



Application Packet for

**CCJPR**

Certified Criminal Justice  
Addictions Professional  
Reciprocal

## Directions/Checklist

Read the application packet thoroughly. Submit your application forms in the following order with supporting documents. You are only required to submit material sufficient to meet the requirements of the certification for which you are applying. If you have used any names other than the name on the application, please submit legal documentation of a name change along with the Counselor Application.

All information must be typed or printed legibly. Items may be mailed or hand delivered during office hours. ALL APPLICATIONS NEED TO BE SUBMITTED IN HARDCOPY. E-mailed or faxed applications will not be accepted.

- Form 1: Application
- Form 2: Documentation of Experience
- Form 3: Documentation of Academic and Credential Equivalents
- Form 4: Documentation of Supervision
- Form 5: Documentation of Education
- Form 6: Documentation of Ethics Training
- Form 7: Documentation of Exam Completion
- Form 8: Consent and Release Form
- Form 9: Statistical Information
- Form 10: Documentation of Disability Related Needs for Exam
- Code of Ethical Conduct - Signed
- Payment of \$390 (If paying by check, it must be included and made payable to MCB):

When the application is approved, you will receive an approval letter and proof of certification in the mail. Application packets are typically processed within one month of receipt. If there are any problems with the application, you will be notified by email or phone.

Make sure to retain a photocopy of the entire application for your records. All materials submitted become property of the MCB and may be disposed of after 3 years. Send your completed application, copies of verifications, documents attachments, and the fee to:

MCB  
4817 Viking Blvd. Suite 101  
Wyoming, MN 55092  
Phone: 763 434 9787 Fax: 763 413 1746  
Website: [www.mcboard.org](http://www.mcboard.org) Email: [mcb@mcboard.org](mailto:mcb@mcboard.org)

## **About the CCJPR Credentials**

Drug offenders account for significant growth in the prison population. Addiction counseling with individuals in the criminal justice system is complex and complicated, and it requires specialized training. Competency in treating substance use and other mental disorders alone does not sufficiently prepare professionals for dealing with the interaction of addictive and criminal thinking.

In addition to addiction counseling skills and theoretical understanding, Certified Criminal Justice Addictions Professionals (CCJP) need an understanding of the criminal justice system and criminal thought patterns. The CCJP credential requires professionals to demonstrate competency through experience, education, supervision, and the passing of a rigorous examination.

This credential is recognized as the gold standard for competency in the field and has been endorsed by the International Community Corrections Association (ICCA). The International Community Corrections Association (ICCA), a membership organization dedicated to promoting community-based corrections for adults and juveniles and enhancing public safety, endorsed IC&RC's Criminal Justice Addictions Professional credential in March 2010.

-Description adapted from IC&RC

## REQUIREMENTS AND POLICIES FOR THE CCJPR CREDENTIAL

### EXPERIENCE

6000 hours of supervised work experience specific to the domains is required. Work experience must have been obtained within the 7 years prior to application. Applicant must be clinically supervised by an individual who is knowledgeable in the field of addiction services in a criminal justice setting. Experience must be gained as an intern or paid employee.

- An associate's degree in behavioral science or a non-reciprocal alcohol and drug counselor credential from an IC&RC member board (e.g. ADC-MN credential) may substitute for 1000 hours;
- A bachelor's degree in behavioral science or an IC&RC reciprocal alcohol and drug counselor credential (e.g. ADCR-MN credential) may substitute for 2000 hours;
- A master's degree in behavioral science or an IC&RC reciprocal Clinical Supervisor credential may substitute for 4000 hours;
- A doctorate degree in behavioral science or an IC&RC reciprocal advanced ADC counselor credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) may substitute for 5000 hours.

Applicant must document their experience on the Documentation of Experience form (Form 2). Submit a separate form for each program where you have accumulated experience that you wish to apply toward your application.

To be eligible for application of degree equivalents to work experience, the degree must be from an accredited college or university with a major in sociology, psychology, social services, counseling, human services or a related behavioral science field. To be considered for the education or credential equivalency, you must complete the Documentation of Academic and Credential Equivalents form (Form 3) and also submit a copy of your transcripts with the major and date of completion highlighted or a copy of proof of the relevant credential.

### EDUCATION

An associate's degree or higher in a behavioral science field or higher and 270 hours of education specific to the domains is required. Six hours of education must be in criminal justice ethics.

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and approved distance education.

- One clock hour of education is equal to (50) minutes of continuous instruction.
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within each or the IC&RC domains for this credential.

- All education must be documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and content descriptions.

All education must be appropriately documented on the Documentation of Education form (Form 5). Transcripts, certificates of completion, or other verifications must be attached.

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

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

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

## **SUPERVISION**

A minimum of ten hours of supervision in each domain is required.

- 150 hours with an associate's degree or a non-reciprocal alcohol and drug counselor credential from and IC&RC member board (e.g. ADC-MN credential);
- 100 hours with a bachelor's degree or an IC&RC reciprocal ADC counselor credential;
- 60 hours with a master's degree or an IC&RC reciprocal CS credential;
- No hours are required with a doctorate degree or above or an IC&RC AADC counselor credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.)

Supervision is defined as a formal systematic process that focuses on skill development and integration of knowledge and is defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing professional's performance. Supervision must take place in a setting where services specific to the domains are being provided.

Supervision may occur as part of eligible work, practicum, or internship experience and may be completed under more than one supervisor and/or agency.

## EXAM

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

- **Format.** The examination includes 150 multiple choice questions. The Minnesota Certification Board only offers the exam in the Computer Based Testing (CBT) format. Candidates are allowed 3 hours to complete the exam.
- **Registration.** Upon approval of the application packet, the Minnesota Certification Board will pre-register you for the exam, and you will receive an email with instructions on how to schedule your exam time and location. Applicants will be allowed up to 90 days to register for and complete the exam after they are approved by the MCB.
- **Location.** There are multiple computer based testing sites in Minnesota. Candidates can choose the testing site that is closest for their travel.
- **Exam Content.** The exam is based on the IC&RC domains for this credential as determined by a comprehensive Job Analysis process. Additional exam details are available in the free Candidate Guide, which is available upon request.
- **Accommodations.** Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing with documentation, to the Minnesota Certification Board. Requests for disability accommodations must be submitted on the Documentation of Disability Related Needs for Exam form (Form 11).
- **Cancellation/Rescheduling.** Candidates are required to arrive on time for their exam. Candidates who arrive late may not be permitted to test and may be charged a cancellation/rescheduling fee. Applicants may be required to pay a rescheduling or cancellation fee to in order to reschedule or cancel their exam.

## CODE OF ETHICS

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

## RESIDENCY

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

## **RECIPROCITY**

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

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

Individuals holding the Minnesota's Alcohol & Drug Counselor Reciprocal-MN (ADCR-MN) who apply for reciprocity to another IC&RC member board will receive the equivalent of the Alcohol & Drug Counselor Reciprocal-MN (ADCR-MN) if a reciprocity-eligible alcohol and drug counselor certification is available through that certification body. Individuals requesting to transfer their good-standing credential to another IC&RC member board should contact the Minnesota Certification Board, Inc. to request an IC&RC Reciprocity application for alcohol and drug counselor certification and for verification that the certification board in the new location offers a reciprocity eligible alcohol and drug counselor certification.

## **FEES**

- First Time Certification: \$390 (includes processing fee, exam, and one year of certification)
- Annual Renewal of Certification: \$95 (includes one year of certification)
- Biennial Renewal of Certification: \$180 (includes two years of certification)

## **LENGTH OF INITIAL CERTIFICATION**

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

## **FIRST ANNUAL RENEWAL**

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

## RECERTIFICATION

MCB requires recertification **every two years** in order to maintain the high standards of professional practice and to assure that certified professionals remain up to date in the field. A recertification application packet will be mailed to your address on file in advance of your recertification date. Recertification will correspond with your annual renewal date every second year.

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

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

## ACCEPTABLE CONTINUING EDUCATION

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

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



- Presenting Papers - The hours spent presenting a paper at a State or National conference of licensed professionals can be used as the equivalent of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).
- Distance learning/online courses.

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

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

### **LAPSED CERTIFICATION**

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

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

### **APPEAL PROCESS**

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

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

1. Dynamics of Addiction & Criminal Behavior
2. Legal, Ethical & Professional Responsibility
3. Criminal Justice System & Processes
4. Clinical Evaluation: Screening & Assessment
5. Treatment Planning
6. Case Management, Monitoring & Participant Supervision
7. Counseling
8. Documentation

\*A detailed outline of the tasks that fall under each domain is available in the Candidate Guide for the IC&RC Criminal Justice Addictions Professional Examination. Please contact the Minnesota Certification Board for more details.

**MINNESOTA CERTIFICATION BOARD  
CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
Application**

**\*Please print clearly to prevent delays in the processing of your application.**

What other MCB certification do you hold?		
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Date of Application		Date of Birth	
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Name (as you want it to appear on your certificate):	
Prior Names, Known Aliases (submit legal documentation of name change)	

Last Four of SSN: XXX-XX-		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Home Address (Street, APT #)					
City		State		ZIP	
Home Email		Home Phone	( )		

Work Address (Street, Suite #)					
City		State		ZIP	
Work Email		Work Phone	( )		

If MCB needs to contact you, please indicate your preference:  Home Contact  Work Contact

**Education**

Do you possess a high school diploma or jurisdictionally certified high school equivalency.  Yes  No  
*Please attach a copy of your diploma or proof of equivalency (e.g. college transcript) to this application.*

**Disciplinary Actions**

Have you ever received any disciplinary action from another certification or licensing authority?  
 Yes  No *If yes, please explain in full on a separate sheet and attach to this form.*

**Payment Information**

Fee of **\$390** paid by:

- Check/Money Order (Payable to MCB)
- Credit Card# \_\_\_\_\_ Expiration: \_\_\_\_\_
- Third Party Payer Information \_\_\_\_\_

**MINNESOTA CERTIFICATION BOARD  
 CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
 Documentation of Experience**

6000 hours of supervised experience specific to the IC&RC domains for this domain are required. For explanations of acceptable experience, please see the Requirement and Policies section of this manual.

Section I - Applicant Information

Name					
Home Address (Street, APT #)					
City		State		ZIP	

Section II - Program Information - To be completed by the applicant's supervisor, program director, or personnel office.

Program Name					
Program Address (Street, APT #)					
City		State		ZIP	
Program License #		Phone			

Section III - Documentation of Experience - To be completed by the applicant's supervisor, program director, or personnel office. **A copy of the applicant's official job description for the position listed must be attached.** Please complete a separate copy of this form for each position used toward the experience requirement.

Applicant's Position					
Start Date		End Date		Total Hours	

By signing below, I attest that the applicant (named in Section I) performed competently at the program (named in Section II) providing supervised services within the scope of the domains for this credential.

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Supervisor: Print Name and Title

\_\_\_\_\_  
 Date

Office Use Only						
Work Experience Total		Academic Equivalent Total		Credential Equivalent Total		TOTAL

**MINNESOTA CERTIFICATION BOARD**  
**CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)**  
**Documentation of Academic and Credential Equivalents**

Applicants may apply academic degrees or current credentials toward part of the experience requirement. Degrees must be from an accredited college or university with a major in sociology, psychology, social services, counseling, human services or a related behavioral science field. To be considered for the education credit you should submit a copy of your transcripts with the major and date of completion highlighted.

Please check **one** of the following and attach a copy of your transcripts for your highest degree or proof of credential.

<input type="checkbox"/>	I possess an <b>associate’s degree</b> in behavioral science <u>or</u> a <b>non-reciprocal alcohol and drug counselor credential</b> from and IC&RC member board (e.g. ADC-MN credential) and request a substitution of <b>1000 hours</b> .	
	Major:	Completion Date:
	Credential and Board:	

<input type="checkbox"/>	I possess a <b>bachelor’s degree</b> in behavioral science <u>or</u> an <b>IC&amp;RC reciprocal alcohol and drug counselor credential</b> (e.g. ADCR-MN credential) and request a substitution of <b>2000 hours</b> .	
	Major:	Completion Date:
	Credential and Board:	

<input type="checkbox"/>	I possess a <b>master’s degree</b> in behavioral science <u>or</u> an <b>IC&amp;RC reciprocal Clinical Supervisor credential</b> and request a substitution of <b>4000 hours</b> .	
	Major:	Completion Date:
	Credential and Board:	

<input type="checkbox"/>	I possess a <b>doctorate degree</b> in behavioral science <u>or</u> an <b>IC&amp;RC reciprocal advanced ADC counselor credential or other advanced credential</b> (NBCC, CRCC, NASW, MAC, etc.) and request a substitution of <b>5000 hours</b> .	
	Major:	Completion Date:
	Credential and Board:	

**MINNESOTA CERTIFICATION BOARD  
 CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
 Documentation of Supervision**

Section I - Applicant Information

Name					
Home Address (Street, APT #)					
City		State		ZIP	

Section II - Program Information - To be completed by the applicant's supervisor, program director, or personnel office.

Program Name					
Program Address (Street, APT #)					
City		State		ZIP	
Program License #		Phone			

Section III - Documentation of Supervision. Please complete a separate form for each unique program/agency/site. Document your total number of hours of supervision for each of the IC&RC domains. For explanations of acceptable supervision, please see the Requirement and Policies section of this manual.

<b>Requirements for Supervision Hours</b>
<p>A minimum of <b>10 hours</b> of supervision is required in <b>each domain</b>.</p> <p>The total hours of supervision required varies depending on your level of education and other credentials you may possess. Please check the option that applies to you.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 150 hours with an associate’s degree or a non-reciprocal alcohol and drug counselor credential from and IC&amp;RC member board (e.g. ADC-MN credential);</li> <li><input type="checkbox"/> 100 hours with a bachelor’s degree or an IC&amp;RC reciprocal ADC counselor credential;</li> <li><input type="checkbox"/> 60 hours with a master’s degree or an IC&amp;RC reciprocal CS credential (minimum of 7.5 hours of supervision in each domain);</li> <li><input type="checkbox"/> No hours are required with a doctorate degree or above or an IC&amp;RC AADC counselor credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.)</li> </ul>

Record your hour of supervision in each domain below.	
Dynamics of Addiction & Criminal Behavior	
Legal, Ethical & Professional Responsibility	
Criminal Justice System & Processes	
Clinical Evaluation: Screening & Assessment	
Treatment Planning	
Case Management, Monitoring & Participant Supervision	
Counseling	
Documentation	
TOTAL HOURS OF SUPERVISION	

\_\_\_\_\_  
 Supervisor's Signature (verifying all information provided on this form)

\_\_\_\_\_  
 Supervisor: Print Name, Title, and Credentials

\_\_\_\_\_  
 Date

**MINNESOTA CERTIFICATION BOARD  
 CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
 Documentation of Education**

Applicants must complete 270 hours of education specific to the domains. Document each training course, seminar, workshop, etc., date(s), instructor, and contact hours on this form. (Make copies of this form if additional space is required.) ACADEMIC TRANSCRIPTS AND/OR CERTIFICATE OF COMPLETION MUST BE INCLUDED.

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	
Domains Covered:			

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	
Domains Covered:			

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	
Domains Covered:			

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	
Domains Covered:			

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	
Domains Covered:			

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	
Domains Covered:			



**MINNESOTA CERTIFICATION BOARD  
 CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
 Documentation of Ethics Training**

Applicants must complete 6 hours of education specific to the criminal justice ethics. Document each training course, seminar, workshop, etc., date(s), instructor, and contact hours on this form. (Make copies of this form if additional space is required.) ACADEMIC TRANSCRIPTS AND/OR CERTIFICATE OF COMPLETION MUST BE ATTACHED TO THIS FORM.

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	

Course Number & Name OR Title of Seminar, Workshop, Training			
Instructor Name:			
Date(s)		Clock Hours	

**MINNESOTA CERTIFICATION BOARD**  
**CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)**  
**Documentation of Exam Completion**

Applicants must successfully complete the IC&RC Certified Criminal Justice Addictions Professional (CCJP) examination, which assesses knowledge, skill and competency. Please indicate if you will be completing the examination as part of the application process or if you have completed the exam previously. If you have completed the examination previously, you will need to provide verification of your successful completion.

Please check one of the boxes below.

I will be completing the IC&RC Certified Criminal Justice Addictions Professional (CCJP) examination as part of the application process.

I have completed the IC&RC Certified Criminal Justice Addictions Professional (CCJP) examination previously. **A verification of my passing score is attached to this form.**

Date of Successful Completion of Exam: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

**MINNESOTA CERTIFICATION BOARD**  
**CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)**  
**Consent and Release Form**

I request that MCB grant the Certified Criminal Justice Addictions Professional Reciprocal (CCJPR) credential to me based on the following:

- I subscribe to and commit myself to professional conduct that meets the MCB Code of Ethical Conduct for Certified Criminal Justice Addictions Professionals.
- I will become familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of services related to the IC&RC domains for this credential.
- I have read and understand the IC&RC domains for this credential. I possess the competence necessary to perform duties associated with each of these domains.
- I certify that the information given in this application is true and complete to the best of my knowledge. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification.
- I consent to the release of information contained in my application and any other pertinent data submitted to or collected by MCB to officers, members, and staff of the MCB.
- I give MCB permission to verify the status of my credential to all outside sources.
- I understand that this consent is valid for the full lifetime of my certification with MCB.

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

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

Date: \_\_\_\_\_

**MINNESOTA CERTIFICATION BOARD  
CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
Statistical Information**

**Highest Educational Level Completed:**

- No High School Diploma or GED
- High School Diploma or GED
- Vocational Certification
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

**Race: (optional)**

- Caucasian
- Black/African American
- Native American
- Asian
- Hispanic
- Native Hawaiian
- Pacific Islander (non-native Hawaiian)
- Other: \_\_\_\_\_

**Gender: (optional)**

- Female
- Male
- Other: \_\_\_\_\_

**MINNESOTA CERTIFICATION BOARD  
 CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL RECIPROCAL (CCJPR)  
 Documentation of Disability Related Needs for Exam**

If you do not have any known disabilities and do not wish to request an accommodation, please initial here \_\_\_\_\_.

If you have a learning, psychological, or other disability that requires an accommodation for completing the exam, please have this form completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist, etc.) to certify that your disability requires an accommodation.

Note: If you have existing documentation of having the same or similar accommodation provided to you in another exam situation within the past year, you may submit such documentation instead of having this portion of the form completed.

Applicant's Name	
Professional's Name	
Professional's Title	
Professional's License #	
Professional Address	
Professional's Phone	
Length of Time You Have Known Applicant	
Capacity In Which You Have Known Applicant	

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, he/she should be accommodated by providing the following:

- \_\_\_\_\_ Accessible Testing Site
- \_\_\_\_\_ Braille
- \_\_\_\_\_ Large Print
- \_\_\_\_\_ Reader as accommodation for visual impairment
- \_\_\_\_\_ Scribe as accommodation for learning disability
- \_\_\_\_\_ Sign Language Interpreter
- \_\_\_\_\_ Extended Time
  - \_\_\_\_\_ Time and a Half
  - \_\_\_\_\_ Double Time
  - \_\_\_\_\_ More than double time (specify): \_\_\_\_\_
- \_\_\_\_\_ Individual/Separate Testing Area
- \_\_\_\_\_ Use of Adaptive Equipment (specify): \_\_\_\_\_
- \_\_\_\_\_ Other (specify): \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorizing Professional \_\_\_\_\_  
 Date

**MINNESOTA CERTIFICATION BOARD**  
**Code of Ethical Conduct**  
**Certified Criminal Justice Addictions Professional Reciprocal (CCJPR)**

**Principle 1: Non-Discrimination**

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

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

**Principle 2: Responsibility**

The CCJPR shall espouse objectivity and integrity, and maintain the highest standards in the services the CCJPR offers.

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

**Principle 3: Competence**

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

- a. The CCJPR shall recognize boundaries and limitation of the CCJPRs competencies and not offer services or use techniques outside of these professional competencies.

- b. The CCJPR shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The CCJPR shall support peer assistance programs in this respect.

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

The CCJPR shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The CCJPR shall be fully cognizant of all federal laws and laws of the CCJPRs respective state governing the practice of alcoholism and drug abuse counseling.
- b. The CCJPR shall not claim either directly or by implication, professional qualifications/affiliations that the CCJPR does not possess.
- c. The CCJPR shall ensure that products or services associated with or provided by the CCJPR by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

#### **Principle 5: Public Statements**

The CCJPR shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- a. The CCJPR, in making statements to clients, other professionals, and the general public, shall state as fact only those matters which have been empirically validated as fact. All other opinions, speculations and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated.
- b. The CCJPR shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgments should extend to the source of the information and reliability of the method by which it was derived.

#### **Principle 6: Publication Credit**

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

- a. The CCJPR 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 CCJPR 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 CCJPR shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

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

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

- a. The CCJPR shall disclose the CCJPRs code of ethics, professional loyalties and responsibilities of all clients.
- b. The CCJPR shall terminate a counseling or consulting relationship when it is reasonably clear to the CCJPR that the client is not benefiting from the relationship.
- c. The CCJPR shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- d. The CCJPR shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed. (Principle 9)
- e. The CCJPR shall take care to provide services in an environment, which will ensure the privacy, and safety of the client at all times and ensure the appropriateness of service delivery.

### **Principle 8: Confidentiality**

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

- a. The CCJPR shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- b. The CCJPR shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CCJPR shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- c. The CCJPR shall adhere to all federal and state laws regarding confidentiality and the



CCJPRs responsibility to report clinical information in specific circumstances to the appropriate authorities.

- d. The CCJPR shall discuss the information obtained in clinical, consulting or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- e. The CCJPR shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

### **Principle 9: Client Relationships**

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

- a. The CCJPR shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- b. The CCJPR shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The CCJPR shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- d. The CCJPR shall not under any circumstances engage in sexual behavior with current or former clients.
- e. The CCJPR shall not accept as clients anyone with whom they have engaged in sexual behavior.

### **Principle 10: Interprofessional Relationships**

The CCJPR shall treat colleagues with respect, courtesy, fairness and good faith and shall afford the same to other professionals.

- a. The CCJPR shall refrain from offering professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b. The CCJPR shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The CCJPR shall not in any way exploit a relationship with a supervisor, employee,

student, research participant or volunteer.

**Principle 11: Remuneration**

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

- a. The CCJPR shall inform the client of all financial policies. In circumstances where an agency dictates explicitly provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The CCJPR shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- c. The CCJPR shall not engage in fee splitting. The CCJPR shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- d. The CCJPR, in the practice of counseling, shall not at any time use one’s relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.
- e. The CCJPR shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

**Principle 12: Societal Obligations**

The CCJPR shall to the best of his/her ability actively engage the public policy and legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

By signing this document, I acknowledge that I have read and understand the Code of Ethical Conduct for Certified Criminal Justice Professional Reciproals (CCJPRs).

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

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

Date: \_\_\_\_\_