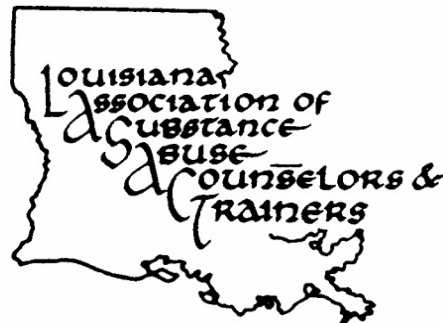


**CERTIFIED CRIMINAL JUSTICE  
PROFESSIONAL  
(CCJP)**

**INQUIRY PACKET  
ON  
CERTIFICATION CRITERIA  
AND OTHER INFORMATION**

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

Revised: March 25, 2009



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# Introduction

The Certified Criminal Justice Professional credential defines the minimum acceptable standards for treatment professionals working in criminal justice settings, (i.e. law enforcement, judicial, corrections, probation/parole, etc.) and recognizes that treatment of addiction in a criminal justice setting is a specialty field that requires performance by competent professionals. Individuals who seek this certification must be knowledgeable of both the criminal justice and substance abuse treatment systems.

The link between drug abuse and involvement in criminal behavior is well documented. Reports estimate that more than a third of inmates in State and Federal Correctional Facilities committed crimes while under the influence of drugs. This certification is a direct response to the increasing statistics and sets a baseline standard for treatment professionals working in criminal justice settings and providing an array of services to drug involved offenders.

## **Important principles in regard to this credential.**

1. This certification, which is based on a combination of competence and knowledge about addiction work in the field of criminal justice, includes academic achievement and specialized training in criminal justice work.
2. Authority for this certification comes from professionals working in the field of alcohol and drug abuse counseling who share a common concern for standards of competency.
3. Application for this certification is entirely voluntary.
4. Certification is offered to both members and non-members of LASACT.

**Time Schedule for Submission of Application and Portfolios**

We recommend that applicants give themselves at least six weeks from time of submission of request for Application Packet from the Inquiry Packet to complete and submit the Application and Portfolio.

**Submit application & Portfolio by:**

**To test on:**

2009  
February 13  
May 12  
August 11  
November 11

March 13th & 14th  
June 12th & 13th  
September 11th & 12th  
December 11th & 12<sup>th</sup>

2010  
February 12  
May 11  
August 10  
November 10

March 12th & 13th  
June 11th & 12th  
September 10th & 11th  
December 10th & 11<sup>th</sup>

# Requirements for Certification

## Experience

The experience requirement is 6,000 hours (three years) of supervised work experience for a Certified Criminal Justice Addictions Professional. Supervised work experience is defined as paid or voluntary professional experience providing direct service to individuals involved in the criminal justice system (e.g. law enforcement, judicial, corrections, probation/parole, etc.). Supervised work experience must be in the International Certification & Reciprocity Consortium, Inc. (IC&RC/AODA) Criminal Justice Addictions Professional performance domains (see box below). Unsupervised work experience may **NOT** be substituted for the experience requirements, and all experience must be documented.

**Domain #1** – Dynamics of Addiction and Criminal Behavior; **Domain #2** – Legal, Ethical, and Professional Responsibility; **Domain #3** – Criminal Justice System and Processes; **Domain #4** – Screening, Intake and Assessment; **Domain #5** – Case Management, Monitoring, and Client Supervision; **Domain #6** – Counseling

## High School/GED

\*6,000 hours (3 years) documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

## Associate of Arts/Associate of Science (AA/AS)

\*5,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

## Bachelor of Arts/Bachelor of Science (BA/BS) or IC&RC Certified Reciprocal AODA Counselor (LAC, CAC, or RAC)

\*4,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

## Master of Arts/Master of Science (MA/MS) or IC&RC Certified Supervisor AODA Counselor (CCS)

\*2,000 hours documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

## Above Masters Level or IC&RC Certified Advanced AODA Counselor (AADC) or other Advanced Credential (i.e. NBCC, CRCC, NASW, MAC, etc.)

\*1,000 hours documented work experience in direct services in criminal justice/addiction services and over the past 10 years.

## Education

The education/training requirement is a total of 270 hours. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and distance learning. One hour of education/training is equal to 50 minutes of continuous instruction. Education and Training must be specifically related to the knowledge and skills necessary to perform the tasks within the International Certification & Reciprocity Consortium, Inc. (IC&RC/AODA) Criminal Justice Addictions Professional performance domains as they relate to both adults and juveniles.

**Domain #1** – Dynamics of Addiction and Criminal Behavior; **Domain #2** – Legal, Ethical, and Professional Responsibility; **Domain #3** – Criminal Justice System and Processes; **Domain #4** – Screening, Intake and Assessment; **Domain #5** – Case Management, Monitoring, and Client Supervision; **Domain #6** – Counseling (**A minimum of 10 hours in each domain**)

**High School/GED** 270 documented hours of training/education

**AA/AS** 200 documented hours of training/education

**BA/BS or IC&RC Certified Reciprocal AODA Counselor (LAC, CAC or RAC)** 150 documented hours of training/education

**MA/MS or IC&RC Certified AODA Counselor (CCS)** 100 documented hours of training/education

**Above Masters Level or IC&RC Certified Advanced AODA Counselor (AADC) or other Advanced Credential (i.e. NBCC, CRCC, NASW, MAC, etc.)** 60 documented hours of training/education

Six hours of education/training must be in professional ethics and responsibilities. All education/training must be documented.

## Supervised Practical Training

Realizing that supervision may take place in a variety of settings and have many faces, the IC&RC AODA, Inc. determined not to place limiting criteria on areas of supervision or qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment (CSAT)/Substance Abuse and Mental Health Services Administration's (SAMHSA) *Technical Assistance Publication (TAP #21)*, which defines supervision/clinical supervision as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing counselor performance. \*(A minimum of 10 hours supervision in each domain.)

<b>*High School/GED</b>	<b>200 documented hours of clinical supervision received</b>
<b>*AA/AS or Certified AODA Counselor (non IC&amp;RC)</b>	<b>150 documented hours of clinical supervision received</b>
<b>*BA/BS or Certified Reciprocal AODA Counselor (LAC, CAC, RAC)</b>	<b>100 documented hours of clinical supervision received</b>
<b>*MA/MS or IC&amp;RC Certified Supervisor (CCS) AODA Counselor</b>	<b>60 documented hours of clinical supervision received</b>
<b>Above Masters Level Or IC&amp;RC Certified Advanced AODA Counselor or other Advanced Advanced credential (i.e. NBCC, CRCC, NASW, MAC, ETC.)</b>	<b>0 documented hours of clinical supervision received</b>

## POLICIES AND PROCEDURES

### I. Policies

- A. All applicants must successfully complete the IC&RC/AODA, Inc.'s CCJP International written examination, which is given quarterly. See Page 2 for schedule of application and test dates.
- B. Applications will be held open for one year. If all requirements are not met within one year from the date that LASACT's CEB receives the application, the application will expire. If the applicant wishes to reapply later, he/she will be required to submit a new portfolio and fee and go through the entire process again.
- C. Applicants with incomplete portfolios who do not complete the process within one year after initial submission must reapply.
- D. Applicants who fail the written exam twice within one year must reapply.
- E. Applicants who submit a complete portfolio that is approved but do not sit for the next written exams must reapply.
- F. The date a portfolio is received will be recorded on that portfolio. Applicants can use all training after that date for credit towards recertification.
- H. Applications received in the LASACT office one to thirty days past the portfolio submission deadline must be accompanied by a \$50 late fee. Applications received more than 30 days past the portfolio submission deadline will be placed in the next review/test cycle
- I. Applications will be reviewed only when **all** required materials have been received by the LASACT office.
- J. At least two weeks before the test date applicants will be notified of any deficiencies in portfolios. Applicants can submit corrections during that time period. **All** deficiencies must be corrected before applicant will be allowed to test.
- K. Tests are scored by IC&RC. Applicants will be notified of their test scores as soon as they are received by LASACT, which may be up to six weeks after the test date.

## II. Procedures

- A. Applicants must complete the application form and submit it along with their portfolio and all required documentation and fees to the LASACT office in accordance with the schedule included on page 2 in this *Inquiry Packet*. Test fees must be paid with application fees. If portfolio is not acceptable for testing, the test fees can be refunded upon written request by payer.
- B. Application packets are reviewed by the Portfolio Review Committee of the LASACT Certification Examining Board (CEB). This Committee, which meets quarterly for this purpose, makes recommendations to the CEB for approval, approval with contingencies, or rejection of portfolios that it has reviewed.
- C. Committee's recommendations to approve, disapprove, or approve with contingencies are presented to the full CEB for action.
- D. Applicants whose portfolios are approved by the CEB will be notified in writing that their Portfolios are accepted and of the schedule for the written exam. Those whose portfolios are approved with contingencies will be notified of the deficiencies and given a limited period of time to correct them in order to schedule testing.

<b>FEE STRUCTURE</b>
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***Fees for Certification***

The following fee structure shall apply for all individuals who apply for certification as a Certified Criminal Justice Professional (CCJP).

**Application Packet Fee**

If downloaded from web site .....	\$0
If mailed .....	\$5

**Original Application Fee**

Member .....	\$ 75.00
Non-member .....	\$125.00

**IC&RC Written Examination Fee\***

Member .....	\$ 75.00
Non-member .....	\$125.00

***Fees for Recertification every 2 years***

Recertification Fee Member .....	\$ 75.00
Non-member .....	\$125.00

Recertification Applications that arrive after the expiration of the original certification date will be assessed a \$50.00 late fee.

\*The \$75.00 or \$125.00 testing fee pays for **one** (1) CCJP Examination. A \$125.00 fee will be assessed for each subsequent examination for LASACT members and \$175 for non-members. Written notice of cancellations must be postmarked seven (7) days prior to the date of testing. Failure to provide proper notification will result in forfeiture of testing fee(s).

**CERTIFICATION EXAMINING BOARD OF LASACT, INC.**

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

Phone: 225.766.2992 · Fax: 225.766.8552 · e-mail: [admin@lasact.org](mailto:admin@lasact.org) · web site: [www.lasact.org](http://www.lasact.org)

***CERTIFIED CRIMINAL JUSTICE PROFESSIONAL (CCJP)  
APPLICATION FOR PORTFOLIO PACKET***

Name to appear on Certificate : \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_  
Street/Apt. #/ P.O. Box  
\_\_\_\_\_  
City State ZIP

Phone: W \_\_\_\_\_ H \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_ e-mail \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
\_\_\_\_\_  
City State ZIP

Enclosure:  
\_\_\_ Check or Money Order for \$5.00 to cover cost of Application Packet. **Applicable only if you want the packet sent by U.S. Postal Service.; free if downloaded from [www.lasact.org](http://www.lasact.org)**

Make checks payable to: LASACT/CEB and mail to: P. O. Box 80235 - Baton Rouge, LA 70898-0235

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature Date

\*\*\*\*\*

Fee may be paid by Credit Card. Fill in the information requested below and fax to 225.766.8552, or mail to LASACT office.  
Mail to: LASACT/CEB – P.O. Box 80235 – Baton Rouge, LA 70898-0235;

Name on Card: \_\_\_\_\_

Card Type & Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_

V-code # (on back of card) \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature Date

File: Criminal Justice Credential\Inquiry Packet\App for Portfolio  
Rev: March0092