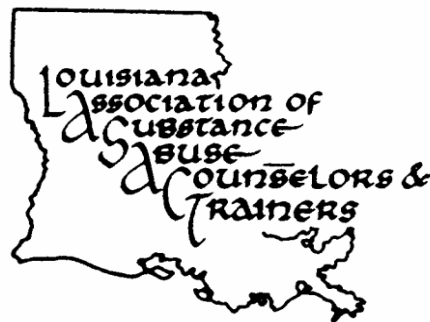


# CERTIFIED CRIMINAL JUSTICE PROFESSIONAL (CCJP)

## 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



P.O. Box 80235  
Baton Rouge, LA 70898-0235  
225-766-2992  
[admin@lasact.org](mailto:admin@lasact.org)  
[www.lasact.org](http://www.lasact.org)

## Table of Contents

Submission & Review Policies and Procedures .....	1
Glossary of Terms and Acronyms Used in This Document .....	2
Overview of Requirements .....	3
Experience Requirement.....	4
Education Requirement.....	5
Sources of Education .....	6
Supervised Practical Training.....	7
Testing .....	8
Code of Ethics.....	9
Renewal of Credential .....	10
Fee Structure .....	12
Required Forms .....	13
Directions for Submitting Application .....	14
Application for Certified Criminal Justice Professional (CCJP) Credential.....	15
Documentation of Experience.....	16
Academic Degree Equivalents for Experience.....	17
Supervised Practical Training .....	18
Education Cover Sheet -Form 4 .....	19
Documentation of Education - Form 4A.....	20
Documentation of Education - Form 4B.....	21
Documentation of Education - Form 4C .....	22
Documentation of Education - Form 4D .....	23
Documentation of Education - Form 4E.....	24
Documentation of Education - Form 4F.....	25
Documentation of Education - Form 4G .....	26
Education Form For Undocumented Events - Form 4H.....	27
Reciprocity .....	29
Code Of Ethics Agreement.....	29
Code of Ethical Conduct .....	30
Performance Domains and Job Tasks .....	35
Disciplinary Procedures.....	39

## **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. **All information must be typed.** 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:  
Louisiana Association of Substance Abuse Counselors and Trainers, Inc.  
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 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 [admin@lasact.org](mailto:admin@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 Credential

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

**ICRC/AODA** = International Certification and Reciprocity Consortium/Alcohol & Other Drug Abuse. This organization sets the international standard of practice in addiction counseling, prevention, and clinical supervision through testing and certification of addiction professionals. ICRC 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.

**CCJP** = Certified Criminal Justice Professional - The credential that was developed by ICRC/AODA for those persons who work with clients with addictive disorders who are involved in the criminal justice system.

**AADC** = Advanced Alcohol and Drug Counselor Credential. This ICRC credential is offered by LASACT to Master's Level practitioners who meet ICRC requirements and successfully pass the test.

**CCS** = Certified Clinical Supervisor Credential. This ICRC credential is offered by LASACT to clinical supervisors who meet ICRC requirements and successfully pass the test.

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

## 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 (ICRC) performance domains. (See “Education” Section for listing of domains.)

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

**Education** – 270 contact hours of training specifically related to the ICRC/AODA Certified Criminal Justice Professional (CCJP) performance domains as they relate to both adults and juveniles, with a minimum of 10 hours in each domain. (Refer to “Education” section for further explanation.) Six 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 ICRC/AODA, Inc. CCJP written examination

**Code of Ethics** – CCJP Code of Ethics must be signed and submitted.

**Residency** – Non-Louisiana residents must request approval to enter the process.

**Application** - When all standards have been met, Applicant must submit complete application documents to LASACT for review by the CEB. 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 13.)

**Fees** – Current LASACT members should submit \$75 two-year certification application fee; non-members submit \$100. **These fees are non-refundable.** Testing fees are also \$75 for current LASACT members and \$100 for non-members. Both Application and Testing Fee must be submitted with application documents. Testing fee is refunded upon written request of the Applicant if he/she does not advance to the test process.

**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 LASACT will provide, the signed Code of Ethics, and a **non-refundable** fee of \$75 for LASACT members or \$125 for non-members. An additional \$50 late fee is required if application is sent after the expiration date.

## CCJP – Experience Requirement

### **Description**

The experience requirement is 6,000 hours (three years) of supervised work experience obtained **within the past 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 ICRC. 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.
  
- **Associates**  
Must provide documentation of 5,000 hours work experience in direct services in criminal justice/addictions services.
  
- **Board Certified Substance Abuse Counselor (BCSAC) Credential**  
Must provide documentation of 4,000 hours work experience in direct services in criminal justice/addictions services.
  
- **Masters Level Alcohol and Drug Counselor (AADC) or Certified Clinical Supervisor (CCS) Credential**  
Must provide documentation of 2,000 hours work experience in direct services in criminal justice, addictions services
  
- **Above Masters or other Advanced Credential (i.e. NBCC, CRCC, NASW, MAC, etc.)**  
Must provide documentation of 1,000 hours work experience in direct services in criminal justice/addictions services

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 an original copy of 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 Equivalent 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 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 education in counseling 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 – Screening, Intake and Assessment
- \_\_\_ Domain 5 – Case Management, Monitoring, and Client Supervision
- \_\_\_ Domain 6 – Counseling

**All education must be documented.** 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 training/education
- **Associates Degree (AA/AS)** must provide documentation of 200 hours of training/education
- **BA/BS or IC&RC Certified Reciprocal AODA Counselor (BCSAC)**  
Must provide documentation of 150 hours of training/education
- **Masters Level Advanced Alcohol and Drug Counselor (AADC) or Certified Clinical Supervisor (CCS) Credential**  
Must provide documentation of 100 hours of training/education
- **Above Masters or other Advanced Credential (i.e. NBCC, CRCC, LCSW, MAC, etc.)**  
Must provide documentation of 60 hours of training/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 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 (CEU's) will be accepted toward completion of this standard. One college credit is the equivalent of 15 contact hours.

**Computation of Hours** - The number of CEU's 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.

**ICRC Member Approved** - Education events attended out of state, which have received approval by another ICRC 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 ICRC/AODA 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 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 approved state or national professional association may be applied to this standard.

**Approved Training Provider** - Other education approved by LASACT 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 form (Forms #4A-H). 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 of clinical supervision. **All supervised training must be documented.** Supervised practical training may take place in a variety of settings and have many faces, ICRC/AODA, 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 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 of clinical supervision.

– **Associates or Certified Addictions Counselor, Level I (CAC-1 Credential)**

Must provide documentation of 150 hours of clinical supervision.

– **Bachelors or Certified Addictions Counselor Level II (CAC-II)**

Must provide documentation of 100 hours of clinical supervision

– **Masters or Certified Clinical Supervisor (CCS) Credential**

Must provide documentation of 60 hours of training/education

– **Above Masters or other Advanced Credential (i.e., NBCC, CRCC, LCSW, MAC, etc.)**

Must provide documentation of 0 hours of clinical supervision

**Listed below are the ICRC/AODA, Inc. 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. Screening, Intake and Assessment
5. Case Management, Monitoring and Client Supervision
6. Counseling

### **Process**

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

## CCJP – Testing

All CCJP Applicants are required to successfully complete the ICRC/AODA, Inc.'s CCJP International written examination.

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, **in writing only**, to LASACT 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 on what constitutes official documentation.

The ICRC/AODA, Inc. CCJP written exam is offered on the second Friday or Saturday, as set by LASACT, in the months of: **March, June, September, and December**. There are no prerequisites to take this exam; 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.

Cancellation or postponement notices must be given to LASACT in writing at least two (2) weeks prior to the examination date, or the testing fee will be forfeited.

## 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.

## CCJP – Renewal of Credential

### **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 will send out a renewal notice with the appropriate renewal application forms and criteria for recertification. This is a courtesy reminder, and failure to receive it does **not** negate responsibility to renew in a timely manner. The CCJP must also keep track of the expiration date, and contact LASACT at least one month in advance of that date in the event that he or she did not receive the renewal information in the mail. The renewal application can also be downloaded from LASACT's website: [www.lasact.org](http://www.lasact.org). It is the credential holder's responsibility to apply for renewal.

LASACT will send the renewal information to the most current address it has on file. It is imperative, therefore, that CCJP's promptly notify LASACT of any change of address, phone number, 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 6 of this Packet for information on acceptable sources of education.

### **Code of Ethics:**

Sign the current code of ethics.

### **Application:**

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

### **Fee:**

Current LASACT members must submit a \$75 non-refundable fee for a two-year renewal. Non-members submit \$125. 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.

### **Process:**

Complete and submit the renewal application form(s), no later than the date the certification expires. Include the non-refundable renewal fee (\$75.00 for LASACT members; \$125 for non-members) 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 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 him/herself 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 had 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.

***Escrow:***

A CCJP may request in writing that his/her credential be placed in escrow for a period of up to two years. Reason for such action must be a documented medical condition, which prevents the individual from working. The individual will be responsible for meeting renewal requirements when the full two years active status – not counting the time the certification is in escrow – has lapsed. Education completed during the escrow period **cannot** be applied toward renewal.

A written request to remove the certification from escrow and a \$50 fee must be submitted to LASACT prior to the end of the escrow period. Otherwise, the certification will expire.

***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. Twelve hours is the maximum number of hours in teaching/training that can be used 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).



# **Certified Criminal Justice Professional (CCJP)**

## **Required Forms**



**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: \$75 Application Fee and \$75 Testing Fee for a total of \$150.
- I am not a LASACT member and am enclosing: \$100 Application Fee and \$100 Testing Fee for a total of \$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) \_\_\_\_\_

Name as Shown on Card: \_\_\_\_\_

\_\_\_\_\_  
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, I am applying for the Certified Criminal Justice Professional (CCJP) Credential.

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

**For Office Use Only:**  
LASACT Member? \_\_\_ Yes \_\_\_ No  
Payment Received: Check/MO # \_\_\_\_\_ Dated: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Date Deposited: \_\_\_\_\_



## 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 or Board Certified Substance Abuse Counselor (BCSAC) Credential is equivalent to 2,000 hours of experience
- ✓Advanced Alcohol and Drug Counselor (AADC), Certified Clinical Supervisor (CCS) Credential is equivalent to 4,000 hours of experience
- ✓Above Master's or other Advanced Credential (i.e. NBCC, CRCC, LCSW, MAC, etc.) is equivalent to 5,000 hours of experience

**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 ICRC/AODA, Inc. CCJP performance domains. A *total of 200 hours must be documented, with a minimum of 10 hours in each domain listed.*

<b>Performance Domain</b>	<b>Number of Hours</b>
Dynamics of Addiction and Criminal Behavior	_____
Legal, Ethical and Professional Responsibility	_____
Criminal Justice System and Processes	_____
Screening, Intake and Assessment	_____
Case Management, Monitoring and Client Supervision	_____
Counseling	_____
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

**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*

\_\_\_\_\_ contact hours were specific to *Criminal Justice System and Processes*

\_\_\_\_\_ contact hours were specific to *Screening, Intake and Assessment*

\_\_\_\_\_ contact hours were specific to *Case Management, Monitoring and Client Supervision*

\_\_\_\_\_ contact hours were specific to *Counseling*

\_\_\_\_\_ contact hours were specific to *Counseling Ethics* (minimum 6 hours required)

\_\_\_\_\_ contact hours of education in *Infectious Disease Awareness* (minimum 6 hours required)

\_\_\_\_\_ contact hours were specifically related to the ICRC/AODA, 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.

## 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 ***Dynamics of Addiction and Criminal Behavior***. 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
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 – 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 the ***Criminal Justice System and Processes***. 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
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 – 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 the **screening, Intake, and Assessment**. 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
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 – 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 **Case Management, Monitoring and Client Supervision**. 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
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Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours

## 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 *Counseling*.** 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
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Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours
Title training course	Date(s)	Contact Hours

<b>(CCJP) – Documentation of Education</b>
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Document each training course, seminar, workshop, etc., date(s), contact hours, using this format. This form should reflect only workshops that were related to *ICRC/AODA, Inc. 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
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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 (ICRC) through LASACT. The ICRC'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 ICRC agrees to use the ICRC's minimum standards for reciprocity eligible certifications. For example, if an ICRC member board offers a reciprocity eligible counselor certification, then the ICRC's minimum standards for counselor certification must be used. In turn, each ICRC 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 ICRC. However, not all ICRC members have developed a reciprocity eligible CCJP certification. Individuals holding the Certified Criminal Justice Professional (CCJP) who apply for reciprocity to another ICRC 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 ICRC member board's jurisdiction should contact LASACT at 225.766.2992 or the ICRC web sit, [www.icrcaoda.org](http://www.icrcaoda.org) for an ICRC 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 ICRC 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 credential.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please type or print name

## Certified Criminal Justice Professional (CCJP) Code Of Ethical Conduct

### **Principle 1: Non-Discrimination**

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

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

### **Principle 2: Responsibility**

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

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

### **Principle 3: Competence**

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

- a. The CCJP shall recognize boundaries and 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: Interprofessional 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 I: Dynamics of Addiction and Criminal Behavior

1. **Human Growth and Development:** Apply knowledge of human growth and development in order to understand addiction and criminal behavior.
2. **Theories of Criminal Behavior:** Apply knowledge of criminal behavior, including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.
3. **Addiction Related Theories:** Apply knowledge of addiction including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.
4. **Pharmacology:** Understand the effects of drugs on the brain and body in order to deliver appropriate addiction treatment services.

### Domain II: Legal, Ethical, and Professional Responsibility

1. Behave in an ethical manner by adhering to established professional codes of ethics, conduct, and standards of practice in order to promote the best interests of the client.
2. Adhere to federal, state, local, and agency regulations in order to protect client rights and the public.
3. Advise the client of the specific nature of treatment, confidentiality rights, and the requirements for treatment within the criminal justices system in order to obtain informed consent.
4. Engage in appropriate professional development by obtaining continuing education, reading professional literature, etc., in order to promote the quality of professional services and assure continuing competence.
5. Obtain regular clinical and administrative supervision and consultation in order to facilitate proficiency.
6. Recognize personal biases, feelings, concerns, and other issues, using a range of options, in order to prevent these variables from interfering with the treatment and criminal justice process.
7. Participate in quality improvement and evaluation activities by gathering data and identifying areas that need improvement in order to offer effective services.

### **Domain III: Criminal Justice System and Processes**

1. **Legal Overview:** Apply knowledge of relevant constitutional law and federal confidentiality regulations (42 CFR, Part 2).
2. **Court Roles:** Apply knowledge of the roles in court played by participants such as the judge, prosecutor, defense counsel, probation, advocates, and guardian *ad litem*.
3. **Juvenile and Criminal Justice Continuum:** Apply knowledge of processes such as arrest/detainment, bond hearing, pretrial, post-conviction or post-adjudication, and how they can differ between the juvenile and criminal justice systems.
4. **Overview of Correctional Settings:** Apply knowledge of correctional options such as jail, prison, boot camp, community-based corrections and day reporting centers.
5. **Criminal Justice Theories:** Apply knowledge of criminal justices theories such as punishment, rehabilitation, restorative justice, and deterrence, and the theories of crime and punishment.
6. **Models of Addictions Treatment Settings:** Apply knowledge of addictions treatment settings such as drug courts, therapeutic communities, intensive probation models, boot camp, and community-based programs in the juvenile and criminal justice systems.
7. **Supervision:** Apply knowledge of modes of criminal justice supervision such as probation, parole, work release, community control, house arrest, and electronic monitoring.

### **Domain IV: Screening, Intake and Assessment**

1. Motivate the client to give accurate and complete information by explaining to the client the purpose of the assessment, in order to make valid decisions and increase the probability of compliance.
2. Conduct a comprehensive assessment by collecting and evaluating information on the client's biopsychosocial status and criminality, using standardized instruments, interviews, and other methods, in order to formulate a comprehensive case plan.
3. Obtain and evaluate information from sources other than the client in order to validate and provide more complete data, using interviews and/or review of existing records.

4. Recognize the signs and symptoms of intoxication and withdrawal by interpreting observable behavior, laboratory data, and results of interviews and testing in order to determine the most appropriate level of care and legal response.
5. Identify signs and symptoms of co-occurring disorders and conditions in order to determine appropriate interventions by reviewing records, interpreting observable behavior, laboratory data and the results of interviews and testing.
6. Assess the client's treatment and supervision needs by collecting information in order to determine eligibility and appropriateness for placement in programs or services.
7. Prepare a written summary based on the results of a comprehensive assessment in order to develop an integrated case plan and define the level of service.
8. Review the results of a comprehensive assessment with the client in order to promote understanding and compliance with recommended services in a manner consistent with the client's cognitive, emotional, and cultural characteristics.

#### **Domain V: Case Management, Monitoring, and Client Supervision**

1. Integrate clinical care and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
2. Organize an array of services for the client's benefit by identifying and prioritizing appropriate resources in order to comply with court orders and clinical requirements.
3. Decrease drug use and illegal behavior by developing and implementing a range of incentives and sanctions in order to ensure client accountability and public safety.
4. Assist the client by advocating for services and related resources which address the problem areas identified in supervision and case plans in order to achieve desired outcomes.
5. Revise the case plan, including a recommendation for custody/supervision level, by evaluating client behavior and circumstances in order to achieve desired outcomes and conserve resources.
6. 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.
7. Report client status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.

#### **Domain VI: Counseling**

1. Provide effective counseling services by applying knowledge of counseling theories and techniques in order to facilitate client progress.
2. Create therapeutic relationship by establishing rapport with the client and significant others in order to achieve treatment and criminal justice objectives.
3. Develop an individualized treatment plan with the client by reviewing assessment findings, exploring areas for change, and using strengths in order to establish attainable goals.
4. Provide appropriate counseling services based on client needs as identified in the assessment process (culture, ethnicity, age, gender, physical needs, sexual orientation, religion, etc.) in order to achieve positive treatment outcomes.
5. Facilitate individual and group counseling as necessary and appropriate, based on the assessment to meet treatment goals.
6. Provide appropriate intervention for the client and/or significant others to achieve treatment and criminal justice objectives.
7. Educate the client by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources, and other needed services in order to achieve treatment objectives.
8. Assist the client by helping to identify relapse triggers and develop coping skills/techniques in order to minimize relapse episodes and recidivism.
9. Provide accurate, timely documentation using accepted record keeping procedures in order to describe services and client progress.
10. Stabilize clients in crisis through immediate intervention to ensure the safety of the client and others.
11. Recommend appropriate referrals using a wide array of services to promote successful community functioning.
12. Develop a comprehensive discharge plan to include continuing care for the client by addressing ongoing needs in order to enhance recovery, reduce recidivism and ensure public safety.

## 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.