
MAINTAINING YOUR CERTIFICATION

CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

Certified Criminal Justice Addictions Professionals (CCJAP) will follow the guidelines set forth in the Illinois Model for the Certified Criminal Justice Addictions Professional. They are required to pay a biennial certification fee and submit 40 continuing education units (CEUs).

Certified Criminal Justice Addictions Professionals will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to the IAODAPCA by their expiration date. Forms for the documentation of CEUs will accompany the notification and must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS will not be accepted by fax.**

A. Continuing Education Policy

1. Forty (40) continuing education units (CEUs), every two years, are required to maintain certification and must be earned within the two-year certification period. (See A.3 for exceptions.) An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUS obtained prior to the initial date of certification are not eligible to be used for maintaining certification. CEU Credit may only be received once for a training event, even if the event is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times) One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.
2. All 40 CEUs required to maintain certification **must** be recognized or petitioned for Illinois Certification Board (ICB) CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized for both categories.
 - **CATEGORY I** - Minimum 15 CEUs of education specific to criminal justice. This covers training on theories of criminal behavior, legal issues, court roles, juvenile and criminal justice continuum, correctional settings, criminal justice theories, community based programs, criminal justice systems, modes of criminal justice supervision
 - **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the six (6) criminal justice performance domains, but does not have to be criminal justice specific. (refer to the Illinois Model for a list of domains) This covers training in dynamics of addiction and criminal justice behavior, human growth and development, addiction related theories, pharmacology, ethics, professional responsibility, screening, intake, assessment, case, management, monitoring, client supervision, and counseling.
3. Certified criminal justice addictions professionals who are also a licensed physician, LPC, LCPC, LSW, LCSW, or licensed psychologist need only submit 10 Category I criminal justice specific CEUs and proof of current licensure. Certified criminal justice addictions professionals who are also IAODAPCA certified alcohol and other drug abuse (AODA) counselors, need only submit 10 Category I criminal justice specific CEUs and proof of current IAODAPCA certification. Category II CEUs are not required.

B. Sources of Continuing Education Units

1. Recognized programs are training/education programs the ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by the ICB or are pre-recognized sources. The certificate of completion will contain the name of the participant, name of program, date of program, program number assigned by IAODAPCA, number of CEUs, and the category.
2. Structured individual continuing education, such as IAODAPCA Bibliocredit Program and other self-study programs, is available to criminal justice addiction professionals with a maximum of 15 CEUs every two (2) years.
3. Certified criminal justice addictions professionals may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of another IAODAPCA committee.
4. Teaching and/or Training other criminal justice addictions professionals in the Knowledge or Competency Areas qualifies for up to 15 CEUs every two years. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Client education lectures and public education lectures are not eligible. Presentations for which the CCJAP has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
5. Research papers accepted for publication, reading, or discussion at a professional meeting or conference and professional publications in the criminal justice field qualifies for up to 15 CEUs in a two-year certification period. The topic must pertain to criminal justice and addictions and address one of the performance domains. The work can be counted only once, even though presented in more than one format or location. Petitions must be submitted for CEUs.

C. Agency In-service Education and Training Programs

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by IAODAPCA may be petitioned for CEUs.

D. Validation of Continuing Education

Certified criminal justice addictions professionals must document they have obtained CEUs and submit the appropriate validation for each educational experience. Acceptable validation (documentation) will be as follows:

1. Certificates or other proof of completion for IAODAPCA recognized or petitioned trainings.
2. Transcripts or other official grade reports for college or university courses.

E. Procedures for Petitioning for CEUs

Not all educational experiences available to the CCJAP will have been awarded CEUs by the ICB, requiring the CCJAP to petition such education/training for CEU credit. Requests are to be submitted to the ICB on the petition form with the following information:

- Documentation of attendance
 - Goals and objectives of the program
 - Date/length of program in clock hours
 - Brochure describing program content
 - Sponsor, location, instructor and target population
 - Definition of the training type (publication, workshop, seminar)
 - Identification of the criminal justice specific content and/or knowledge/skill related to the performance domains
 - Non-refundable petition fee
2. Requests will be reviewed within 30 days, and the CCJAP will be notified of the results. If recognized, the CCJAP will be informed of the number of CEUs awarded.

F. Extension of Continuing Education Requirements

A CCJAP unable to meet the continuing education requirements for re-certification maintenance may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the certification expiration date. A CCJAP not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her certificate on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

NOTE: This process leaves the CCJAP only 18 months to obtain CEU credit for the current re-certification period.

G. Inactive Status

A CCJAP in good standing unable to meet the continuing education requirements for re-certification due to health or extenuating personal reasons may place his or her certificate on inactive status if the requirements are met. The process for reactivation from inactive status will then be followed when the CCJAP wishes to activate his or /her certification.

For detailed information refer to the Illinois Model for Certified Criminal Justice Addictions Professionals.

