

**THE MASSACHUSETTS BOARD OF SUBSTANCE ABUSE  
COUNSELOR CERTIFICATION**

P.O. Box 1801  
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**CCJP CERTIFICATION REQUIREMENTS**

The following is information pertaining to the **Certified Criminal Justice Addictions Professional (CCJP)** credential. Please pay particular attention to the attached **CCJP WAIVER TABLES** and the **CONTINUING EDUCATION CREDIT GUIDELINES**. Once an applicant can meet all of the requirements, application for CCJP Certification can be made. Applicants may download the CCJP Certification Application, the CCJP Clinical Supervisor Evaluation Form, and the corresponding CCJP Certification Application Instructions. Approved CCJP applicants must take and pass the IC&RC International Criminal Justice Addictions Professional Exam.

**The supervisor(s) who will be completing the Work Verification Form(s) must be made aware that they must mail the form(s) directly back to MBSACC.** Any verification form that is submitted to us by the applicant with the application will render the application void. The verification form(s) must be returned to us directly by the supervisor.

**TESTING:**

All applicants for CCJP Certification must take and pass the IC&RC International Examination for Criminal Justice Addictions Professional (CCJP). Testing will be computer-based.

Once an application is reviewed and approved, the applicant will be sent a Certification Test Reservation Form, which must be completed and returned to the Certification Office along with the test fee (\$300.00). The information supplied on the reservation form by the applicant will be provided to the testing company (SMT). The testing company will notify the applicant **via email** of the instructions for taking the computer-based test along with information on the locations of testing centers. The applicant will have six months from notification by the testing company in which to schedule and take the exam at a testing center. Failure to appear at the scheduled testing will result in the forfeiture of the test fee. The testing company will provide additional information on cancellation policies.

Test results will be provided to the applicant via email by the testing company. If an applicant fails the exam, s/he will have to wait for a period of 90 days before re-scheduling an exam.

**IMPORTANT: DO NOT** send anything to the letterhead address by a delivery service such as UPS or FedEX, etc. to meet a deadline date, or for any other reason. Delivery services such as these cannot deliver to a post office box at a postal station. This will only cause a delay in the receipt of your submittal. Just mail via the post office, and make certain that your submittal is **postmarked** by any deadline date that you must meet.

**MBSACC will not be responsible for any information regarding certification that you obtain outside this office. If you have any questions, please call the Certification Office at (508) 842-8707.**

## **CONTINUING EDUCATION CREDIT GUIDELINES**

The alcohol/drug specific education and the ethics training must have been completed within the past ten (10) years. For trainings and non-credit courses in the categories of counseling techniques and behavioral sciences, the applicant may go back as much as twenty (20) years. For academic (credit-bearing) courses in counseling techniques and behavioral sciences there is no time limit provided a grade of C (or higher) was received.

In addition to transcripts, the applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration. Transcripts must be official; transcripts downloaded from the internet will not be accepted.

For initial Certification, MBSACC limits **Distance Learning** (i.e., online courses/trainings or correspondence/home-study courses, etc.) to no more than 30% of the total number of education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible. MBSAACC does not accept academic credit or CEUs which are awarded for:

- 1) "prior learning experience,"
- 2) courses certified by use of a challenge examination,
- 3) courses that were audited, or
- 4) courses of independent study research

Academic courses must be alcohol/drug specific or counseling techniques specific to the category requirements as delineated in the certification criteria. No partial credit is given. Also, no credit is given for term and/or research papers.

MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses specific to the certification education requirements. For graded courses, a grade of C (or higher) must be received in order to be admissible for Certification.

Documentation for workshops, conferences, etc. must be provided or the training will not be considered. The participant's name must be officially recorded on the certificate by the sponsoring agency. The participant may **not** affix his/her own name to any certificate, either by hand or by typing. Only an authorized agent of the sponsor of the training may fill in the participant's name by hand, and then only by printing his/her own name (initials will not suffice) **and** the date in parentheses after the participant's name. The offering title, specific dates attended, the location of the training, and the number of approved training hours must appear on the certificate as well. Brochures, registration forms, canceled checks, sign-in sheets, etc. do **not** constitute proper documentation.

For programs that have not received official MBSACC approval, the following information must be provided:

- \* training description
- \* name and credentials of instructor(s)
- \* location of training
- \* sponsor(s) of training
- \* program agenda, complete with beginning and ending times for each training segment

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, etc. The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). Please be advised that MBSACC is under no obligation to accept training hours approved by other organizations.

Continuing education credit is not admissible in the following situations: where the applicant has provided the training and/or teaching; in-service or on-the-job training; hours accrued by taking exam preparation workshops or trainings. There may be other items that are not admissible which are not specifically listed here. If you have a specific instance which is not addressed in these guidelines, do not assume its acceptability. You should contact the Certification Office at the letterhead phone number to see if it is admissible.

## **IMPORTANT - TO ALL CCJP APPLICANTS**

1. The **51% Rule** states that a candidate must be working and/or living in this state at least 51% of their time when application for Certification is made.
2. The eligibility requirements for CCJP Certification must be completed before applying for Certification. Please refer to "Continuing Education Credit Guidelines" in this packet.
3. Applications must include all supporting documentation **and** the review fee or it will be considered incomplete and will be kept "on file" until the next available testing period.
4. If a Certification Application is denied, the applicant may appeal the decision, but it must be done in writing within thirty (30 ) days of notification that the application was denied.
5. All applicants must sign an Authorization and Release Form.
6. All applicants must sign a criminal justice-specific Professional Code of Ethics attesting to their agreement to adhere to same. Any individual who feels that they have the basis for a meritorious complaint should contact the MBSACC Certification Office to obtain detailed information regarding the Grievance Process and/or the Appeals Process.

### **FEE SCHEDULE**

The fees for the Certification process are as follows:

\$125.00 - Application Review Fee - this fee **must** mailed in with your Certification Application.

\$300.00 - Exam Fee – to be paid upon notification.

\$ 60.00 - Certification Fee – to be paid prior to the issuance of the Certification certificate.

All fees are **non-refundable** and are subject to change without notice. It is best to check with the Certification Office prior to submitting a fee to be sure it has not changed. Again, sending in the wrong fee with your submittal can cause serious delays. MBSACC charges a \$20.00 fee for checks returned to us (for **any** reason) by our bank.

**CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO MCVAC.**

## **REQUIREMENTS FOR CCJP**

The following are the Criminal Justice Addictions Performance Domains as they relate to both adults and juveniles:

**Domain #1** - Dynamics of Addiction and Criminal Behavior

**Domain #2** - Legal, Ethical and Professional Responsibility

**Domain #3** - Criminal Justice System and Processes

**Domain #4** - Clinical Evaluation: Screening and Assessment

**Domain #5** - Treatment Planning

**Domain #6** - Case Management, Monitoring, & Participant Supervision

**Domain #7** - Counseling

**Domain #8** - Documentation

### A. **EDUCATION**

Education and training must be specific to the knowledge and skills necessary to perform the tasks within the IC&RC Professional Performance Domains above. The education/ training requirement is a total of 270 clock hours in the following categories:

**Category A** - Alcohol/Drug Specific Studies (90 hrs. required)

(This category must include a minimum of ten hours in both Domain #1 and Domain #2)

**Category B** - Criminal Justice Studies (90 hrs. required)

(This category must include a minimum of ten hours in Domain #3)

**Category C** - Counseling Techniques (90 hrs. required)

(This category must include a minimum of ten hours in Domain #4, Domain #5, Domain #6, Domain #7 and Domain #8)

If you hold any of the MBSACC reciprocal-level Certifications (current and in good standing) or hold any of the degrees listed in the CCJP Waiver Tables, you may be able to waive a certain number of required hours (see waiver tables).

See **Continuing Education Credit Guidelines** for information on the time limits for alcohol/drug specific education (and other education) as well as for specific criteria regarding the documentation of education/training. **Documentation where your name is not officially filled in by an agent of the sponsoring agency (i.e., handed out blank) is not considered to be proper documentation and will not be accepted.**

**NOTE:** Practicums/Field Placements are not considered under the Education requirement.

**B. WORK EXPERIENCE**

*In order to meet the work experience requirement, the applicant must have the equivalent of at least three (3) years (or 6,000 hours) of full-time, supervised experience, specific to the domains, completed within the ten (10) years immediately prior to the time application is made.*

*Supervised work experience is defined as paid or voluntary work performed by addiction professionals: **1)** operating in a criminal justice setting (e.g., law enforcement, judicial, corrections, probation/parole, etc.) providing direct services to individuals currently involved in the Criminal Justice System, or **2)** primarily working with individuals with a recent (within five years) criminal history.*

**NOTE:** *Unsupervised work experience may **NOT** be substituted for the experience requirement, and all experience must be documented.*

*If you hold any of the MBSACC reciprocal-level Certifications (current and in good standing) or hold any of the degrees listed in the CCJP Waiver Tables, you may be able to waive a certain number of required hours (see waiver tables).*

**C. SUPERVISION**

*Clinical Supervision is the administrative, clinical and evaluative process of monitoring, assessing, and enhancing counselor performance. **S**upervised hours are to be face-to-face supervision received by the applicant in the Criminal Justice Addictions Professional Performance Domains. The supervised hours must have been accrued within the ten years immediately prior to making application. Applicants are required to provide documentation of 200 hours of Supervision. There can be no less than ten (10) hours of supervision in each domain (individual and group/team supervision all apply).*

*If you hold any of the MBSACC reciprocal-level Certifications (current and in good standing) or hold any of the degrees listed in the CCJP Waiver Tables, you may be able to waive a certain number of required hours (see waiver tables).*

**D. INTERNATIONAL CCJP EXAMINATION**

*The applicant must pass the IC&RC's International Certification exam for Criminal Justice Addictions Professionals.*

**E. RECERTIFICATION**

*After achieving certification, recertification is required every two years in order to remain Certified. The recertification requirement is forty (40) hours of continuing education in the CCJP Performance Domains.*

# CCJP REQUIREMENTS & WAIVER TABLES

**APPLICANTS MAY USE A CERTIFICATION ISSUED BY MBSACC OR A DEGREE TO WAIVE SOME OF THE REQUIREMENT HOURS AS SHOWN IN THE FOLLOWING TABLES**

## PERFORMANCE DOMAINS

The following are the Criminal Justice Professional Performance Domains as they relate to both adults and juveniles: **Domain #1** - Dynamics of Addiction and Criminal Behavior, **Domain #2** - Legal, Ethical, and Professional Responsibility, **Domain #3** - Criminal Justice System and Processes, **Domain #4** - Clinical Evaluation: Screening and Assessment, **Domain #5** - Treatment Planning; **Domain #6** - Case Management, Monitoring, and Participant Supervision, **Domain #7** - Counseling; and **Domain #8** - Documentation.

## REQUIREMENT #1: EDUCATION

The education/training requirement consists of the following categories:

**CATEGORY A** - Alcohol/Drug Specific Studies (**A/D**) (minimum of 10 hours in both Domains #1 and #2)

**CATEGORY B** - Criminal Justice Studies (**CJ**) (minimum of 10 hours in Domain #3)

**CATEGORY C** - Counseling Techniques (**CT**) (minimum of 10 hours in Domains #4, #5, #6, #7, and #8)

### CHOOSE EITHER DEGREE TRACK OR CERTIFICATION TRACK BELOW

#### DEGREE TRACK:

#### REQUIRED HOURS

| EDUCATION                   | # HRS.<br>A/D | # HRS.<br>CJ | # HRS.<br>CT | TOTAL<br># HRS |
|-----------------------------|---------------|--------------|--------------|----------------|
| High School/GED (no degree) | 90            | 90           | 90           | 270            |
| AA/AS                       | 50            | 90           | 60           | 200            |
| BA/BS                       | 45            | 60           | 45           | 150            |
| MA/MS                       | 30            | 40           | 30           | 100            |
| Doctorate                   | 30            | 30           | 0            | 60             |

#### CERTIFICATION TRACK:

#### REQUIRED HOURS

| CERTIFICATION                | # HRS.<br>A/D | # HRS.<br>CJ | # HRS.<br>CT | TOTAL<br># HRS. |
|------------------------------|---------------|--------------|--------------|-----------------|
| Without MBSACC Certification | 90            | 90           | 90           | 270             |
| CADC                         | 30            | 75           | 45           | 150             |
| CCS                          | 25            | 75           | 0            | 100             |
| CADC-II                      | 0             | 60           | 0            | 60              |

## **CCJP REQUIREMENTS & WAIVER TABLES**

### **PERFORMANCE DOMAINS**

The following are the Criminal Justice Professional Performance Domains as they relate to both adults and juveniles: **Domain #1** - Dynamics of Addiction and Criminal Behavior, **Domain #2** - Legal, Ethical, and Professional Responsibility, **Domain #3** - Criminal Justice System and Processes, **Domain #4** - Clinical Evaluation: Screening and Assessment, **Domain #5** - Treatment Planning; **Domain #6** - Case Management, Monitoring, and Participant Supervision, **Domain #7** - Counseling; and **Domain #8** - Documentation.

### **REQUIREMENT #2: SUPERVISION**

Clinical Supervision is defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing counselor performance. Supervised hours are to be face-to-face supervision received in the CCJP Performance Domains. (There can be no less than ten hours of supervision in each Domain.)

#### **CHOOSE EITHER DEGREE TRACK OR CERTIFICATION TRACK BELOW**

#### **DEGREE TRACK**

| <b>EDUCATION</b>                    | <b># HRS. DOCUMENTED<br/>CLINICAL SUPERVISION REQUIRED</b> |
|-------------------------------------|--|
| <i>High School/ GED (no degree)</i> | 200  |
| <i>AA/AS</i>                        | 150  |
| <i>BA/BS</i>                        | 100  |
| <i>MA/MS</i>                        | 60   |
| <i>Doctorate</i>                    | 0  |

#### **CERTIFICATION TRACK:**

| <b>CERTIFICATION</b>                | <b># HRS. DOCUMENTED<br/>CLINICAL SUPERVISION REQUIRED</b> |
|-------------------------------------|--|
| <i>Without MBSACC Certification</i> | 200  |
| <i>CADC</i>                         | 100  |
| <i>CCS</i>                          | 60   |
| <i>CADC-II</i>                      | 0  |

## CCJP REQUIREMENTS & WAIVER TABLES

### PERFORMANCE DOMAINS

The following are the Criminal Justice Professional Performance Domains as they relate to both adults and juveniles: **Domain #1** - Dynamics of Addiction and Criminal Behavior, **Domain #2** - Legal, Ethical, and Professional Responsibility, **Domain #3** - Criminal Justice System and Processes, **Domain #4** - Clinical Evaluation: Screening and Assessment, **Domain #5** - Treatment Planning; **Domain #6** - Case Management, Monitoring, and Participant Supervision, **Domain #7** - Counseling; and **Domain #8** - Documentation.

### REQUIREMENT #3: WORK EXPERIENCE

The experience requirement is 6,000 hours (3 years) of supervised work experience. 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.) or primarily working with individuals with a criminal history. Supervised work experience must be in the IC&RC CCJP Performance Domains. Unsupervised work experience may **NOT** be substituted for the experience requirements, and all experience must be documented.

### CHOOSE EITHER DEGREE TRACK OR CERTIFICATION TRACK BELOW

#### DEGREE TRACK:

| EDUCATION                    | REQUIRED # HRS. IN DIRECT<br>CRIMINAL JUSTICE/ADDICTIONS SERVICES |
|------------------------------|---|
| High School/GED ( no degree) | 6,000   |
| AA/ AS                       | 5,000   |
| BA/ BS                       | 4,000   |
| MA/ MS                       | 2,000   |
| Doctorate                    | 1,000   |

#### CERTIFICATION TRACK:

| CERTIFICATION                | REQUIRED # HRS. IN DIRECT<br>CRIMINAL JUSTICE/ADDICTIONS SERVICES |
|------------------------------|---|
| Without MBSACC Certification | 6,000   |
| CADC                         | 4,000   |
| CCS                          | 2,000   |
| CADC-II                      | 1,000   |