

REQUIREMENTS AND POLICIES FOR THE CCJPR CREDENTIAL

CREDENTIAL

Applicants must hold the Alcohol and Drug Counselor Reciprocal – Minnesota (ADCR-MN) or Advanced Alcohol and Drug Counselor Reciprocal – Minnesota (AADCR-MN) credentials to be eligible for the CCJPR. The ADCR-MN or AADCR-MN must be held in good standing at all time in order to possess the CCJPR.

EXPERIENCE

2,000 hours of supervised criminal justice work experience specific to the domains is required. The CCJP domains are as follows:

- Dynamics of Addiction & Criminal Behavior
- Criminal Justice System & Processes
- Screening, Assessment, and Treatment Planning
- Case Management and Counseling

Applicant must be clinically supervised by an individual who is knowledgeable in the field of addiction services in a criminal justice setting. Experience must be gained as an intern or paid employee.

Applicant must document their experience on the Documentation of Experience form.

EDUCATION

100 hours of education relevant to the CCJP domains. Six hours of education must be in criminal justice ethics.

One clock hour of education is equal to (50) minutes of continuous instruction.

- Education must be specifically related to the knowledge and skills necessary to perform the tasks within each or the IC&RC domains for this credential.
- All education must be documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and content descriptions.

All education must be appropriately documented on the Documentation of Ethics Training form and Documentation of Education form. Transcripts, certificates of completion, or other verifications must be attached.

Sources of Education - Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted to MCB for approval.

- College and University Credit Courses: Courses taken for credit that are specific to the IC&RC domains for this credential and offered by an accredited institution of higher education will be accepted toward completion of this standard. Credit is not allowed for any audited college courses. One college credit (semester system) is the equivalent of 15 contact hours.
- Workshops, seminars, institutes, and in-services that are specific to the IC&RC domains for this credential will be accepted. Applicants must be able to provide verification of completion including the title of the training, instructor name and credentials, sponsoring agency, course description, learning outcomes, relevance to the domains, date(s) of the event, and clock hours. Unless approved by another IC&RC member board, the MCB reserved the right to determine if the event will be approved.
- Distance Education/Home Study Courses: Distance education/home study courses, offered by providers other than colleges and universities, may be used if the provider and course are approved by MCB. Home study courses include education that is completed in a non-traditional education setting including webinars, correspondence courses, and teleconferences.

Therapeutic education and attendance at self-help meetings such as AA and Al-Anon, etc. are not accepted as education for certification.

SUPERVISION

100 hours of supervision specific to CCJP domains with a minimum of 10 hours in each domain. A minimum of ten hours of supervision in each domain is required.

Supervision is defined as a formal systematic process that focuses on skill development and integration of knowledge and is defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing professional's performance.

Supervision must take place in a setting where services specific to the domains are being provided. Supervision may occur as part of eligible work, practicum, or internship experience and may be completed under more than one supervisor and/or agency.

Supervision must be provided by someone who possesses the CCJPR credential or is able to demonstrate to the board that they are knowledgeable in the field of addiction services in a criminal justice setting.

EXAM

Applicants must successfully complete the IC&RC Certified Criminal Justice Addictions Professional (CCJP) examination, which assesses knowledge, skill and competency. A passing score is based upon the total score. If you fail the exam, you must retake the entire exam.

- **Format.** The examination includes 50 multiple choice questions and 10 unweighted pretest questions. The Minnesota Certification Board only offers the exam in the Computer Based Testing (CBT) format. Candidates are allowed 90 minutes to complete the exam.
- **Registration.** Upon approval of your application, the Minnesota Certification Board will pre-register you for the exam, and you will receive an email with instructions on how to schedule your exam time and location. Applicants will be allowed up to 90 days to register for and complete the exam after they are approved by the MCB.
- **Location.** The exam may be taken at the Minnesota Certification Board office or other ISO-Quality Testing centers across the United States.
- **Exam Content.** The exam is based on the IC&RC domains for this credential as determined by a comprehensive Job Analysis process. Additional exam details are available in the free Candidate Guide, which is available upon request.
- **Study Guide.** A study guide for this examination may be purchased through the Minnesota Certification Board. For more information, call 763-434-9787.
- **Retest.** Applicants will only be allowed to fail the exam three consecutive times within a year, taking the exam once every 90 days. After failing the exam the third time, applicants must wait one calendar year after their last exam fail before taking the exam again. Before taking the exam a fourth time, the candidate must demonstrate that he or she has completed additional education related to the domains for this credential.
- **Accommodations.** Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing with documentation, to the Minnesota Certification Board. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last three years. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous three months. Request for disability accommodations must be submitted on the Documentation of Disability Related Needs for Exam form.
- **Cancellation/Rescheduling.** Candidates are required to arrive on time for their exam. Candidates who arrive late may not be permitted to test and may be charged a cancellation/rescheduling fee.

CODE OF ETHICS

Each applicant must read, sign and adhere to the MCB Code of Ethical Conduct for Criminal Justice Professionals. Violation of the Code of Ethical Conduct may result in suspension, sanctions, or revocation of certification.

RESIDENCY

Applicants must live or work within the state of Minnesota fifty-one (51%) percent of the time at the time of the initial application.

RECIPROCITY

The CCJPR credential holds reciprocity with other IC&RC member boards that offer the Certified Criminal Justice Addictions Professional (CCJP) credential.

Minnesota has membership in the International Certification and Reciprocity Consortium (IC&RC). Each certifying body belonging to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. In turn, each IC&RC member board agrees to accept the reciprocity-eligible certification(s) of other member board if they offer an equivalent certification.

Individuals holding the Minnesota's Certified Criminal Justice Addictions Professional Reciprocal (CCJPR) credential who apply for reciprocity to another IC&RC member board will receive the equivalent of the credential if a reciprocity-eligible credential is available through that certification body. Individuals requesting to transfer their good-standing credential to another IC&RC member board should contact the Minnesota Certification Board, Inc. to request an IC&RC Reciprocity application and for verification that the certification board in the new location offers a reciprocal credential.

FEES

- First Time Certification: \$225 (includes processing fee, exam, and one year of certification)
- Annual Renewal of Certification: \$95 (includes one year of certification)
- Biennial Renewal of Certification: \$180 (includes two years of certification)

LENGTH OF INITIAL CERTIFICATION

Initial MCB certification is good for one year, starting from the date your certification is approved. An expiration date will be provided on your certificate.

FIRST ANNUAL RENEWAL

After your initial certification, you must renew your certification after one year. Your certification will be renewed by paying your annual renewal fee of \$95, which will renew your certification for one additional year. A renewal notice will be emailed to you in advance of your renewal date. After your initial certification and first annual renewal, you will move to a two-year recertification cycle. Re-certification is on a biennial (\$180) basis.

RECERTIFICATION

MCB requires recertification every two years in order to maintain the high standards of professional practice and to assure that certified professionals remain up to date in the field. You will receive an email in advance of your recertification date, directing you to complete the recertification application online. Recertification will correspond with your annual renewal date every second year.

To be recertified as a Certified Criminal Justice Addictions Professional Reciprocal (CCJPR), you need to:

1. Hold a current and valid Certified Criminal Justice Addictions Professional Reciprocal (CCJPR) credential issued by MCB;
2. Hold a current and valid Alcohol and Drug Counselor Reciprocal – Minnesota (ADCR-MN) or Advanced Alcohol and Drug Counselor Reciprocal – Minnesota (AADCR-MN) credential issued by MCB.

3. Complete 40 hours of MCB approved continuing education related to the IC&RC domains for this credential, including six hours in professional ethics and responsibilities. Credits must be earned within the past two-year certification period;
4. Complete a Recertification Application;
5. Verify that you have reviewed, read and will uphold in your practice, the current MCB Code of Ethical Conduct for Criminal Justice Professionals;
6. Verify that you have not violated the MCB Code of Ethical Conduct for Criminal Justice Professionals;
7. Verify that you have practiced within the scope of all relevant statutes, rules, and standards relevant to the provision of services related to the domains.
8. Pay the annual renewal fee of \$95 or biennial renewal fee of \$180.

ACCEPTABLE CONTINUING EDUCATION

The Minnesota Certification Board accepts the following types of continuing education:

- College/University courses. Three college credits are equivalent to 45 hours. Transcript of the course must be included as proof of attendance at the time of recertification.
- Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
- CPR/First Aid, computer trainings/classes and foreign language trainings/classes are acceptable up to six hours.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:
 - Teaching - Hours spent in teaching and/or training at educational events related to the IC&RC domains for this credential can be applied to continuing education hours. Twelve (12) hours is the maximum hours of teaching/training that can be used every two (2) years. The number of contact hours applicable is equal to the number of contact hours for the event.
 - Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC domains for this credential can be counted as the equivalent of twelve (12) contact hours.
 - Presenting Papers - The hours spent presenting a paper at a State or National conference of licensed professionals can be used as the equivalent of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).
- Distance learning/online courses.

If continuing education is completed outside of Minnesota, appropriate documentation (certificate, letter of attendance, transcript) must be provided. If the event was approved by an IC&RC member board of that state, no further MCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If the continuing education event was not approved by another IC&RC member board, the certified professional must seek approval of the continuing education from the MCB.

The MCB does not accept general staff meetings, supervision, staff rounds, or case management as education.

LAPSED CERTIFICATION

You need to submit to MCB your completed recertification application and annual renewal fee before the expiration date on your certificate. If the recertification is not postmarked by the expiration date, the individual will no longer hold a Certified Criminal Justice Addictions Professional Reciprocal (CCJPR) credential and so may not represent themselves as such.

If you wish to become recertified after your certificate has lapsed, you may be eligible to a reinstatement, which includes a reinstatement fee and bringing all renewal fees, continuing education, and other requirements up to date. Please contact MCB for specific reinstatement policies.

APPEAL PROCESS

Test results may not be appealed. However, you may file an appeal to the Board of MCB if you believe some aspect of the application process was unfair or if mistakes were made by the MCB staff. For example, you could ask the Board to review the staff's decision about your educational qualifications, your residency or your internship experience. The purpose of appeal is to determine if MCB staff accurately, adequately and fairly reviewed applicant's file. If you wish to appeal, you must write to MCB within 30 days when you were notified of the staff's action. The appeal letter must be postmarked no later than thirty days after the staff action. The written appeal will be sent to the MCB Board; Board members will review the action that is being appealed Applicant will be notified in writing of the decision of the MCB Board.

IC&RC CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL (CCJP) DOMAINS

1. Dynamics of Addiction & Criminal Behavior
2. Criminal Justice System & Processes
3. Screening, Assessment, and Treatment Planning
4. Case Management and Counseling