

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

P.O. Box 1801
New Bedford, MA 02741-1801
(508) 842-8707

CCJP APPLICATION INSTRUCTIONS

*Enclosed are the instructions for completing the **Certified Criminal Justice Addictions Professional (CCJP) Application Packet**. Please make note of the following:*

*With regard to **Work Experience**, applicants must provide an **official** job description, signed by the clinical supervisor of record, for each separate work entry. Applicants may go back ten (10) years to satisfy this requirement.*

*With regard to the **Education Requirement**, applicants must provide an **official** course description for all academic courses. As for any workshops, seminars, etc., which are being submitted for consideration, if they have not been approved by MBSACC, you may have to provide a training description as well as a scheduling agenda (complete with beginning and ending times for each training segment). These are in addition to the Certificate of Attendance, which must be furnished as documentation. Please remember that all Certificates of Attendance must have the participant's name officially recorded on the certificate by an agent of the sponsoring agency. **Certificates of Attendance will not be accepted if the applicant has filled in his/her own name in any way.***

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.

IMPORTANT - TO ALL CERTIFICATION APPLICANTS

1. *The eligibility requirements for Certification must be completed before applying for Certification.*
2. *The CCJP certification is a two-step process. The first step is the Application Review. It must be documented via the application materials that all of the requirements have been satisfied. The second step occurs once your application is accepted - you will be assigned to take the IC&RC CCJP Certification Examination. Provided you receive a passing score on this exam and pay the final processing fee, you will be certified as a CCJP.*

Certification is valid for two years, after which the counselor may renew Certification following the policies and procedures for Recertification.

3. *The fees for the CCJP Certification process are as follows:*

*\$125.00 - Application Review Fee - **this fee is to be mailed in with your completed application.***

\$300.00 - Written Test Fee - to be paid at the assigned test site.

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

*Fees are subject to change without notice. If a significant amount of time has elapsed from the time you downloaded this application packet to the time you must submit a fee, please contact the Certification Office to be sure that the fee has not changed. Sending in the wrong fee amount with your application can cause serious delays. Checks or money orders should be made payable to **MCVCAC**. There is a \$20.00 charge for any check returned for insufficient funds. All fees are non-refundable.*

If you have any questions regarding the Application Forms or the process for Certification, please feel free to contact the Certification Office at (508) 842-8707.

INSTRUCTIONS FOR COMPLETING APPLICATION PACKET

GENERAL INFORMATION

All applicants for CCJP Certification must live and/or work in the state of Massachusetts a minimum of 51% of the time.

Applicants must meet all requirements for experience, education/training, and supervised practical training before making initial application.

All materials submitted to MBSACC as part of the application (and throughout the Certification process) are considered to be the property of MBSACC. Said materials include (but are not limited to) the application itself, any evaluations, any supporting documentation (i.e., certificates of attendance or letters of verification, and transcripts), and test results. The applicant waives all rights to the application (or any part thereof) once it has been submitted; the applicant may not request return of the application (or any part thereof), even if the application has been declined.

Applications must be submitted on the original, downloaded (printed out) pages. If you require additional entry space, you must print out another original page from the application (photocopies are not accepted). If you are providing an application to another individual, you must download (print out) another entire, original application.

Please print (**legibly**) except where signatures are required. Applications must be legibly hand-**printed**. Typed applications will not be accepted. Illegible applications may be returned to the applicant.

Please do not place application materials in binders, report covers, etc. You may use a paper clip to keep materials together if you wish.

Supervisory Evaluation Forms which have been sent in by the applicant with the application submittal will render the application "void." Supervisory Evaluation Forms **must** be returned directly to MBSACC by the supervisor.

APPLICATION FORM

Front Cover

On the front cover, be sure to print your name where indicated. Please **do not** write anything in the area designated as "For Office Use Only."

Pages 2 & 3 – APPLICATION INFORMATION

Information on these pages is mandatory except where specifically indicated. Do not omit area codes or zip codes where requested.

Cont'd.

INSTRUCTIONS CONTINUED:

Page 4 – AUTHORIZATION & RELEASE FORM

Read this form carefully. Your application will not be processed unless this form has been signed, dated, and witnessed.

Page 5 - CCJP CODE OF ETHICAL BEHAVIOR

Your application will not be considered complete without your signature and date where indicated at the bottom of this page.

Pages 6 & 7 - PROFESSIONAL WORK EXPERIENCE

This part of the application pertains to your work history in the criminal justice addictions field. If more than one job title has been held within a given organization, list each job title as an individual position. Begin by listing the most recent position first. If you require additional blank entry space in which to list positions you've held, you may photocopy the appropriate blank page.

*An official job description must be included for each separate position listed. The job description must be signed and dated by **both** the applicant **and** the applicant's clinical supervisor.*

Pages 8 & 9 - EDUCATION RESUME

In the spaces provided, list each separate course, workshop, and other formal training which you are submitting to satisfy the education requirement. If you require additional blank space in which to list your training/education, you must print out another original copy of page 9 (nine).

*You must provide Certificates of Attendance with documentation of training hours for workshops, seminars, conferences, etc. **Each Certificate of Attendance must have the applicant's name officially recorded on it by an agent of the sponsoring agency.** For college courses you must provide an official transcript from a regionally-accredited academic institution.*

*In this section, **do not** include Internships or Practicums. A separate form has been provided for those listings under the section entitled Supervised Practical Training.*

(Cont'd.)

INSTRUCTIONS CONTINUED:

Page 10 - SUPERVISION

On this page, document time spent in supervision, not time spent performing the function. This training must have been completed within the past 10 (ten) years.

If your Supervision was completed under more than one supervisor or at more than one agency, you must download (print out) another original form for each additional supervisor who will be completing one for you.

CLINICAL SUPERVISOR VERIFICATION FORM

In order to fully document all of your work experience, more than one supervisor may be required to complete an evaluation form. Print out as many original evaluation forms as you need in order to provide forms to each supervisor. Any supervisor who completes an evaluation form must have provided direct clinical supervision to the applicant for a minimum of six (6) months.

*Before providing the evaluation form to the supervisor you must fill out the information requested in the box on the front cover, and affix your signature **in all places where required**. The application will not be reviewed if you have not completed this section correctly by signing everywhere it is so indicated.*

*The form must be returned **to the Certification Office directly by the supervisor**.*

*Under no circumstances is the applicant allowed to complete any portion of the Clinical Supervisor Evaluation Form, with the exception of the box marked **TO BE COMPLETED BY APPLICANT** on the front cover of the form. To do so would result in an automatic denial of the application and could constitute an ethical violation which could jeopardize any future application. The supervisor must complete the entire evaluation form.*

**REMEMBER TO ENCLOSE YOUR APPLICATION FEE.
YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT IT.**

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/programs or correspondence/home study courses) to no more than 30% of the total number of education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible. MBSACC does not accept academic credit which is awarded for:

- 1) "prior learning experience,"
- 2) courses certified by use of a challenge examination,
- 3) courses for auditing purposes, 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 written 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.