

CCBADC®

CCJP®

**Certified Criminal Justice  
Addiction Professional  
Manual**



**“Offering  
competency-based  
certification to the  
addiction professional”**

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## ***ABOUT THE CCBADC:***

The California Certification Board of Alcohol and Drug Counselors, is the autonomous certification body for the California Association of Alcoholism and Drug Abuse Counselors.

The California Certification Board of Alcohol and Drug Counselors (CCBADC) offer certification on a voluntary basis to applicants who meet the criteria for the certifications Certified Alcohol/Drug Counselor, Certified Clinical Supervisor, Certified Prevention Specialist and Certified Criminal Justice Addiction Professional. The International Certification Reciprocity Consortium (ICRC) has set minimum standards for certification. The CCBADC is a member board of the ICRC which now totals 60 member boards, including 7 countries, 7 Indian Health Services, 5 branches of US Armed Services, 41 States, Administrative Office of the Courts of the United States and the World Federation of Therapeutic Communities. CCBADC is the credentialing body of CAADAC conferring the professional rights and privileges of certification.

The certificate is the counselor's passport to relocation through application for reciprocity to any member board with ICRC. Each member board of ICRC accepts the certificate of another member board without having to meet other qualifications. This process creates a new level of mobility for the professional counselor.

The certification provided through CCBADC will provide public assurance that certified counselors have demonstrated an appropriate level of knowledge and skills to perform competently in all treatment modalities.

## ***Philosophical Goals:***

The eight major goals of the certification system formulated by the Certification Board are as follows:

1. Provide professional assistance to clients;
2. Enhance incentive for counselor professional growth;
3. Clarify and define counselor duties and responsibilities;
4. Develop professional identity;
5. Establish credibility, confidence and trust;
6. Reduce alcohol/drug stigma;
7. Increase reimbursement potential;
8. Increase potential of certification reciprocity.

## ***Authority***

The authority of the Certification Board is derived from those persons who are dedicated to service as counselors and who are most affected by certification. This authority is embodied in the statewide association of alcohol and drug workers, the California Association of Alcohol and Drug Abuse Counselors. Recognition of certification is voluntary. The credibility of this certification results from the standards that are maintained, the performance level established by the Certification Board and, most importantly, the professional competence and integrity of Certified Alcohol Counselors.

## PURPOSE

1. Recognize and augment the competencies required of a professional working with the substance abusing criminal justice offender by offering certification for the professional whom has met certain criteria.
2. Institute principles within the state of California that includes standards for counselor competencies through a validated testing process.
3. Maximize the quality of substance abuse treatment delivered to a consumer involved with the criminal justice system.

## RATIONALE

The California Certification Board of Alcohol and Drug Counselors (CCBADC) recognizes that alcohol and/or other drug abuse treatment and criminal justice professionals working with the substance abusing criminal offender require much more focused skills. Addiction professionals, navigating within complex federal, state, and county criminal justice systems, develop unique competencies equipping individuals with a broader knowledge base to implement effective systemic treatment modalities.

Research indicates that alcohol and other drug abuse is a factor in most crimes and clearly shows that the provision of substance abuse treatment is effective in the reduction of criminal recidivism and substance abuse. Reductions of this nature present a significant cost benefit to society.

## PREFACE

The Certified Criminal Justice Addiction Professional Certification is the result of the combined efforts of major national groups from the fields of addiction and criminal justice. Representatives from the International Certification & Reciprocity Consortium (ICRC), the National Association of Alcohol and Drug Abuse Counselors (NAADAC), the Center for Substance Abuse 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 national credential for treatment professionals working with criminal justice populations.

## CERTIFICATION REQUIREMENTS

This manual describes and outlines the requirements for certification for professionals desiring to be credentialed as a Certified Criminal Justice Addiction Professional from the California Certification Board of Alcohol and Drug Counselors (CCBADC). Those completing the certification process successfully are eligible to receive the international reciprocal credential from IC&RC, the ICCJP (Internationally Certified Criminal Justice Addiction Professional). Please note, this credential is not yet open for examination or grand-parenting.

A Certified Criminal Justice Addiction Professional is a person who, by virtue of special knowledge, training and experience, is uniquely able to inform, motivate, guide and assist persons affected by problems related to the use, abuse and/or addiction to alcohol and other drugs in a criminal justice setting. For the purpose of certification, a Criminal Justice Addictions Professional is defined as a person who has primary responsibility for client care with clients having a primary diagnosis of alcohol and/or drug abuse or dependence, prepares and reviews treatment plans, and documents client progress.

The CCJP applicant must document a minimum of two (2) years or four thousand (4000) hours experience of direct alcohol/drug abuse treatment with individual and/or group counseling. Persons with a Masters or above academic degree in a human services field with a clinical application must document one (1) year or two thousand (2000) hours of direct experience.

The skills necessary to perform the following functions in a variety of treatment settings must be demonstrated to complete certification as Criminal Justice Addictions Professional. The profession of addictions counselors working in criminal justice settings could be broken down into six major content areas, or domains. These domains are:

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

### CANDIDATE REQUIREMENTS:

#### **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 (IC&RC) CCJP performance domains (listed above.) Unsupervised work experience may NOT be substituted for the experience requirements and all experience must be documented. Individuals interested in applying for the CCJP certification must meet one of the experiential requirements and education requirements below.

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 AODA Counselor (Non IC&RC)

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

BA/BS or IC&RC Certified Reciprocal AODA Counselor

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

MA/MS or IC&RC Certified Supervisor AODA Counselor

- 2000 hours documented work experience in direct services in criminal justice /addictions services and obtained over the past 10 years.

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

- 1000 hours documented work experience in direct services in criminal justice / addiction services and over the past 10 years.

**EDUCATION:**

1. For the purpose of certification, clock hours of education must be related to the knowledge and skill base associated with the criminal justice professional performance domains indicated below.
  - Domain 1:** Dynamics of Addiction and Criminal Behavior,
  - Domain 2:** Legal, Ethical, and Professional Responsibility
  - Domain 3:** Criminal Justice System and Processes
  - Domain 4:** Screening, Intake and Assessment
  - Domain 5:** Case Management, Monitoring, and Client Supervision
  - Domain 6:** Counseling.
2. Education is defined as formal classroom style education (workshops, seminars, institutes, in-service, and college/university work). One clock hour of education is equal to fifty (50) minutes of continuous instruction. A minimum of six (6) hours of professional ethics education must be documented as a part of the educational hours required.
3. A total of 270 hours of addiction-specific education must be documented by copies of transcripts, certificates of attendance, in-service reports, etc.
4. Official transcripts must be sent directly to the board from the college/university.

**SUPERVISED PRACTICUM TRAINING:**

1. Defined as a supervised criminal justice setting which teaches the knowledge and skills of the criminal justice professional.
2. This training may be part of the eligible work experience or may be completed under more than one supervisor or agency.

3. A recommended minimum ratio is one (1) hour of supervision to ten (10) hours of practical experience. Examples of such training are observation, co-leading a skill area, solo experience, and supervision of process.
4. A total of 300 supervised training hours must be documented, with a minimum of 10 hours in each of the CCJP performance domains.

## **REFERENCES:**

1. The applicant must provide three Supervisor Evaluation forms.
2. One reference must be from the latest work experience supervision; the other two must be from professionals who have had the opportunity to observe the applicant's skills and competencies.
3. References must be returned directly to the board by the raters.

## **CODE OF ETHICS:**

The CCJP must sign and submit the code of ethics form provided in their application packet.

## **WRITTEN EXAM**

The written tests administered by the CCBADC are based on the Role Delineation Study for Certified Criminal Justice Addiction Professionals, conducted by the IC&RC in cooperation with Castle Worldwide, Inc. The tests have been proved valid, reliable, and legally defensible.

In order to sit for the written test, the applicant must order the CCJP manual for \$28.00. Complete the manual application and requirements. Upon successful completion of the written examination, the candidate will receive the CCJP certification.

The written Exam is offered twice per year in Southern California and Northern California.

## **APPLICATION PROCESSING**

It takes approximately (4) – (6) weeks to process your portfolio/application. Please submit it in plenty of time to be approved to take the written exam.

Applications will not be processed without paying the application processing fee.

## **REQUIREMENTS FOR RECERTIFICATION**

CCJP certification is for a period of two (2) years. CCJP's must apply for recertification before their expiration date.

Candidates for recertification are required to provide documentation to the board that they have completed 40 contact hours of professional education and development during the previous two years, 5 of these hours must be in professional ethics. The training must relate to the Criminal Justice Addiction Profession and should include training in the development of professional skills described in the performance domains for Certified Criminal Justice Addiction Professionals.

## **DISCIPLINARY AND APPEAL PROCEDURES**

### **A. PURPOSE**

The following process is established to provide an avenue through which persons can file complaints about the professional conduct of certified alcohol and drug abuse counselors or an applicant to the CCBADC certification system. This process is to be used to adjudicate complaints that have been found to be irreconcilable through other means. Prior to employing this process, persons are encouraged to attempt to resolve the situation through other means. If these mean fail or do not satisfactorily resolve the circumstances, the ethical review process may be the appropriate vehicle for addressing the complaint.

### **B. ETHICAL REVIEW BOARD: APPOINTMENT**

The Certification Boards shall appoint a pool of Certified Alcohol Counselors from each CAADAC region to serve as potential members of the Ethical Review Board. These pools of Certified Alcohol Counselors shall consist of no fewer than three (3), and no more than ten (10) Certified Alcohol Counselors from each region. No members of the CAADAC Board of Directors may be appointed to these pools. In making these appointments, the Certification Board will make a good-faith effort to ensure the representative nature of these resource groups, taking into consideration the level of certification, type and setting of treatment program, and other demographic factors.

When a complaint is filed regarding the certification system, the chairperson of the Certification Board shall appoint a five-person Ethical Review Board from this pool. At least one, but no more than three persons may be appointed from the same region. In making these appointments, the chairperson will make a good-faith effort to ensure that the committee is representative of the Certified Alcohol Counselor constituency. The chairperson of the Certification Board also will appoint a member of the Certification Board to serve as presiding officer of the Ethical Review Board. The presiding officer will be a nonvoting member of the Ethical Review Board and will serve solely to preside over the activities of the committee, and to act as a liaison to the Certification Board. Additionally, the chairperson of the Ethics Committee of the California Association of Alcohol and Drug Counselors shall serve as an ex-officio member of the Ethical Review Board. The Ethical Review Board shall remain convened until the presiding officer determines that it has concluded its business pertaining to the resolution of the complaint, or until the Certification Board determines that the Ethical Review Board shall be adjourned for cause.

The California Certification Board of Alcohol and Drug Counselors shall review their appointments to the Ethical Review Board pools biannually to determine the appropriateness of those appointments. Any or all members of these pools may be replaced at any time by the Certification Board.

The Certification Board shall adopt policies and procedures to govern the operation and activities of the Ethical Review Board. These policies and procedures will include the provisions for travel reimbursement for expenses incurred for committee business. Reimbursement will be in accordance with the policies and procedures established by the Board of Directors of CAADAC.

**C. ETHICAL REVIEW BOARD: POWERS AND FUNCTIONS**

The convened Ethical Review Board has the authority to:

1. Investigate a complaint, mediating when possible;
2. Determine the validity of the complaint;
3. Conduct a hearing on valid complaints;
4. Recommend a disposition on a valid complaint to the Certification Board;
5. Dismiss invalid complaints.

**D. ETHICAL REVIEW BOARD: RULES AND POLICY**

The Ethical Review Board has access to relevant files of counselors in the CAADAC office. The respondent and complainant will be notified that the Ethical Review Board has opened their files and for what purposes. The Ethical Review Board may not meet or take action without the presence of a quorum. Three voting members shall constitute a quorum.

All information and communications pertaining to the administrative review process shall be held confidential by CCBADC Board members, Ethical Review Board members and all staff members. The Ethical Review Board may request a continuance on the time frames from the Certification Board. The Ethical Review Board may grant continuances to the complaint/respondent. In the event the complainant withdraws the complaint, the Ethical Review Board reserves the right to proceed to consider the circumstance in the interest of the profession.

**E. BASIS OF COMPLAINT**

Complaints may be filed against a certified alcohol and drug counselor or an applicant to the CCBADC administered certification system for a violation of the Code of Ethics of the certified counselor.

**F. FILING A COMPLAINT**

Any individual may file a complaint against a certified alcohol and drug counselor or against someone seeking certification by submitting a written complaint, which includes:

1. The full name and address of the complainant;
2. The full name, address and telephone number of the respondent; and
3. 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 violated.

**The complaint shall be sent by first class mail to:**

CCBADC  
Ethical Review Board  
3400 Bradshaw Road, Suite A-5  
Sacramento, CA 95827

Once a complaint has been filed with the CCBADC board, no one must attempt to influence members of the board on the issue outside the official procedures allowed for the ethical review process.

## **ORGANIZATIONAL FLOW AND RELATIONSHIPS**

**NAADAC** is the National Association of Alcoholism and Drug Abuse Counselors. It is an association of counselors providing counselor benefits such as insurance, and legislative lobbying at the national level. CAADAC members pay dues to CAADAC which is inclusive of membership in NAADAC.

**ICRC/AODA** is the International Certification Reciprocity Consortium of Alcohol & Other Drug Abuse organization. ICRC handles the reciprocity between states; and sets the standards for certification for the California Certification Board of Alcohol and Drug Counselors. The certification includes a standardized written examination and ICRC governs the Case Presentation Method (CPM) of the oral examination.

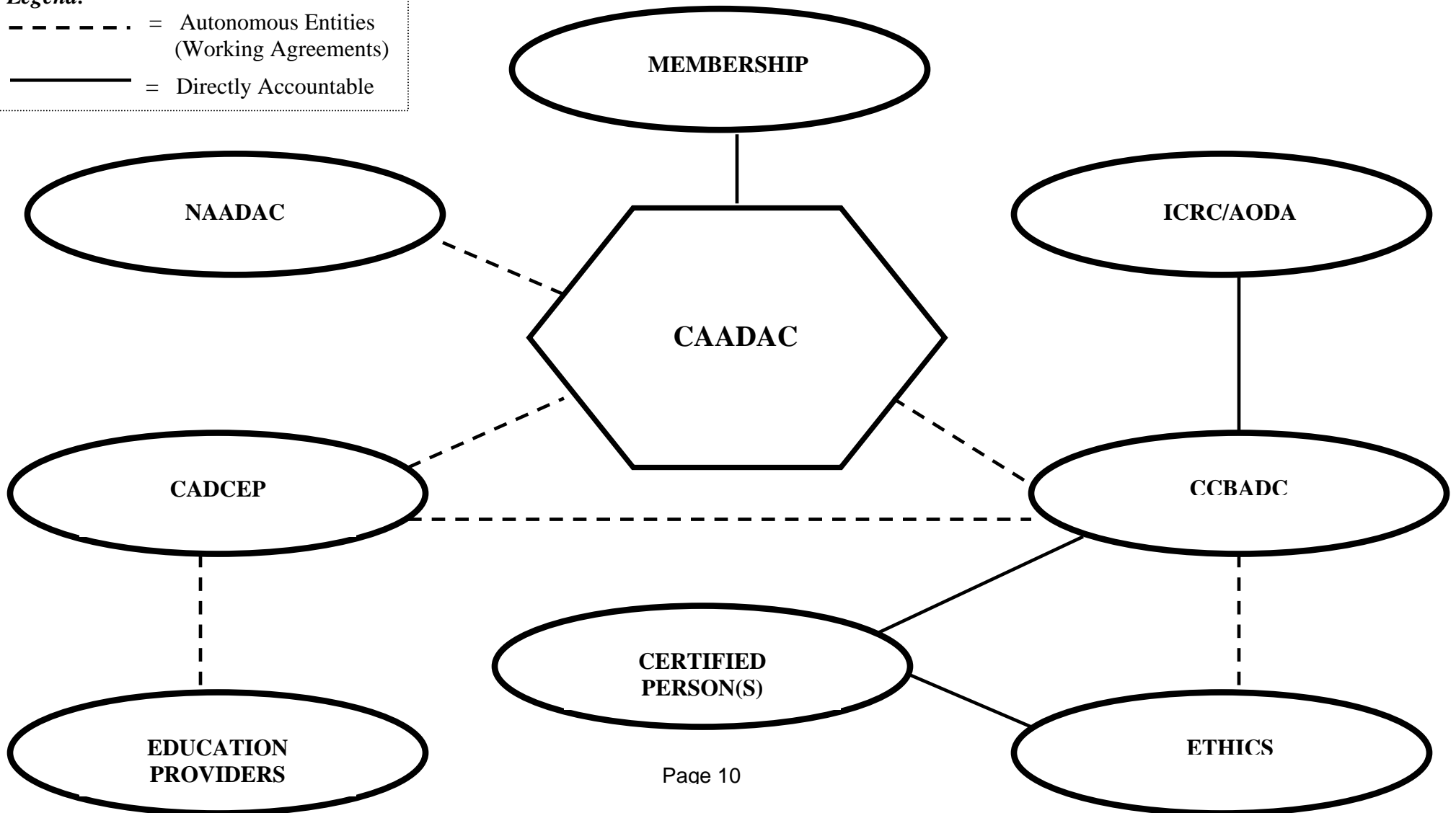
**CAADAC** is the California Association of Alcoholism and Drug Abuse Counselors. CAADAC is a membership organization in California. Since its origination in 1979, it has conferred membership upon thousands of counselors who have successfully treated clients struggling with the disease of addiction. CAADAC counselors are recognized for their professional training and education in the field of alcoholism and drug abuse and are considered experts in treatment and treatment management. CAADAC is a strong leader and advocate for the profession of AODA counseling and for the needs of addicts in California. As a co-sponsor of Proposition 36, the sponsor of legislation to promote voluntary licensure for counselors, and an invited participant to state and federal level regulatory meetings, CAADAC is a strong voice for certified counselors in California.

**CCBADC** is an unincorporated association, governed by its own bylaws; therefore a completely autonomous entity. California Certification Board of Alcohol and Drug Counselors (CCBADC) offers certification on a voluntary basis to applicants who meet the criteria for the certifications CADC, or CCS. **CCBADC is the autonomous credentialing body of CAADAC conferring the professional rights and privileges of certification.** CCBADC and CAADAC has a working agreement in which it is clearly defined that CCBADC determines all matters in regard to certification as outlined in the bylaws. The International Certification Reciprocity Consortium (ICRC) has set minimum standards for certification. The CCBADC is a member board of the ICRC which now totals 60 member boards. As an ICRC/AODA member board, CCBADC meets the ICRC/AODA standards and adheres to the policies and procedures outline in their Policies and Procedures Manual. CCBADC also has an autonomous working **Ethics Advisory Committee** that oversees all ethical complaints or concerns that reports to the CCBADC ethical sanctions and/or pending issues involving certified individuals.

**CADCEP** is an autonomous committee that reviews the educational content of alcohol and drug counseling programs, courses, and continuing education provider courses. If CADCEP has not received an application for approval from an educational institute in which the candidate is submitting as part of the portfolio process, CADCEP requires the candidate to supply copies of the course descriptions, course syllabus or catalog be submitted as well. If the course is approved by CADCEP, verification of the approval status is required in addition to the official transcripts. CADCEP notifies CCBADC of approval or denial. The process of approval ensures that students are receiving education that meets the expectations and standards of certification. (The following flow chart signifies the relationships.)

# ORGANIZATIONAL FLOW CHART

**Legend:**  
- - - - = Autonomous Entities  
(Working Agreements)  
— = Directly Accountable



## CALIFORNIA CERTIFICATION BOARD OF ALCOHOL AND DRUG COUNSELORS

### CCJP CODE OF ETHICS

#### ***Principle 1: Non-discrimination***

The Criminal Justice Addiction Professional should not discriminate against clients or professionals based upon race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

#### ***Principle 2: Responsibility***

The Criminal Justice Addiction Professional should espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a. The Criminal Justice Addiction professional, as teacher, should recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b. The Criminal Justice Addiction Professional, as practitioner, should accept the professional challenge and responsibility deriving from the counselor's work.
- c. The Criminal Justice Addiction 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.

#### ***Principle 3: Competence***

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

- a. The Criminal Justice Addiction Professional should prevent the practice of alcoholism and drug abuse counseling by unqualified and unauthorized persons.
- b. The Criminal Justice Addiction Professional who is aware of unethical conduct or of unprofessional modes of practice should report such violations to the appropriate certifying authority.
- c. The Criminal Justice Addiction Professional should recognize boundaries and limitations of counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d. The Criminal Justice Addiction Professional should recognize the effect of professional impairment on professional performance and should be willing to seek appropriate treatment for oneself or for a colleague. The counselor should support peer assistance programs in this respect.

**Principle 4: Legal Standards and Moral Standards**

The Criminal Justice Addiction Professional should uphold the legal and accepted moral codes, which pertain to professional conduct.

- a. The Criminal Justice Addiction Professional should not claim directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b. The Criminal Justice Addiction Professional should not use the affiliation with the California Association of Alcoholism and Drug Abuse Counselors for purposes that are not consistent with the stated purposes of the Association.
- c. The Criminal Justice Addiction Professional should not associate with or permit the counselor's name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The Criminal Justice Addiction Professional associated with the development or promotion of books or other products offered for commercial sale should be responsible for ensuring that such books or products are presented in a professional and factual way.

***Principle 5: Public Statements***

The Criminal Justice Addiction Professional should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The Criminal Justice Addiction Professional who represents the field of alcoholism counseling to clients, other professionals, or to the general public should report fairly and accurately the appropriate information.
- b. The Criminal Justice Addiction Professional should acknowledge and document materials and techniques used.
- c. The Criminal Justice Addiction Professional who conducts training in alcoholism or drug abuse counseling skills or techniques should indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

***Principle 6: Publication Credit***

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

- a. The Criminal Justice Addiction Professional should recognize joint authorship, major contributions of a professional character, made by several persons to a common project. The author who has made the principle contribution to a publication should be identified as a first listed.

- b. The Criminal Justice Addiction Professional should acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c. The Criminal Justice Addiction Professional should acknowledge, through specific citations, unpublished, as well as published material, that has directly influences the research or writing.
- d. The Criminal Justice Addiction Professional who compiles and edits for publication the contributions of others should list oneself as editor, along with the names of those who have contributed.

### ***Principle 7: Client Welfare***

The Criminal Justice Addiction Professional should respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a. The Criminal Justice Addiction Professional should define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The Criminal Justice Addiction Professional, in the presence of professional conflict should be concerned primarily with the welfare of the client.
- c. The Criminal Justice Addiction Professional should terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from it.
- d. The Criminal Justice Addiction Professional, in referral cases, should assume the responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the alcohol and drug abuse counselor should carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and should act in the best interest of the client.
- e. The Criminal Justice Addiction Professional who asks a client to reveal personal information from other professionals or allows information to be divulged should inform the client of the nature of such transactions. The information released or obtained with informed consent should be used for expressed purposes only.
- f. The Criminal Justice Addiction Professional should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The Criminal Justice Addiction Professional should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.
- h. The Criminal Justice Addiction Professional should collaborate with other health care professional(s) in providing a supportive environment for the client who is receiving prescribed medications.

***Principle 8: Confidentiality***

The Criminal Justice Addiction Professional should embrace, as a primary obligation, the duty of protecting the privacy of clients and should not disclose confidential information acquired, in teaching, practice or investigation.

- a. The Criminal Justice Addiction Professional should inform the client and obtain 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 observation of an interview by another person.
- b. The Criminal Justice Addiction Professional should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The Criminal Justice Addiction Professional should reveal information received in confidence only when there is clear and imminent danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d. The Criminal Justice Addiction Professional should discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports should present only data germane to the purpose of the evaluation and every effort should be made to avoid undue invasion of privacy.
- e. The Criminal Justice Addiction Professional should use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

***Principle 9: Client Relationships***

The Criminal Justice Addiction Professional should inform the prospective client of the important aspects of the potential relationship.

- a. The Criminal Justice Addiction Professional should 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 Criminal Justice Addiction Professional should inform the designated guardian or responsible person of the circumstances, which may influence the relationship, when the client is a minor or incompetent.
- c. The Criminal Justice Addiction Professional should not enter into a professional relationship with member's of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.
- d. The Criminal Justice Addiction Professional should not engage in any type of sexual activity with a client.
- e. The Criminal Justice Addiction Professional shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

The Criminal Justice Addiction Professional should treat colleagues with respect, courtesy and fairness, and should afford the same professional courtesy to other professionals.

- a. The Criminal Justice Addiction Professional should not offer 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 Criminal Justice Addiction Professional should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The Criminal Justice Addiction Professional shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

***Principle 11: Remuneration***

The Criminal Justice Addiction Professional should establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a. The Criminal Justice Addiction Professional shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The Criminal Justice Addiction Professional should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor should not engage in fee splitting.
- c. The Criminal Justice Addiction Professional in clinical or counseling practice should not use one's relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- d. The Criminal Justice Addiction Professional should not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its client by members of its staff, and in such instances the client must be fully apprised of all policies affecting the client.

**Principle 12: Societal Obligations**

The Criminal Justice Addiction Professional should advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The counselors should inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and should act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The Criminal Justice Addiction Professional should adopt a personal and professional stance, which promotes the well being of all human beings.

The CCBADC is comprised of certified counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and families manifestations. CCBADC certified counselors dedicate themselves to promote the best interest of their society, of their clients, of their profession, and of their colleagues.

*The undersigned hereby understands and agrees to comply with the code of ethics as outlined in this document. \*\*The undersigned also agrees to abide by the California Department of Alcohol and Drug Program Administrations Code of Conduct outlined in Chapter 8; Subchapter 3, Section 13060. The undersigned also understands and consents to the release of information pertaining to any ethical violation(s) and/or sanctions as part of the process of becoming a CAADAC member, registrant, or a certificant. The information may be disclosed to the California Alcohol/Drug Program Administration and to the California state-approved certification bodies. I agree to cooperate with complaint investigations and supply information requested during complaint investigations unless such disclosure of information would violate the confidentiality requirements of Subpart 2, Title 42, Code of Federal Regulations.*

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

\_\_\_\_\_  
Print Name

\*\*Applies to those employed by CA state licensed and/or certified agencies only.

**THIS FORM MUST BE SENT WITH THE APPLICATION FOR CCJP CERTIFICATION.**

Revised March 8, 2006 rm

**CALIFORNIA CERTIFICATION BOARD OF ALCOHOL AND DRUG COUNSELOR**  
**CERTIFIED CRIMINAL JUSTICE ADDICTION PROFESSIONAL APPLICATION**

Please type or print legibly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work address: \_\_\_\_\_

Phone: Home (\_\_\_\_)-\_\_\_\_\_ Work (\_\_\_\_)-\_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security no. \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female: \_\_\_\_\_

Ethnic Affiliation (Optional: For statistical purposes only): Caucasian\_\_\_\_ Black\_\_\_\_ Asian\_\_\_\_

Hispanic\_\_\_\_ Native American\_\_\_\_ Other\_\_\_\_

Highest Education level: Certificate\_\_\_\_ Bachelors\_\_\_\_ Masters\_\_\_\_ Doctorate\_\_\_\_

If a certificate program: please give Title of Program attended:  
\_\_\_\_\_

List any other boards by which you are certified or licensed:

\_\_\_\_\_  
Has certification or license been denied or revoked by any other board: No \_\_\_ Yes\_\_\_ if yes, please explain the details and the current status of that certification/license.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of any felonies in the last five years? No \_\_\_\_ Yes \_\_\_\_ If yes, please describe the conviction and the status to date.

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**APPLICANT DECLARATION**

I \_\_\_\_\_ hereby attest that all the information given herein is true and complete to the best of my knowledge and belief. I understand that falsification of any portion of this application will result in my being denied certification, or revocation of same, upon discovery.

I have read, understand, and agree to act in accordance with the code of ethics recognized by my profession and in compliance with any and all codes of professional conduct in effect in the State of California. For verification purposes, I understand and agree that my name and status will be placed on the CCBADC public registry.

I acknowledge the right of CCBADC and authorize CCBADC to verify the information in this application or to seek further information from employers, schools or persons mentioned herein.

I will hold CCBADC., its Board members, officers, agents, and staff free from any civil liability for damages or complaints by reason of any action that is within the scope and arising out of the performance of their duties which they, or any of them, may take in connection with this application, the attendant examination, the score with respect to any examination, and/or failure of the Board to bestow upon me certification as an Criminal Justice Addiction Professional.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DIRECT SUPERVISED WORK EXPERIENCE (PAID OR VOLUNTEER)**

List in order, with current place of employment listed first.)

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates and total hours of service: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates and total hours of service: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates and total hours of service: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION REQUIREMENTS**

Education hours are defined as 50 continuous minutes spent in a formal classroom type of setting (college/university, workshop, and seminar).

**COLLEGE/UNIVERSITY EDUCATION:**

Semester Hours x 15 = Contact hours

Quarter Hours x 10 = Contact Hours

**OTHER EDUCATION:**

CEU's x 10 = contact hours. Actual hours spent in workshop or seminar = contact hours. In-services, etc. at the workplace will count if related to the core functions of addiction counseling or directly related to the six domain area's for a criminal justice addiction professional.

**NOTE: 6 CONTACT HOURS OF ETHICS EDUCATION MUST BE DOCUMENTED!**

Please list all applicable education on the following page. You may duplicate the page if you need more space. You must document at least 270 hours of classroom/workshop style education related to the 12 core functions of addiction counseling and/or courses that directly related to the criminal justice addiction professional domain areas outlined by ICRC.

Transcripts: Documentation in the form of official college/university transcripts for all courses claimed must be sent directly from the college/university to:

**CCBADC**

**3400 Bradshaw Road Suite A-5**

**Sacramento, CA 95827**



**SUPERVISOR EVALUATIONS**

Please list the names, addresses and phone numbers of the supervisor(s) to whom you have given evaluation forms. You must have an evaluation for all hours counted toward supervised work experience. If this is not possible due to external circumstances (e.g. death, supervisor moved and unavailable), please explain. (You may copy this form if needed.)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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**COLLEAGUE EVALUATION FORMS:**

Please list the names of two individuals to whom you have given colleague evaluation forms. These should be people, other than supervisors, who know you professionally and can attest to your professional skills.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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**COLLEAGUE EVALUATION FORM (Page 1 of 2)**

Applicant name \_\_\_\_\_

Name, title of evaluator \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Relationship to applicant? \_\_\_\_\_

I \_\_\_\_\_ hereby certify that this rating is, to the best of my knowledge, truthful, and reflects as accurately as possible my knowledge of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The California Certification Board of Alcohol and Drug Counselors reserves the right to request further information from you concerning this applicant.

PLEASE RETURN THIS FORM DIRECTLY TO:  
CCBADDC, 3400 Bradshaw Road, Suite A-5, Sacramento, CA 95827  
**Do not return this form to the applicant**

APPLICANT'S NAME \_\_\_\_\_

EVALUATOR'S NAME \_\_\_\_\_

**COLLEAGUE EVALUATION FORM (Page 2 of 2)**

Following are the skills and knowledge needed by CCBADC. Please evaluate the above named applicant based on the abilities you have seen him/her demonstrate. Use the following scale to evaluate the applicant:

- 1 = NOT APPLICABLE**  
**2 = POOR**  
**3 = AVERAGE**  
**4 = ABOVE AVERAGE**  
**5 = EXCELLENT**

No.	Skills and Knowledge	Rating	Comments
1	Inter-professional Relationships		
2	Respect for clients and peers		
3	Client welfare: ability to care and show concern for client		
4	Empathy with client		
5	Flexibility with client		
6	Consultation with other professionals		
7	Competency and Responsibility		
8	Capacity for appropriate self-disclosure		
9	Ability to apply Legal and Moral practices		
10	Ability to comply with federal confidentiality laws		
11	Ability to treat client information in accordance with state and federal regulations		
12	Knowledge of chemical dependency field		
13	Compliance with ethical codes		
14	Ability to set appropriate limits with client		
15	Ability to facilitate appropriate change in client regarding chemical use		
16	Ability to apply knowledge of physical, behavioral, attitudinal, and effective manifestations of addictions to determine its existence and degree of progression		

GENERAL REMARKS: \_\_\_\_\_

*I hereby certify that I have observed and have firsthand knowledge of this applicant's work and that the above information is, to the best of my knowledge, true and correct.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN DIRECTLY TO:**

CCBADC, 3400 Bradshaw Road, Suite A-5, Sacramento, CA 95827

**Do not give to applicant!**

**SUPERVISED PRACTICUM EXPERIENCE LOG (Page 1 of 2)**

NAME \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

AGENCY \_\_\_\_\_

**TO THE SUPERVISOR:**

Supervised Practicum Experience includes activities designed to provide training of specific counselor functions. These activities are monitored by supervisory personnel who provide timely positive and constructive feedback to assist the counselor in this learning process. Methods of supervision could be joining the counselor for sessions and later reviewing them, case presentations, group or individual staffings, teaching about various methods, etc. Rate the applicant on the following scale. TOTAL REQUIRED PRACTICUM HOURS IS 300 MINIMUM!

- 1 Not applicable**
- 2 Poor**
- 3 Average**
- 4 Above Average**
- 5 Excellent**

<b>CRIMINAL JUSTICE PERFORMANCE DOMAINS</b>	<b>No. Hrs</b>	<b>Rating of Applicants Skills</b>	<b>Comments</b>
Dynamics of Addiction and Criminal Behavior: Dynamics of addiction			
Criminal behavior; human growth and development; Theories of criminal behavior			
Addiction and related theories			
Pharmacology			
Legal, Ethical, and Professional Responsibility: Professional codes of			
Ethics, conduct, and standards of practice			
Adherence to federal, state local and agency regulations			
Confidentiality, rights, requirements for treatment, informed consent			
Obtaining continuing education; clinical and administrative supervision and consultation			
Recognizing personal biases, feelings, concerns and other Issues; quality improvement and evaluation activities.			
Criminal Justice System and Processes: Legal overview; court roles			
Juvenile and criminal justice continuum; overview of correctional settings;			
Criminal justice theories; models of addictions treatment set tings; supervision.			
Screening, Intake, and Assessment: Purpose of the assessment; conducting comprehensive assessments; obtaining and evaluating information from other sources;			
Recognizing the signs and symptoms of intoxication and withdrawal;			
Identifying signs and symptoms of co existing disorders;			
Assessing the client's treatment and supervision needs; preparing a written summary; reviewing the results of a comprehensive assessment			
Case Management, Monitoring and Client Supervision:			

**SUPERVISED PRACTICUM EXPERIENCE LOG (Page 2 of 2)**

<b>CRIMINAL JUSTICE PERFORMANCE DOMAINS</b>	<b>No. Hrs</b>	<b>Rating of Applicants Skills</b>	<b>Comments</b>
Advocating for services; evaluating client behavior to achieve desired outcomes Conserve resources; maintaining a complete record of each case			
Counseling: Providing effective counseling services; creating a therapeutic relationship;			
Development an individualized treatment plan;			
Providing appropriate counseling services; facilitating individual and group counseling; providing appropriate intervention			
Educating the client, family and community			
Identifying relapse triggers and developing coping Skills/techniques			
Assisting clients in crisis; recommending appropriate referrals; developing a comprehensive discharge plan.			

*I \_\_\_\_\_ hereby certify that I have observed and have firsthand knowledge of this applicant's work and that the above information is, to the best of my knowledge, true and correct.*

\_\_\_\_\_  
Practicum Supervisors Signature

\_\_\_\_\_  
Date

**FIELD WORK EXPERIENCE VERIFICATION FORM**

This form is used to document the number of experiential hours that the applicant has completed, whether it is paid or volunteer. One of the following must be verified.

- 1 **High School/GED 6,000 hours** documented work experience in direct services in criminal justice /addictions services and obtained over the past 10 years.
- 2 **AA/AS or Certified AODA Counselor (Non IC&RC: 5,000 hours** documented work experience in direct services in criminal justice /addictions services and obtained over the past 10 years.
- 3 **BA/BS or IC&RC Certified Reciprocal AODA Counselor: 4,000 hours** documented work experience in direct services in criminal justice /addictions services and obtained over the past 10 years.
- 4 **MA/MS or IC&RC Certified Supervisor AODA Counselor: 2000 hours** documented work experience in direct services in criminal justice /addictions services and obtained over the past 10 years.
- 5 **Above Masters Level or IC&RC Certified Advanced AODA Counselor or other Advanced Credential (i.e.NBCC, CRCC, NASW, MAC, etc.): 1000 hours** documented work experience in direct services in criminal justice / addiction services and over the past 10 years.

**SUPERVISOR’S STATEMENT**

Applicant’s name \_\_\_\_\_

Supervisor’s name \_\_\_\_\_

Program name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Professional licenses and/or certificates you hold \_\_\_\_\_

How long have you supervised this applicant?

From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_

Average number of hours per week the applicant worked in:

Direct services \_\_\_\_\_ Indirect services \_\_\_\_\_

Total Number of Hours at your agency: \_\_\_\_\_

Please describe the indirect services: \_\_\_\_\_

Please add any comments on an additional sheet of paper.

*I hereby certify that I have observed and have firsthand knowledge of this applicant’s work and that the above information is, to the best of my knowledge, true and correct.*

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

**PLEASE RETURN DIRECTLY TO:**  
 CCBADC, 3400 Bradshaw Road, Suite A-5, Sacramento, CA 95827  
**Do not give to applicant!**

### CCJP APPLICATION CHECKLIST

- Send completed **application** to CCBADC/CAADAC
- Include **check or money** order for **\$145 (member) \$265 for non members)** payable to CCBADC/CAADAC for Application processing/review fees.
- Attach certificates of attendance, in-service reports, and/or other **verification of education** hours to, numbering the certificates and listing them on the page 5.
- Arrange for **official college/university transcripts** to be sent to CCBADC.
- Have **colleagues send evaluation** forms to CCBADC.
- Have supervisor(s) complete and send **Supervised Experience Practicum Log** forms for the required 300 hour practicum to CCBADC
- Have supervisor(s) complete and send **Field Work Experience Verification form** to CCBADC.
- Read, sign/date and return the CCJP Code of Ethics to CCBADC

#### Notes:

- This credential is new, and therefore, testing dates will be announced. Please submit your application to be considered; do not submit fee's as we will send an invoice for this credential only, once it is open for testing.
- It takes up to six weeks to process your application; therefore applications must be submitted well in advanced of the written exam dates.
- Applications will not be processed without all documentation being received by the CCBADC; including processing fee.
- All fees are non refundable.
- Checks returned for NSF and declined Credit Cards will be charged \$30.00
- For more information and test dates please visit [www.caadac.org/certification](http://www.caadac.org/certification)