) will be accepted toward completion of this standard. One college credit is the equivalent of 15 contact hours.

Computation of Hours - The number of CEUs from a college or university is multiplied by 10. For each applicable college course, the number of credit hours is multiplied by 15. For all other education, the amount of time on the documentation is used.

IC&RC Member Approved - Education events attended out of state, which have received approval by another IC&RC member board, may be applied to this standard.

In-service Education - Contact hours may be earned for participating in an in-service education in approved programs. The training must be specifically related to the IC&RC CCJP performance domains and may be applied to meet 100% of the hours required. Form #4H should be used to document in-service education.

Home Study Courses - Home study training includes course work completed in a non-traditional education setting. Information can be presented through distance learning media, i.e. internet, correspondence, teleconferences. Home Study courses may be used for both initial certification and renewal, provided that the provider has the course **pre-approved** by LASACT/CEB to guarantee the hours, or on a case by case basis. Home study courses may not be applied toward the ethics training standard for initial certification. Twenty five (25) hours of home study contact hours are allowed for initial certification.

Professional Associations - Education relevant to the CCJP performance domains provided by a LASACT/CEB approved state or national professional association may be applied to this standard.

Approved Training Provider - Other education approved by LASACT/CEB relevant to CCJP performance domains may be applied to this standard. Therapeutic education and attendance at meetings of AA, Al-Anon, etc., are **NOT** applicable to the CCJP Certification.

Process:

After each educational offering is completed, Applicant should make it a point to complete the information required on the appropriate Documentation of Education forms (Forms #4 A-G). Keep all certificates of completion to document attendance and the number of contact hours.

Applicants are responsible for submitting documentation and verification of attendance, the topic, the date(s), and amount of time for all education events on the Documentation of Education forms. If a certificate of completion was **not** provided, document the training information on Form #4H.

CCJP - Supervised Practical Training

Description:

The supervised practical training requirement is 200 hours, specific to the CCJP domains, of clinical supervision. **All supervised training must be documented.** Supervised practical training may take place in a variety of settings and have many faces, IC&RC Inc. has determined not to place limiting criteria on areas of supervision or qualifications of a supervisor.

Supervision is defined as the administrative, clinical, and evaluative process of monitoring, assessing and enhancing the criminal justice professional's performance. **A minimum of ten (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 (e.g. law enforcement, judicial, corrections, probation/parole, etc.); must occur as part of an eligible work experience; and may be completed under more than one supervisor.

Using the following criteria, an applicant may substitute a degree for part of the supervised practical training requirement:

- **High School/GED**
Must provide documentation of 200 hours specific to the CCJP domains
- **Associates Degree or Non-reciprocal ADC credential**
Must provide documentation of 150 hours
- **BA/BS or reciprocal ADC credential**
Must provide documentation of 100 hours
- **Masters Degree or Reciprocal CS/CCS credential**
Must provide documentation of 60 hours
- **Doctorate Degree or AADC Credential or other Advanced Credential (NBCC, CRCC, NASW, MAC, etc.)**
Requires no hours

Listed below are the IC&RC Certified Criminal Justice Professional (CCJP) Performance Domains (refer to Appendix B for definitions).

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

Process:

Submit the Supervised Practical Training form (Form #3) to verify completion of hours. A minimum of ten (10) hours in each IC&RC, Inc.'s CCJP performance domain must be documented.

CCJP - Testing

All CCJP Applicants are required to successfully complete the IC&RC Inc.'s CCJP International examination.

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, **in writing only**, to LASACT/CEB no fewer than 120 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. Candidates should contact LASACT/CEB on what constitutes official documentation.

IC&RC computer based testing is available as needed. To schedule a test, the test payment form with payment must be submitted to LASACT. A passing score is based on the total score. If the exam is not passed, the **entire** exam must be retaken for an additional fee. Convenience fees will be added to charges made by credit card or Pay Pal.

Test payment is forfeited if Applicant is a no-show.

For computer based testing, cancellations must be arranged through the testing company and a \$50 fee is charged if cancellation is made 5 days prior to the testing date. A \$150 fee is assessed if cancellation is made under the 5 day allowance. Consideration is given for emergency situations that may arise.

CCJP - Code of Ethics

Description:

Each applicant for the CCJP certification must read, sign and adhere to the Code of Ethical Standards (See Appendix A). Penalty for violation of the ethical standards may result in suspension, sanctions, or revocation of certification.

Process:

Read the current Code of Ethical Conduct Principles (Appendix A). Then sign the Code of Ethics Agreement (Form #5), and submit it as a part of the Application. Keep all Code of Ethics pages for your files.

CCJP - Renewal of Certificate

Description:

Certification as a CCJP is granted in two year increments, starting with the date of original certification. From 60 to 90 days before the credential expires, LASACT/CEB will send out a renewal notice **by e-mail**, with the appropriate renewal application forms and criteria for recertification. This is a courtesy reminder, and failure to receive it does **not** negate the CCJP's responsibility to renew in a timely manner. The CCJP must also keep track of the expiration date, and contact LASACT/CEB at least one month in advance of that date in the event that he or she did not receive the e-mailed renewal information. The renewal application can also be downloaded from LASACT's website: www.lasact.org under the Certification tab. It is the certificate holder's responsibility to apply for renewal.

LASACT will send the renewal information to the most current e-mail address it has on file. It is imperative, therefore, that CCJPs promptly notify LASACT of any change of contact information, particularly his/her e-mail address, employment, and any other pertinent contact information.

Recertification Requirements

Continuing Education:

Forty (40) hours of approved continuing education training specifically related to the CCJP performance domains are required for a two year certification renewal. These hours must have been obtained since the beginning of applicant's previous certification period or 90 days prior if not previously used. All continuing education must be from an approved source.

At least fifty (50%) percent of the education/training must be specific to criminal justice, and the remaining hours must be specifically related to the CCJP performance domains.

Refer to the "Sources of Education" section on page 7 of this Packet for information on acceptable sources of education.

Code of Ethics:

Sign the Code of Ethics Form #5 (page 29). Keep all other Code of Ethics pages for your files.

Application:

Complete the renewal application form provided by LASACT/CEB, and submit it, along with documentation and verification of continuing education hours.

Fee:

Current LASACT members must submit a \$120 non-refundable fee for a two-year renewal. Non-members submit \$180. A \$50 late fee applies to applications submitted after the expiration date. However, education hours **may not** be obtained after the expiration date unless applying for reinstatement. A reduced rate of \$75 is given to those maintaining more than one credential with the same expiration date. (Convenience fees will be added to charges made by credit card or Pay Pal.)

Process:

Complete and submit the renewal application form(s), no later than the date the certification expires. Include the non-refundable renewal fee and documentation and verification of required education/training hours. Failure to submit the fee and documentation in a timely manner may result in loss of certification.

Expiration:

The Certified Criminal Justice Professional can apply for renewal up to 90 days after the expiration date by making application, meeting renewal requirements, and paying the renewal fee and a penalty fee of \$50. If the CCJP is successfully renewed, the new expiration date will be the same as if the renewal had occurred in a timely manner. If application for renewal is not made within 90 days after the expiration date, the individual no longer holds his/her current credential and may no longer use the acronym or refer to themselves as certified. Names of CCJPs failing to renew within 90 days after the expiration date will be removed from the current CCJP list. Hours for the new certification cycle cannot be obtained after the expiration date, or one must reinstate.

After the credential has expired and the reinstatement period has lapsed (see next section), the individual must re-apply for the certification as if he/she had never held it and meet all current standards. Additional documentation and/or exams may be required.

Reinstatement of Credential:

Reinstatement can occur up to one year after expiration, with prorated hours and payment of appropriate prorated fees and applicable late fee.

Additional continuing education contact hour options:

Up to 50% of the education hours for renewal can be met through the following alternatives to formal education.

- 1. Teaching** - Hours spent in teaching and/or training at educational events specific to or related to criminal justice treatment can be applied as continuing education hours, up to a maximum of twelve hours (12) every two years. The number of contact hours applicable is equal to 1.5 times the number of contact hours for the event.
- 2. Publishing in a professional journal** - Publishing more than 4,000 words in a journal or book in an area related to criminal justice treatment can be counted as the equivalent of twelve (12) contact hours.
- 3. Presenting papers** - The hours spent presenting a paper in an area related to criminal justice treatment at a State or National conference can be used as the equivalent of contact hours of continuing education. The number of contact hours applicable is equal to 1.5 times the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).

Fee Structure

Portfolio Packet with Certification Criteria and Forms can be downloaded from Website.

Application/Testing Fee	Current LASACT Members	\$275
	Non-members of LASACT	\$325

Cancellation or postponement of written exams must be in writing to LASACT . The written exam is ordered one month ahead of the exam date. A cancellation fee of \$75 is charged if cancellation notice is received after the exam has been ordered. Test payment is forfeited if Applicant is a no-show.

For computer based testing, cancellations must be arranged through the testing company and a \$50 fee is charged if cancellation is made 5 days prior to the testing date. A \$150 fee is assessed if cancellation is made under the 5 day allowance. Consideration is given for emergency situations.

RENEWING CREDENTIAL

Recertification is every 2 years

Current LASACT Members	\$ 120
Non-members	\$ 180
Late Fee if Application Submitted after expiration date	\$ 50

Reduced Rates given to those holding more than one credential with the same expiration date. Contact CEB for details.

Convenience Fees apply to Pay Pal and Credit Card payments:
\$10 fee for charges \$200 and above
\$ 5 fee for charges under \$200

**Certified Criminal Justice Professional
(CCJP)**

Required Forms Follows

CCJP - Directions for Submitting Application

Submit application forms in the following order with supporting documents. Forms not submitted in this order will be returned to the Applicant for correction and could result in delay in testing and certification.

1. Application - Include copy of any name change legal documents (Form #1).
2. Experience - Documentation of Experience Form(s) (Form #2 & 2A).
3. Supervised Practical Training - Supervised Practical Training Form (Form #3).
4. Education -
 - a) Education Cover Sheet (Form #4)
 - b) Documentation of Education Forms (Form #4A-4G)
 - c) Education form For Undocumented Events (Form #4H)
5. Code of Ethics - Sign Code of Ethics Form (Form #5). Keep all other pages for your files.
6. Fees & Mailing Instructions - Submit to LASACT/CEB all forms, documentation, and appropriate application and test fee. Payment may be made by check, money order, Pay Pal or credit cards. Credit card payment may be phoned or faxed to LASACT office. Information needed to do so is found on Form 1. A convenience fee is added to credit card and Pay Pal payments.

Mail to:

**CEB/LASACT
P.O. Box 80235
Baton Rouge, LA 70898-0235**

**Phone: 225.766.2992
Fax: 225.766.8552
E-mail: ceb@lasact.org
Web Page: www.lasact.org**

Form 1

**Louisiana Association of
Substance Abuse Counselors and Trainers, Inc. (LASACT)**
P.O. Box 80235 \$ Baton Rouge, LA 70898-0235 \$ Phone: 225-766-2992
Fax 225-766-8552 * e-mail: ceb@lasact.org * web site: www.lasact.org

**APPLICATION FOR CERTIFIED CRIMINAL JUSTICE PROFESSIONAL (CCJP)
CREDENTIAL**

Print name below exactly as you want it to appear on certificate:

_____ Last First Middle
Mailing Address: _____
Street City State ZIP

Employer: _____

Office address: _____
Street City State ZIP

Office Phone: _____ Home Phone: _____

Fax No: _____ E-mail Address: _____

ADRA Credential # _____ Expiration Date _____

Other Credential & Exp. Date: _____

- I am a LASACT member and am enclosing: \$275 Application Fee and Testing
- I am not a LASACT member and am enclosing \$325 (\$50 Application Fee plus \$275 Testing Fee)

Convenience Fees only apply to Pay Pal and Credit Card payments:

\$10 fee for charges \$200 and above \$ 5 fee for charges under \$200

Make check or money order payable to LASACT, and mail application and fees to:

LASACT * P.O. Box 80235 * Baton Rouge, LA 70898-0235

I am paying by Credit Card. See my information below.

Card Type & #: _____ Expiration Date: _____

V-Code (on back of card) _____ Card Billing Zip Code: _____

Signature Date

I hereby certify that all the above information is true and accurate and that I have read, signed, and ascribe to the attached *Code of Ethics*. In signing and submitting this form to LASACT/CEB, I am applying for the Certified Criminal Justice Professional (CCJP).

Signature Date

For Office Use Only:	
LASACT Member? ___ Yes ___ No	
Payment Received: Check/MO # _____	Dated: _____
Date Received: _____	Date Deposited: _____

Form 2A

CCJP - Academic Degree Equivalents for Experience

An Applicant who wishes to use academic degrees for part of the experience requirement must complete the following, and attach a copy of certificate for highest degree attained.

Degree/Date Earned

College or University

Major/Minor Course of Study

- High School/GED is equivalent to 0 hours of experience
- Associate Degree is equivalent to 1,000 hours of experience
- Bachelor’s Degree is equivalent to 2,000 hours of experience
- Master’s Degree is equivalent to 4,000 hours of experience
- Doctorate is equivalent to 5,000 hours of experience

Form 3

CCJP - Supervised Practical Training

Section I - Applicant Information

Name _____
Last First Middle

Section II - Program Information

Program Name: _____

Address: _____
Street City State Zip

Beginning Date: _____ Ending Date: _____

Section III - Documentation of Supervised Practical Training

Write below the total number of hours of supervised practical experience for each of the IC&RC, Inc. CCJP performance domains. *A total of 200 hours must be documented, with a minimum of 10 hours in each domain listed. Reduced hours are allowed as on Page 8.*

Performance Domain	Number of Hours
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 & Participant Supervision	_____
Counseling	_____
Documentation	_____
Total Hours	_____

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

Signature of Supervisor or Program Director

Date

Print Name

See Page 8 for reduced requirements depending on Degrees earned

Form 4

CCJP - Education Cover Sheet

Section I - Applicant Information

Applicant's Name: _____
Last
First
Middle

Section II - Education Event Information

Complete the education documentation form(s) for workshops attended. Only the minimum standard needs to be documented. The education requirement is a total of 270 hours.* A minimum of at least 10 hours in each domain is required.

- _____ contact hours were specific to *Dynamics of Addiction and Criminal Behavior*
- _____ contact hours were specific to *Legal, Ethical, and Professional Responsibility*
- **A minimum of six hours must be in *criminal justice ethics*. Please note it on CEH certificates
- _____ contact hours were specific to *Criminal Justice System and Processes*
- _____ contact hours were specific to *Client Evaluation: Screening, Intake, and Assessment*
- _____ contact hours were specific to *Treatment Planning*
- _____ contact hours were specific to *Case Management, Monitoring and Participant Supervision*
- _____ contact hours were specific to *Counseling*
- _____ contact hours were specific to *Documentation*
- _____ contact hours were specifically related to the IC&RC, Inc. Criminal Justice Professional Performance Domains (amount will vary)
- _____ **Total Hours**

_____ contact hours in above total in Professional Ethics and Responsibilities (6 hours minimum required)

The following Documentation of Education Worksheets (Forms 4A - 4H) provide forms for each of the performance domains listed above. Complete those worksheets, attach certificates or other documentation of attendance for the listed training/course work, and total the number of hours on this cover sheet. Form #4H allows you to include in-service and undocumented training, if you have the signature of your program director or supervisor who has knowledge of, or has reviewed, alternative documentation for that training. After completing these forms, transfer the information to this cover sheet.

- *● Associates Degree or non-reciprocal ADC (LAC, CAC, or RAC) **not** a LASACT member exchange for 70 hours.
- BA/BS in Behavioral Science reciprocal ADC (LAC, CAC, or RAC, LASACT member) exchange for 120 hours
- Master's in Behavioral Science or advanced credential 9NBCC, CRCC, LCSW, MAC) exchange for 170 hours.
- Above Master's level or IC&RC AADC may exchange for 190 hours

Form 4E

CCJP - Documentation of Education

Document each training course, seminar, workshop, etc., date(s), contact hours, using this format.

This form should reflect only workshops that were specific to *Treatment Planning*. Attach certificates of completion or other documentation verifying attendance at the below listed educational events. A minimum of 10 hours must be documented.

Applicant's Name _____
Last First Middle

Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course.	Date(s)	Contact Hours

Document each training course, seminar, workshop, etc., date(s), contact hours, using this format. This form should reflect only workshops that were specific to *Case Management, Monitoring and Participant Supervision*. Attach certificates of completion or other documentation verifying attendance at the below listed educational events. A minimum of 10 hours must be documented.

Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course.	Date(s)	Contact Hours

Form 4G

(CCJP) - Documentation of Education

Document each training course, seminar, workshop, etc., date(s), contact hours, using this format. This form should reflect only workshops that were related to *Criminal Justice Professional Performance Domains*. Attach certificates of completion or other documentation verifying attendance at the below listed educational events. The number of hours will vary.

Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course.	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours

CCJP - Reciprocity

Louisiana has membership in the International Certification and Reciprocity Consortium (IC&RC) through LASACT/CEB. The IC&RC's membership currently includes more than 70 boards in the U.S., Indian Health Services, U.S. Military, U.S. Federal Court Administrators, and many foreign countries, including Canada, Sweden, Bermuda, Germany, Singapore, and the United Kingdom.

How Reciprocity Functions:

Each certifying body belonging to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity eligible certifications. For example, if an IC&RC member board offers a reciprocity eligible counselor certification, then the IC&RC's minimum standards for counselor certification must be used. In turn, each IC&RC member certifying body agrees to accept the reciprocity eligible certification(s) of the other members if they offer an equivalent certification.

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. However, not all IC&RC members have developed a reciprocity eligible CCJP certification. Individuals holding the Certified Criminal Justice Professional (CCJP) who apply for reciprocity to another IC&RC member board will receive the equivalent of the CCJP if a reciprocity eligible Criminal Justice certification is available through that certification body.

Applying for Reciprocity:

CCJP's who are moving to an IC&RC member board's jurisdiction should contact LASACT/CEB at 225.766.2992 for a Reciprocity Application for the Criminal Justice Certification and for verification that the certification board in the new location offers a reciprocity-eligible Criminal Justice Certification. The IC&RC website also lists member boards that offer the CCJP credential.

Form 5

CCJP - Code Of Ethics Agreement

I, the undersigned individual, agree to adhere to the *Code of Ethical Standards* (see Appendix A) and understand that violation of the ethical standards may result in sanctions, including loss of the CCJP certification.

Applicant Signature

Date

Please type or print name

Appendix A

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 and 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 limitations of the CCJP's 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 CCJP's 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.
- c. 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 CCJP's.

- a. The CCJP shall disclose the CCJP's code of ethics, professional loyalties, and responsibilities to 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 benefitting 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 ensure 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, and 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 CCJP's 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 a client anyone with whom the CCJP has 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.

- a. 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.
- b. The CCJP shall cooperate with duly constituted professional ethics committees and promptly supply necessary information, unless constrained by the demands of confidentiality.
- c. 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 any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

CCJP - Performance Domains and Job Tasks

Domain 1: Dynamics of Addiction and Criminal Behavior

- Apply knowledge of human growth and development in order to understand addiction and criminal behavior.
- Apply knowledge of criminal behavior, including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.
- Apply knowledge of addiction including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.
- Differentiate and integrate the dynamics of criminal thinking and the addictive process.
- Understand the effects of drugs on the brain and body in order to deliver appropriate addiction treatment services.

Domain 2: Legal, Ethical, and Professional Responsibility

- Behave in an ethical manner by adhering to established professional codes of ethics, conduct, and standards of practice in order to promote the best interest of the participant.
- Adhere to agency and jurisdictional regulations in order to protect participant rights and the public.
- Advise the participant of the specific nature of treatment, confidentiality, and the requirements for treatment within the criminal justice system in order to obtain informed consent.
- Promote the quality of professional services and assure continuing competence by engaging in appropriate professional development, obtaining continuing education, and reading professional literature.
- Obtain regular clinical and administrative supervision and consultation to facilitate proficiency.
- Recognize personal biases, feelings, concerns, and other issues that may interfere with the treatment and criminal justice process.
- Participate in quality improvement and evaluation activities to offer effective services.

Domain 3: Criminal Justice System and Processes

- Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes.
- Understand the function of the judge, prosecutor, defense counsel, probation, advocates, and guardian *ad litem* in the court system.
- Understand correctional settings and sentencing options.
- Learn criminal justice theories such as punishment, rehabilitation, restorative justice, and deterrence.

Domain 4: Clinical Evaluation: Screening and Assessment:

- Establish rapport, including management of a crisis situation and determination of need for additional assistance.
- Gather data systematically from participant and other available collateral sources, using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender.
- Screen for psychoactive toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and co-occurring mental disorders.

- Assist the participant identifying the effect of substance use on his or her current life problems and the effects of continued harmful use or abuse.
- Determine the participant's readiness for treatment and change as well as the needs of others involved in the current situation.
- Review the treatment options that are appropriate for participant's needs, characteristics, goals, and financial resources.
- Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations.
- Construct with the court, participant, and appropriate others an initial action plan based on *court mandates*, participant needs, participant preferences, and resources available.
- Based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow-through.
- Select and use a comprehensive assessment process that is sensitive to criminal risk need, age, gender, racial and ethnic culture, and disabilities.
- Analyze and interpret the data to determine treatment recommendations.
- Document assessment findings and treatment recommendations.

Domain 5: Treatment Planning

- Use relevant judicial and assessment information to guide the treatment planning process.
- Explain assessment findings and court mandates to the participant and relevant others.
- Examine treatment options in collaboration with the interdisciplinary team, participant, and others.
- Consider the readiness of the participant to engage in treatment.
- Prioritize the participant's needs in the order they will be addressed in treatment.
- Formulate mutually agreed-on and measurable treatment goals and objectives.
- Identify appropriate strategies for each treatment goal.
- Develop with the participant a mutually acceptable treatment plan and method for monitoring and evaluating progress.
- Reassess the treatment plan at regular intervals or when indicated by changing circumstances.

Domain 6: Case Management, Monitoring, and Participant Supervision

- Integrate clinical and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
- Organize an array of services for the participant's benefit by identifying and prioritizing appropriate resources to comply with court orders and clinical requirements.
- Assist the participant by advocating for services and related resources which address problem areas identified in supervision and case plans to achieve desired outcomes.
- Revise the case plan, including a recommendation for custody/supervision level, by evaluating participant behavior and circumstances to achieve desired outcomes.

Domain 7: Counseling

- Provide effective counseling services by applying knowledge of counseling theories and techniques to facilitate participant progress.

- Create a therapeutic relationship by establishing rapport with the participant and significant others to achieve treatment and criminal justice objectives.
- Adapt counseling strategies to the individual characteristics of the participant, including disability, gender, sexual orientation, developmental level, culture, ethnicity, age, health status, and criminality.
- Provide appropriate intervention for the participant and/or significant others to achieve treatment and criminal justice objectives.
- Educate the participant by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources, and other needed services in order to achieve treatment objectives.
- Facilitate the participant's identification, selection, and practice of strategies that help sustain the knowledge, and skills needed for maintaining treatment progress and preventing relapse and recidivism.
- Apply crisis prevention and management skills.

Develop a comprehensive discharge plan to include continuing care for the participant by addressing ongoing needs in order to enhance recovery, reduce recidivism, and ensure public safety.

Domain 8: Documentation

- Demonstrate knowledge of accepted principles of participant record management.
- Protect participant rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of participant information with third parties.
- Prepare accurate and concise screening, intake, and assessment reports.
- Maintain a complete record of each case, using a variety of case management record keeping tools to provide a complete history of all case activities and their outcomes.
- Report participant status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.
- Provide accurate, timely documentation using accepted record keeping procedures in order to describe services and participant progress.

Appendix C

CCJP - Disciplinary Procedures

Method of discipline

The LASACT Board may impose the following disciplinary sanctions:

- a. Revocation of certification;
- b. Suspension of certification until further order of the Board or for a specified period of time;
- c. Suspension of application privileges until further order of the Board or for a specified period of time;
- d. Reprimand; or
- e. Denial of application/certification.

Discretion of the Board

The following factors may be considered by the LASACT Board in determining the nature and severity of the disciplinary sanction to be imposed:

- a. The relative seriousness of the violation as it relates to assuring the citizens of this state a high standard of professional service and care;
- b. The facts of the particular violation;
- c. Any extenuating circumstances or other countervailing considerations;
- d. The number of complainants;
- e. The seriousness of prior violations or complaints;
- f. Whether remedial action has been previously taken; or
- g. Other factors which may reflect upon the competency, ethical standards, and professional conduct of the individual.

Complaint Procedure

Any individual may file a complaint against a professional by submitting a written complaint which includes:

- a. The full name, address, and telephone number of the complainant;
- b. The full name, address, and telephone of the respondent; and
- c. A concise statement of the facts which clearly and accurately describe the allegations against the respondent. Whenever possible, the complainant shall identify the specific principle involved.

The complaint shall be sent by certified mail, return receipt requested to:

Executive Director, LASACT
P.O. Box 80235
Baton Rouge, LA 70898-0235

The Executive Director shall send a written acknowledgment of receipt of the complaint to the complainant and refer the complaint to the Ethics Investigator(s).

- d. Should further violations be uncovered in the course of an investigation, these would comprise an additional complaint by the Ethics Investigator(s).

Investigating of Allegations

The Ethics Investigator(s) shall, upon receipt of an official complaint, or may upon its own motion pursuant to other evidence received by the Board or Committee, review and investigate alleged acts or omissions which he/she/they believe constitute cause for discipline.

- a. The voluntary surrendering of certification will not excuse a certified addiction professional from being investigated or disciplined for an ethics violation.
- b. The Ethics investigators, or a committee or staff member designated by the chairperson, shall investigate the allegations of the complaint by contacting the party or parties involved and obtaining information in any other appropriate manner which will provide documentation upon which a decision for order of hearing may be based.
- c. The Respondent and Complainant shall be required to submit a written response within thirty days subsequent to being furnished with information concerning the investigation. In the event the Respondent does not provide such a timely written response, then his or her right to contest the Hearing is waived. Both Respondent and Complainant shall be afforded the opportunity to request a personal conference in addition to their written responses.