



West Virginia Certification Board for Addiction and
Prevention Professionals

1400A Ohio Avenue
Dunbar, WV 25064

CERTIFIED
CRIMINAL JUSTICE ADDICTIONS
PROFESSIONAL

Prepared By:
West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

WEST VIRGINIA CERTIFICATION BOARD FOR ADDICTION and PREVENTION PROFESSIONALS

CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

This manual defines the role, purpose, functions and responsibilities of criminal justice addictions professionals, and establishes a means of evaluating eligibility.

Table of Contents

SECTION	TOPIC	PAGE
Section I	Authority for Certification of Addiction Counselors.....	3
Section II	Purpose of Certification CJP.....	4
Section III	Definition of the Certified Criminal Justice Professional.....	5
	<ul style="list-style-type: none"> ▪ Work Experience ▪ Supervised Practical Training ▪ Education 	
Section IV	Performance Domains of the Certified Criminal Justice Professional.....	7
Section V	Steps for Certification as a Certified Criminal Justice Professional.....	10
Section VI	Definition of Terms.....	11
Section VII	Appeals Procedures.....	12
Section VIII	Enforcement/Disciplinary Procedures.....	13
Section IX	CCJP Recertification	13
Section X	CCJP Certification Forms/Instructions.....	13
	<ul style="list-style-type: none"> • Application/Demographics • Employment History • Educational Training • Supervised Practical Experience • Formal Education • Assurance and Release 	
	Code of Ethics	25

WEST VIRGINIA CERTIFICATION BOARD FOR ADDICTION and PREVENTION PROFESSIONALS

SECTION I AUTHORITY FOR CERTIFICATION OF ADDICTION PROFESSIONALS

Certification has been defined as:

“The process by which a non-governmental agency or association grants recognition to an individual who has met certain pre-determined qualifications specified by that agency or association.”

The authority of the West Virginia Certification Board for Addiction and Prevention Professionals is derived from the persons who are dedicated to serve as addiction professionals and who will be most affected by certification. Application for certification is voluntary. Individuals seeking it choose to do so of their own free will and agree to accept the final decisions of the West Virginia Certification Board for Addiction and Prevention Professionals.

The value of certification provided by the West Virginia Certification Board for Addiction and Prevention Professionals is based on the use of standardized requirements and tests. The West Virginia Certification Board for Addiction and Prevention Professionals has incorporated the standards developed by the International Certification Reciprocity Consortium/Alcohol and Other Drugs of Abuse (ICRC/AODA) role delineation studies. Those are the standards which addiction professionals in West Virginia will meet in order to attain the highest level of certification as addiction professionals.

The credibility of the certification process results from standards that are maintained and upgraded. The Certification Board’s major role is to assure that professional competence and integrity are attained and maintained. The West Virginia Certification Board for Addiction and Prevention Professionals, as a member of the ICRC/AODA, adheres to that international organization’s guidelines for minimal standards relating to eligibility, application, testing, certification, recertification, quality assurance, quality improvement, ethics and disciplinary action.

SECTION II

PURPOSE OF CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL CERTIFICATION

The purpose of establishing standards and a system for voluntary professional certification of the criminal justice addictions professional is threefold:

- (1) Consumer benefits include maximizing the quality and efficacy of substance abuse treatment delivered to the consumer in the criminal justice system.
- (2) Public benefits include a system, which formally identifies criminal justice professionals who have met standards of competency for working with substance abusing criminal justice offenders.
- (3) Criminal justice professional's benefits include a method whereby the highest professional standards have been established, maintained and updated, through a system of competency-based testing and approved training required for the maintenance of certification.

It is important to maintain a credentialing system that will enable the criminal justice professional to meet and maintain an acceptable standard of competency and provide for uniform standards. Certification as a Criminal Justice Addictions Professional is based upon: knowledge of both the criminal justice and substance abuse treatment system; and, defined core knowledge and skill domains. The applicant is required to demonstrate such knowledge and skills as defined in this manual.

RATIONALE OF CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL CERTIFICATION

The West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) recognizes that criminal justice professionals, working with and providing direct substance abuse treatment for the substance abusing criminal offender, within the criminal justice system, require multiple skills. Moreover, the National Certification Board for Criminal Justice Alcohol and Drug Professionals endorses the view that the treatment of addiction within the criminal justice setting is a specialty field that requires performance by competent and professional individuals.

PREFACE

The Certified Criminal Justice Addictions Professional credential is the result of the combined efforts of the major national groups from the fields of addiction and criminal justice. Representatives from the National Association of Alcohol and Drug Abuse Counselors (NAADAC); the International Certification Reciprocity Consortium/Alcohol and Other Drugs of Abuse (ICRC/AODA); the Center for Substance Treatment (CSAT); the National Drug Court Institute (NDCI); the American Probation and Parole Association (APPA); the Association of State Correctional Administrators (ASCA); the American Correctional Association (ACA); the National Treatment Alternatives to Safer Communities (TASC); the Certification Board for Addiction Professionals of Florida (CBAPF); the Florida and Ohio Departments of Corrections; the National Association of State Alcohol and Drug Abuse Directors (NASADAD); and, the Florida Department of Juvenile Justice comprise the Board of Directors, which received input from the President's Office of National Drug Control Policy (ONDCP), when establishing standards. The interest and efforts of these board members led to the development of this credential for professionals working with criminal justice populations.

SECTION III

DEFINITION OF “CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL”

In establishing standards for the certification of the criminal justice addictions professional, it is necessary to define the role of this individual in a manner that is distinct from others who may provide additional professional services to the same person in the same or similar setting.

DEFINITION

The certification process for criminal justice addictions professionals was developed for treatment professionals working with criminal justice populations. The setting in which the required number of work and supervised hours must be met is defined as: *Any setting which requires counseling, service coordination, behavior management, or behavior shaping to drug involved adult or juvenile offenders.*

The Certified Criminal Justice Addictions Professional (CCJP) is responsible to be able to recognize problems beyond the scope of his/her training, skill or competency and to be willing and able to refer the client to other appropriate professional services.

The West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) recognizes the vast resources and breadth of experience that went into the development of these standards, and therefore, adopts these as the standards needed for certification as a Certified Criminal Justice Addictions Professional (CCJP). **The following describes the minimal requirements for certification as a criminal justice addiction professional based on work experience, supervised practical training, and education.**

EXPERIENCE: The experience requirement is 6,000 hours (three years) of supervised work experience for a Certified Criminal Justice Addictions Professional (CCJP). **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 CCJP performance domains. Unsupervised work experience may NOT be substituted for the experience requirements and all experience must be documented. The West Virginia Certification Board for Addiction and Prevention Professionals will accept an applicant’s accredited degree as substitute for part of the work experience. Below, you will find minimum requirements based on work experience.

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.

AA/AS or Certified Addictions Counselor (CAC)

5,000 hours (2 ½ years) documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

BA/BS or Certified Addictions Counselor (CAC)

4,000 hours (2 years) documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years.

MA/MS or Certified Clinical Supervisor (CCS) or Above Masters Level or Advanced AODA

2,000 hours (1 year) documented work experience in direct services in criminal justice/addictions services and obtained over the past 10 years

SUPERVISED PRACTICAL TRAINING: It is determined that supervision should be 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**. TAP 21 defines supervision/clinical supervision as the administrative, clinical, and evaluative process of monitoring assessing and enhancing counselor performance. **There must be a minimum of 10 hours supervision in each domain (Section V)**. Below, you will find minimum requirements based on supervised practicum training.

High School/GED

200 documented hours of clinical supervision received

AA/AS or Certified Addictions Counselor (CAC)

150 documented hours of clinical supervision received

BA/BS or Certified Addictions Counselor (CAC)

100 documented hours of clinical supervision receive

MA/MS or Certified Clinical Supervisor (CCS) or above Masters Level or Advanced AODA

60 documented hours of clinical supervision received

EDUCATION/TRAINING: The education/training requirement is a total of 270 hours. **Education is defined as formal, structured instruction in the form of workshops, institutes, in-services, college/university credit courses and distance learning.** One 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 IC&RC/AODA, Inc. Criminal Justice Addictions Professional performance domains as they relate to both adults and juveniles. At least 70 of the 270 hours must have chemical/behavioral dependence content as related to the title or description of workshop, presentation, or course. Below, you will find minimum requirements based on education/training.

High School/GED

270 documented hours of education/training

AA/AS or Certified Addictions Counselor (CAC)

270 documented hours of education/training

BA/BS or Certified Addictions Counselor (CAC)

270 documented hours of education/training

MA/MS or Certified Clinical Supervisor (CCS) or above Masters Level or Advanced AODA

270 documented hours of education/training

SECTION IV
PERFORMANCE DOMAINS of the CERTIFIED CRIMINAL JUSTICE PROFESSIONAL

The 1997 National Criminal Justice Role Delineation Study identified six performance domains for the addiction professional operating in a criminal justice setting. Within each domain are several identified tasks, which provide the basis for questions in the examination. Following is a listing of those domains, associated task statements, and the number of questions associated with each.

DOMAIN 1: Dynamics of Addiction and Criminal Behavior

Associated Task Statements:

Statement 1: Human Growth and Development: Apply knowledge of human growth and development in order to understand addiction and criminal behavior.

Statement 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.

Statement 3: Addiction Related Theories: Apply knowledge of addiction including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.

Statement 4: Pharmacology: 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

Associated Task Statements:

Statement 1: Behave in a professional manner by adhering to established codes of ethics, conduct, and standards of practice in order to promote the best interests of the client.

Statement 2: Adhere to federal, state, local, and agency regulations in order to protect client rights and the public.

Statement 3: Advise the client of the specific nature of treatment, confidentiality rights, and the requirements for treatment within the criminal justice system in order to obtain informed consent.

Statement 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.

Statement 5: Obtain regular clinical and administrative supervision and consultation in order to facilitate proficiency.

Statement 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.

Statement 7: Participate in quality improvement and evaluation activities by gathering data and identifying areas that need improvement in order to offer effective services.

DOMAIN 3: Criminal Justice System and Processes

Associated Task Statements:

Statement 1: Legal Overview: Apply knowledge of relevant constitutional law and federal confidentiality regulations (42 CFR, Part 2).

Statement 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*.

Statement 3: Juvenile and Criminal Justice Continuum: Apply knowledge of processes such as arrest/detainment, bond hearing, pretrial, post conviction or postjudication, and how they can differ between the juvenile and criminal justice systems.

Statement 4: Overview of Correctional Settings: Apply knowledge of correctional options such as jail, prison, boot camp, community based corrections, and day reporting centers.

Statement 5: Criminal Justice Theories: Apply knowledge of criminal justice theories such as punishment, rehabilitation, restorative justice, deterrence, and of the theories of crime and punishment.

Statement 6: Models of Addictions Treatment Setting: Apply knowledge of addictions treatment settings such as drug court, therapeutic communities, intensive probation models, boot camp, and community based programs in the juvenile and criminal justice systems.

Statement 7: Supervision: Apply knowledge of modes of criminal justice supervision such as probation, parole, work release, community control, house arrest, and electronic monitoring.

Domain 4: Screening, Intake, and Assessment

Associated Task Statement:

Statement 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.

Statement 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.

Statement 3: Obtain and evaluate information from sources other than the client in order to validate and provide complete data using interviews and/or review of existing records.

Statement 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.

Statement 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.

Statement 6: Assess the client's treatment and supervision needs by collecting information to determine eligibility and appropriateness for placement in programs or services.

Statement 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.

Statement 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 5: Case Management, Monitoring, and Client Supervision

Associated Task Statements:

Statement 1: Integrate clinical care and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.

Statement 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.

Statement 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.

Statement 4: Assist the client by advocating for services and related resources that address the problem areas identified in supervision and case plans in order to achieve desired outcomes.

Statement 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.

Statement 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 other outcomes.

Statement 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 6: Counseling

Associated Task Statements

Statement 1: Apply effective counseling services by applying knowledge of counseling theories and techniques in order to facilitate client progress.

Statement 2: Create therapeutic relationships by establishing rapport with the client and significant others in order to achieve treatment and criminal justice objectives.

Statement 3: Develop an individualized treatment plan with the client by reviewing assessment findings, exploring areas for change, and using strengths in order to establish obtainable goals.

Statement 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.

Statement 5: Facilitate individual and group counseling as necessary and appropriate based on the assessment to meet treatment goals.

Statement 6: Provide appropriate intervention for the client and/or significant others to achieve treatment and criminal justice objectives.

Statement 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.

Statement 8: Assist the client by helping identify relapse triggers and develop coping skills/techniques in order to minimize relapse episodes and recidivism.

Statement 9: Provide accurate, timely documentation using accepted record keeping procedures in order to describe services and client progress.

Statement 10: Stabilize clients in crisis through immediate intervention to ensure the safety of the client and others.

Statement 11: Recommend appropriate referrals using a wide array of services to promote successful community functioning.

Statement 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.

SECTION V

STEPS FOR CERTIFICATION

- 1) Obtain a WVCBAPP CCJP Certification Application/Manual, which includes the following:
 - a. Certification Procedures and Guidelines
 - b. Application/Demographic Data Form
 - c. Employment History Form
 - d. Education/Training Form
 - e. Supervised Practical Training Form
 - f. Formal Education Form
 - g. Assurance and Release Form
 - h. Code of Ethics
- 2) Complete all forms and return it to the Certification Board with the \$75 review fee. Send original application and one copy. Please make checks or money order payable to WVCBAPP. Mailing address:
WVCBAPP
1400A Ohio Avenue
Dunbar, WV 25064
- 3) The application, and all requirements for certification, must be completed before full certification will be granted. The WVCBAPP will notify applicants of any deficiencies in their applications, and will notify applicants of their eligibility to test for the CCJP Credential. The test fee is \$100.
- 4) The WVCBAPP will notify the applicants of their eligibility status.
- 5) *No certification will be issued without an applicant having met all of the aforementioned requirements by the close of the application period.*

TIME CONSIDERATIONS:

Application Deadline: All applications must be received by the WVCBAPP 60 days prior to the ICRC test date. This could be administered up to 4 times a year if there are enough applicants.

Eligibility Period for Tests: In order to be eligible to take the written test, the applicant's portfolio (application and all related materials) must be substantially complete. However, these post-application activities must be verified with the Board prior to receipt of certification, and may be subject to a late fee. Incomplete applications will be returned, or the applicant will be notified of the deficiencies and will be required to submit additional documentation to correct all deficiencies. A fee will be assessed for each individual item submitted to correct deficiencies.

SECTION VI

DEFINITION OF TERMS

The criteria for measuring qualifications of applicants for certification are defined as follows:

QUALIFYING EXPERIENCE

WORK EXPERIENCE

1. Supervised Work Experience

The phrase is used to mean professional experience, paid or voluntary, working directly with 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 CCJP performance domains. Unsupervised work experience may **not** be utilized for the requirement. The West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) will allow an accredited degree to substitute for part of the work experience.

2. Accredited Degree

This phrase is used to mean any human service degree from an accredited academic college or university. Associate, Bachelors, Masters or Doctoral level degrees can be used as substitute for part of the work experience.

This academic work shall include course work toward both graduate and/or undergraduate degrees in the area of psychology, social work, counseling, sociology, and health sciences. **Such education must be supported by documentation in the form of an official transcript from the institution of higher learning.**

EDUCATION/ TRAINING

Education may include the successful completion of course work relevant to criminal justice/addictions through accredited institutions of higher learning; workshops; or, training programs sponsored by federal/state agencies, professional associations, or organizations whose function is to foster criminal justice/addictions education. One contact hour of training is equal to 50 minutes of continuous instruction. This training must be related to the knowledge and skills necessary to perform the tasks within the IC&RC/AODA, Inc. Criminal Justice Addictions Professional performance domains as they relate to both adults and juveniles. A certificate of attendance from the sponsoring agent, indicating total number of contact hours, topic and date of training is required for documentation in the application packet.

Accredited college-level course work is credited in the following way: one semester hour credit equals fifteen contact hours of training.

SUPERVISED PRACTICAL EXPERIENCE (SPE)

The Supervised Practical Experience teaches the knowledge and skills of the criminal justice addictions professional. This supervised training must include work experience related to the Performance Domains of the criminal justice addictions professional. It is required that there be a minimum of ten (10) hours of supervision in each domain. This training must be documented and verified by both applicant and supervisor. (See Supervised Practical Training Page 6 of this manual).

CORE KNOWLEDGE BASE

The Core Knowledge Base includes cognitive knowledge of a variety of topics including, but not limited to: human growth and development; theories of criminal behavior; knowledge of alcohol and drug use; alcoholism and other drug addictions; professional ethics; criminal justice theories; assessment; understanding the entire recovery/relapse process; counseling techniques and treatment strategies; case management; and, information and referral. Knowledge shall be measured by the IC&RC/AODA written

examination for the applicant seeking certification as a Certified Criminal Justice Addictions Professional (CCJP). The standards for the knowledge base begin on page 7 of this manual.

PERSONAL AND PROFESSIONAL CHARACTERISTICS

Personal and professional characteristics must reflect compatibility with the standards for Certified Criminal Justice Addictions Professionals

The personal and professional characteristics compatible with the standards for criminal justice addictions professionals include, but are not limited to:

1. Ability to relate comfortably, confidently and effectively to people.
2. A sincere interest in helping individuals involved in the criminal justice system through the provision of humanitarian and quality care.
3. A positive mental attitude toward alcoholism/addiction and its treatment.
4. Adherence to values and ethics commonly associated with professionals having access to confidential and sensitive client information.
5. Ability to serve all clients without discrimination.

CODE OF ETHICS

The applicant must subscribe to the Certification Board's code of ethics, which has been adopted from the National Association of Alcohol and Drug Abuse Counselors (NAADAC). The applicant must agree to abide by the jurisdiction of the Certification Board in matters of violation or misconduct, as specified in the policies of the Certification Board. The Code of Ethics is found at the end of this manual.

SECTION VII APPEALS PROCEDURES

PURPOSE:

The appeal process will determine if a decision rendered regarding an applicant's eligibility for certification was arbitrary and capricious.

PROCEDURES:

1. An individual desiring to appeal a decision regarding certification eligibility must do so in writing, addressed to the President of the Certification Board, within thirty (30) days of the postmark on the envelope carrying the notification of the application status. The letter of appeal must include the following:
 - a. The specific decision being appealed
 - b. The outcome desired
 - c. The justification for the desired outcome
2. The appeals review committee of the Certification Board will review the appeal and all appropriate data. That committee will then report and make recommendations to the Board at Large. The Board President will respond in writing to the appeal letter within thirty-days (30), stating the Board's decision regarding the outcome. The review committee will be chosen by the Board President, or the appeals committee may consist of the Board as a whole.
3. If the applicant is not satisfied with the review committee's written response, he/she may request a personal appearance before the Board. This appearance must be requested in writing within thirty-days (30) of the postmark on the response from the Board, which will schedule the appearance within sixty-days (60) of the written request.
4. The applicant may be accompanied to the personal appearance in front of the Board by the person of his/her choice. However, it should be noted that the appeal interview is not a re-interview. It is a review to

determine whether the Board acted in an arbitrary or capricious manner.

5. The applicant may present information to the Board to demonstrate that the decision rendered by the Board was arbitrary and capricious.
6. A set time allowance for presentation of information will be established by the Board prior to the beginning of the appearance.
7. The applicant will be notified in writing within seven (7) days of the Board's decision.

SECTION VIII ENFORCEMENT/DISCIPLINARY PROCEDURES

The West Virginia Certification Board of Addiction and Prevention Professionals (WVCBAPP) shall be empowered to deny, suspend, or revoke an individual's certification for just cause. Such disciplinary actions will be based on an act or acts of substantial violation of the Professional Code of Ethics of the West Virginia Certification Board of Addiction and Prevention Professionals. Interpretation of the word "substantial" will be made by the Ethics Committee, based the actual or probable consequences of the violation(s).

SECTION IX CCJP RECERTIFICATION

CCJP certification is for a period of two (2) years. CCJPs must re-certify every two (2) years by completing a re-certification application documenting 40 hours of continuing education units. CCJP Counselors must document at least 6 hours of addiction-specific training. A completed re-certification application packet with appropriate fees, \$150, must be postmarked by August 30th of the re-certification year. A late fee of \$75 will be incurred for late applications. All re-certified individuals will be acknowledged at the Annual Awards Banquet. Letters or cards with stamps to update certificates will either be sent in the mail or given to re-certified professionals at the Annual Banquet.

SECTION X CCJP CERTIFICATION FORMS/INSTRUCTIONS

1. Complete all forms, the forms must be neatly printed or typewritten. *
2. Send original AND a copy of application and required documents to WVCBAPP with check or money order for \$75.00 made payable to WVCBAPP
3. If there are problems with your application material, you will be notified by mail.
4. The WVCBAPP reserves the right to request further information from employers and/or other persons listed on the application form.

* Sign all forms that provide a place for signature including the Code of Ethics

APPLICATION/DEMOGRAPHIC FOR CCJP

PLEASE PRINT OR TYPE

NAME _____
(LAST) (FIRST) (MI)

HOME ADDRESS _____

CITY, STATE, ZIP
CODE _____

HOME PHONE (____) _____ E-MAIL ADDRESS _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

CURRENT EMPLOYMENT _____

EMPLOYER ADDRESS

EMPLOYER PHONE (____) _____

EMPLOYER FAX (____) _____

POSITION/TITLE _____

DATE EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

HOURS WORKED PER WEEK _____

IMMEDIATE SUPERVISOR _____

TITLE _____

PHONE (____) _____

EMPLOYMENT SETTING:

A. Institutional Setting

_____ Corrections, Federal, State Institutional (prisons)

_____ Corrections, County/City Institutional (detention facilities)

_____ Adult _____ Juvenile

B. Community Setting

_____ Community Corrections (Probation/Parole/Supervision Agencies)

_____ Adult _____ Juvenile
_____ Court Mandated (Drug Court, Pretrial/Diversion)
_____ Adult _____ Juvenile

C. Treatment Setting
_____ Adult _____ Juvenile

D.OTHER _____

OTHER CERTIFICATIONS/LICENSES: Please list any other certifications or licenses you hold, and state in which credential is issued; if credential is national, please note.

I hereby attest to the fact that I, the applicant, am a treatment professional providing services in a setting which provides either counseling, service coordination, behavior management, or behavior shaping to drug involved adult or juvenile offenders. Further, all answers are correct to the best of my knowledge.

Signature of Applicant

Date _____

Please reproduce this form as needed to document relevant work experience

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA OF SPECIALTY _____

* * * * *

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA OF SPECIALTY _____

Please reproduce this form as needed to document relevant work experience

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA OF SPECIALTY _____

* * * * *

NAME OF FORMER EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

HOURS OF WORK PER WEEK _____

DATES EMPLOYED: from _____ to _____
mo./day/yr. mo./day/yr.

IMMEDIATE SUPERVISOR _____

YOUR DUTIES AND AREA OF SPECIALTY _____

EDUCATION/TRAINING

Please reproduce this form as needed to record all relevant education. Be sure to attach documentation (i.e. transcripts, certificates) for all hours listed. 270 contact hours of training are required, of which 70 must be specific to addiction. **Documentation must verify education in all of the 6 Performance Domains for the Addiction Professional operating in a Criminal Justice Setting.**

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

EDUCATION/TRAINING (Continued)

Please reproduce this form as needed to record all relevant education. Be sure to attach documentation (i.e. transcripts, certificates) for all hours listed. 270 contact hours of training are required, of which 70 must be specific to addiction. **Documentation must verify education in all of the 6 Performance Domains for the Addiction Professional operating in a Criminal Justice Setting.**

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

EDUCATION/TRAINING (Continued)

Please reproduce this form as needed to record all relevant education. Be sure to attach documentation (i.e. transcripts, certificates) for all hours listed. 270 contact hours of training are required, of which 70 must be specific to addiction. **Documentation must verify education in all of the 6 Performance Domains for the Addiction Professional operating in a Criminal Justice Setting.**

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

RECORD OF EDUCATION

DATES ATTENDED _____ CONTACT HRS _____

COURSE/PROGRAM TITLE _____

SPONSORING ORGANIZATION _____

BRIEFLY DESCRIBE THE CONTENT OF EDUCATION _____

ADDICTION SPECIFIC () OR CRIMINAL JUSTICE SPECIFIC ()

List below all formal education (high school, college, university) you have received. **Attach transcripts for all degree work listed to: WVCBAPP, 1400A Ohio Avenue, Dunbar, WV 25064.** Note: All post-secondary education must have come from an accredited college or university.

Formal Education	Name of College or University	Dates Attended	Hours Earned	Degree Earned
High School				
College/University (Undergraduate)				
College/University (Graduate)				

TOTAL SEMESTER HOURS EARNED: _____

FOR CERTIFICATION BOARD USE ONLY;

TOTAL HOURS DOCUMENTED WORK EXPERIENCE _____

TOTAL # OF ADDICTION HOURS _____

TOTAL # OF EDUCATION/TRAINING HOURS _____

TOTAL # SUPERVISED HOURS _____

DEGREE EARNED _____

ETHICS TRAINING _____

ASSURANCE AND RELEASE

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

“I give my permission for the West Virginia Certification Board Addiction and Prevention Professionals to investigate my background as it relates to information contained in this application for certification as a Criminal Justice Addictions Professional. I understand that intentionally false or misleading statements, or intentional omissions, shall result in denial or revocation of certification.”

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

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

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

Signature _____ **Date** _____

CODE OF ETHICS

It is the policy of the West Virginia Certification Board for Addiction Professionals to promote and safeguard the quality, effectiveness and competence of professional addiction counselors through the insistence of adherence to its Code of Ethics by all WVCBAPP certified professionals.

The ethics committee develops and recommends an ethical code of conduct for adoption by the Board of Directors. Currently, the Board has adopted the code of conduct adhered to by the National Association of Alcohol and Drug Abuse Counselors (NAADAC). The ethics committee has jurisdiction over all matters of violation and misconduct by certified addiction counselors in the state of West Virginia. It immediately and thoroughly investigates such charges and makes recommendations to the Board of Directors for appropriate action.

ETHICAL CODE OF CONDUCT

PRINCIPAL ONE: NON-DISCRIMINATION

The Certified Criminal Justice Professional shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- A. The Certified Criminal Justice Professional shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping in discrimination, the Certified Criminal Justice Professional guards the individual rights and personal dignity of clients.
- B. The Certified Criminal Justice Professional 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.

PRINCIPAL TWO: RESPONSIBILITY

The Certified Criminal Justice Professional shall espouse objectivity and integrity, and maintain the highest standards in the services the Certified Criminal Justice Professional offers.

- A. The Certified Criminal Justice Professional 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 Certified Criminal Justice Professional, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism, drug abuse and behavioral dependency.
- C. The Certified Criminal Justice Professional 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 Certified Criminal Justice Professional who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

PRINCIPAL THREE: COMPETENCE

The Certified Criminal Justice Professional shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the clients, of the counselor and of the profession as a whole. The counselor shall recognize the need for ongoing education as a component of professional competency.

- A. The Certified Criminal Justice Professional shall recognize boundaries and limitations of his/her competencies and not offer services or use techniques outside of these professional competencies.
- B. The Certified Criminal Justice Professional shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for himself/herself or for a colleague. The counselor shall support peer assistance programs in this respect.

PRINCIPAL FOUR: LEGAL AND MORAL STANDARDS

The Certified Criminal Justice Professional shall uphold legal and accepted moral codes which pertain to professional conduct.

- A. The Certified Criminal Justice Professional shall be fully cognizant of all federal and state laws governing the practice of addiction counseling.
- B. The Certified Criminal Justice Professional shall not claim, either directly or by implication, professional qualifications/affiliations that the Certified Criminal Justice Professional does not possess.
- C. The Certified Criminal Justice Professional shall insure that products or services associated with or provided by the Certified Criminal Justice Professional by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

PRINCIPAL FIVE: PUBLIC STATEMENTS

The Certified Criminal Justice Professional shall honestly respect limits of present knowledge in public statements concerning alcoholism, drug abuse and behavioral dependencies.

- A. The Certified Criminal Justice Professional, 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, speculation, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touched on the subject of alcoholism, drug abuse and behavioral dependency shall be represented as less than scientifically valid.
- B. The Certified Criminal Justice Professional shall acknowledge and accurately report the

substantiation and support for statements made concerning the nature of alcoholism, drug abuse, behavioral dependencies, their natural history, and treatment. Such acknowledgment should extend to the source of the information and reliability of the method by which it was derived.

PRINCIPAL SIX: PUBLICATION CREDIT

The Certified Criminal Justice Professional shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- A. The Certified Criminal Justice Professional 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 Certified Criminal Justice Professional 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 Certified Criminal Justice Professional 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.

PRINCIPAL SEVEN: CLIENT WELFARE

The Certified Criminal Justice Professional shall promote the protection of the public health, safety and welfare and the best interest of the client as a primary guide in determining all conduct.

- A. The Certified Criminal Justice Professional shall disclose the certification board's code of ethics, professional loyalties and responsibilities to all clients.
- B. The Certified Criminal Justice Professional should terminate a counseling or consulting relationship when it is reasonably clear to the Certified Criminal Justice Professional that the client is not benefiting from the relationship.
- C. The Certified Criminal Justice Professional shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- D. The Certified Criminal Justice Professional shall not use or encourage a clients 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. (See principal 9).
- E. The Certified Criminal Justice Professional shall take care to provide services in an environment which will ensure the privacy and safety of the client at all times and insure the appropriateness of service delivery.

PRINCIPAL EIGHT: CONFIDENTIALITY

The Certified Criminal Justice Professional working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting clients' rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- A. The Certified Criminal Justice Professional must 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, the use of material for training or observation by another party.
- B. The Certified Criminal Justice Professional shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The member shall insure 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 Certified Criminal Justice Professional shall adhere to all federal and state laws regarding confidentiality and the counselor's responsibility to report clinical information and specific circumstances to the appropriate authorities.
- D. The Certified Criminal Justice Professional 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 interests. 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 Certified Criminal Justice Professional shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

PRINCIPAL NINE: CLIENT RELATIONSHIPS

It is a responsibility of the Certified Criminal Justice Professional to safeguard the integrity of the counseling relationship and to insure that the client has reasonable access to effective treatment. The Certified Criminal Justice Professional shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- A. The Certified Criminal Justice Professional shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- B. The Certified Criminal Justice Professional 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. Certified Criminal Justice Professional shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- D. The Certified Criminal Justice Professional shall not under any circumstances engage in sexual behavior with current or former clients.
- E. The Certified Criminal Justice Professional shall not accept as clients anyone with whom they have engaged in sexual behavior.

PRINCIPAL 10: INTER-PROFESSIONAL RELATIONSHIPS

The Certified Criminal Justice Professional shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- A. The Certified Criminal Justice Professional shall refrain from offering professional services to a client who is 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 Certified Criminal Justice Professional shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- C. The Certified Criminal Justice Professional shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

PRINCIPAL 11: REMUNERATION

The Certified Criminal Justice Professional shall establish financial arrangements and professional practice in accord with the professional standards that safeguard the best interests of the client first, and then of the Criminal Justice Professional, the agency, and the profession.

- A. The Certified Criminal Justice Professional shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, the client shall be made fully aware of those policies.
- B. The Certified Criminal Justice Professional shall consider the ability of a client to meet the financial costs in establishing rates for professional services.
- C. The Certified Criminal Justice Professional shall not engage in fee splitting. The addiction counselor shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- D. The Certified Criminal Justice Professional, in the practice of counseling, shall not at any time use his/her relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.
- E. The Certified Criminal Justice Professional shall not accept private fees for professional work with the 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.

PRINCIPAL 12: SOCIETAL OBLIGATIONS

The Certified Criminal Justice Professional shall, to the best of his/her ability, actively engage 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, drug abuse and behavioral dependencies.

SIGNATURE: _____ DATE: _____

FAILURE TO OBSERVE THIS CODE OF BEHAVIOR MAY RESULT IN REVOCATION OF CERTIFICATION