

# **The Illinois Model For The Certification of Criminal Justice Addictions Professionals**

**For Treatment Professionals Working with Criminal Justice Populations**



**Mission: To protect the public by providing competency-based credentialing of Human Service Professionals**

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## TABLE OF CONTENTS

|                                                       |    |
|-------------------------------------------------------|----|
| Preface .....                                         | 1  |
| Purpose .....                                         | 1  |
| Rationale.....                                        | 1  |
| Philosophy Statement .....                            | 2  |
| Introduction .....                                    | 2  |
| Definition and Setting.....                           | 3  |
| Requirements for Certification.....                   | 3  |
| Certification Examination .....                       | 4  |
| Accountability.....                                   | 4  |
| How to Apply.....                                     | 5  |
| Review of Materials .....                             | 5  |
| Certification Time Period.....                        | 5  |
| Fees.....                                             | 6  |
| Certification Maintenance and Recertification .....   | 6  |
| Continuing Education Policy .....                     | 6  |
| Sources of Continuing Education Units.....            | 6  |
| Agency Inservice Education and Training Programs..... | 7  |
| Validation of Continuing Education .....              | 7  |
| Procedures for Petitioning for CEUs .....             | 7  |
| Extension of Continuing Education Requirements .....  | 7  |
| Inactive Status .....                                 | 8  |
| Terminated Certification .....                        | 9  |
| Reciprocity .....                                     | 9  |
| The Appeal Process.....                               | 9  |
| Disciplinary Review Process .....                     | 9  |
| Criminal Justice Performance Domains.....             | 10 |

## **PREFACE**

The Criminal Justice Addictions Professional Certification (CCJP) is the result of the combined efforts of major national groups from the fields of addiction and criminal justice. Representatives from the National Association of Alcohol and Drug Abuse Counselors (NAADAC), the International Certification & Reciprocity Consortium (ICRC), 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.

This document defines the role, purpose, functions and responsibilities of criminal justice addictions professionals, and establishes a fair methodology for evaluation of competency. The credential defines minimum acceptable standards for counselor knowledge and skills, thereby assuring that criminal justice addictions professionals meet an acceptable standard of competency.

## **PURPOSE**

The CCJP credential:

- formally recognizes and increases the value of competency skills required of professionals working with substance using criminal justice offenders through the creation of an Illinois specific credential.
- establishes baseline standards for counselor competencies through a validated testing process.
- maximizes the quality of substance use disorder treatment delivered to consumers involved with the criminal justice system.

## **RATIONALE**

The Illinois Certification Board, Inc. (ICB) recognizes that treatment professionals, who work with substance using criminal offenders, require focused skills. Substance use disorder 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.

The National Certification Board for Criminal Justice Alcohol and Drug Professionals endorses the concept that the treatment of addiction in a criminal justice setting is a specialty field that requires performance by competent and professional individuals. The standards for certification of these individuals are weighted on the side of proven experience and education.

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

## **PHILOSOPHY STATEMENT**

The evidence is conclusive that substance use is highly correlated with criminal behavior and criminal involvement. Therefore, the adult and juvenile justice systems and providers of substance use disorder treatment share a responsibility to assist drug-involved offenders in their recovery. This shared responsibility led to the development of a certification process for Criminal Justice Addictions Professionals (CCJPs).

Certain knowledge areas and skills are required to provide effective treatment and case management services to adult and juvenile drug involved offenders. CCJPs must demonstrate the ability to provide effective services including assessment, case planning, case management, monitoring, counseling and advocacy and linking with other treatment, human services and criminal justice providers. They must also be knowledgeable of the rehabilitative services provided by the treatment and criminal justice systems. Knowledge is required in diverse areas as pharmacology, treatment theories and modalities, involuntary commitment procedures, criminal case processing, court alternatives and conditions of probation.

The overlap of roles and responsibilities has resulted in greater communication and interdependence among the courts, adult and juvenile justice professionals and the alcohol and other drug treatment professional. Many corrections agencies routinely provide substance use disorder treatment services. Substance use disorder treatment agencies provide court liaison and monitoring services. Substance use disorder treatment staff provides the case management of drug-involved offenders. The development of a certification for Criminal Justice Addictions Professionals has been designed to strengthen the supervision and rehabilitative potential provided by the two systems.

## **INTRODUCTION**

Criminal Justice Addictions Professionals fill a unique role among health, human service and justice professionals. Such practitioners work in a variety of settings and utilize numerous treatment approaches. They recognize the need to assure quality care to consumers. Toward that end, ICB has designed this voluntary credentialing system for criminal justice professionals who provide treatment services to adult and juvenile drug involved offenders.

The demonstrated link between drug use and criminal behavior has resulted in the development of this credentialing process. Individuals seeking certification must be knowledgeable of both the criminal justice and substance use disorder treatment systems.

ICB realizes criminal justice treatment professionals are educated in a wide range of disciplines including criminal justice, substance use disorders, social work, health, psychology and other human service disciplines. The CCJP certification is designed to assess an individual's ability to provide treatment and case management services to drug involved offenders. It defines criminal justice treatment professionals' roles and functions, thus distinguishing these individuals among other health and human service providers.

The certification process is designed to accommodate and evaluate those who are both experientially and academically trained. It defines core knowledge and skill bases needed by all criminal justice addiction professionals regardless of their professional training, orientation or occupation, and sets a baseline standard for treatment professionals working in criminal justice settings when providing an array of services to drug involved offenders. Such professionals are given recognition for meeting specific predetermined criteria. The purpose is to assure that quality substance use services are available to adult and juvenile drug involved offenders. Certification provides a professional credential that can guide employers in selecting competent staff and sets the direction for further professional growth.

## DEFINITION AND SETTING

This certification process was developed for treatment professionals working with criminal justice populations. Eligibility for this credential requires an applicant to live or work 51% of their time within Illinois. The setting in which the required number of work and supervised hours must be met is defined as any setting providing counseling, service coordination, behavior management or behavior shaping to drug involved adult or juvenile offenders.

## REQUIREMENTS FOR CERTIFICATION

Applicants must meet all requirements to obtain certification, including, an approved application, passing the examinations and payment of all appropriate fees.

The following chart details the minimum requirements for certification based on work experience, supervised practical experience and training/education:

| Degree                                | Direct Services/Work Experience | Time Limit | Hours of Direct Supervision** | Hours of Education*** | Required Examination                          |
|---------------------------------------|---------------------------------|------------|-------------------------------|-----------------------|-----------------------------------------------|
| IDFPR Licensed*<br>or<br>CAADC or MAC | 1,000 hours                     | 10 years   | N/A                           | 80                    | ****ICRC<br>CCJP Examination                  |
| Master's Level<br>or<br>CSADC         | 2,000 hours                     | 10 years   | 60                            | 100                   | ****ICRC<br>CCJP Examination                  |
| Bachelor's Level<br>or<br>CRADC       | 4,000 hours                     | 10 years   | 100                           | 150                   | ****ICRC<br>CCJP Examination                  |
| Associate's Level<br>or<br>CADC       | 5,000 hours                     | 10 years   | 150                           | 200                   | ICRC<br>CCJP Examination<br>CRADC Examination |
| HS Diploma/GED                        | 6,000 hours                     | 10 years   | 200                           | 270                   | ICRC<br>CCJP Examination<br>CRADC Examination |

\*Licensed physician to practice medicine in all its branches pursuant to the Medical Practice Act of 1987; licensed professional counselor or licensed clinical professional counselor pursuant to the Professional Counselor and Clinical Professional Counselor Licensing Act (225 ILCS 107) or; licensed as a psychologist pursuant to the Clinical Psychology Practice Act (225 ILCS 15) or; licensed as a social worker or licensed clinical social worker pursuant to the Clinical Social Work and Social Work Practice Act (225 ILCS 20).

\*\*Applicants must submit documentation of supervision in the four performance domains, with a minimum of ten hours documented in each domain. Realizing supervision may take place in a variety of settings and have many faces, ICB determined not to place limiting criteria on areas of supervision or qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's, Technical Assistance Publication Number 21. The TAP 21 defines supervision/clinical supervision as the administrative, clinical and evaluative process of monitoring, assessing and enhancing counselor performance.

\*\*\* The hours of education must include content on the four performance domains as they relate to both adults and juveniles. A minimum of ten documented hours in each domain is required, and six hours of criminal justice specific ethics education is required.

\*\*\*\*Those who do not hold the CRADC, CSADC or CAADC credential will need to successfully complete the CRADC exam prior to the CCJP exam.

## **CERTIFICATION EXAMINATION**

Applicants seeking the CCJP credential will need to successfully pass the required exams. Those who are applying without an IC&RC (CRADC, CSADC, CAADC) credential will be required to take two exams, the first being the IC&RC ADC exam (CRADC). After successfully passing the CRADC exam, applicants will then be sent information to register for the CCJP exam. The Illinois Certification Board offers the CRADC and CCJP examination for certification at several locations.

Upon approval, applicants will receive an examination letter and test code sheet via email. In order to be scheduled for the examination, applicants must return a completed test code sheet with payment of the non-refundable examination fee. The testcode sheet will only be sent to applicants upon approval of their application.

Individuals with circumstances such as disabilities and/or religious obligations that require modifications in examination administration must request specific procedure changes in writing to ICB no fewer than sixty days prior to the scheduled examination date. With the written request, official documentation of the disability or religious issue must be provided. ICB will send the applicant a form to complete to verify disability or religious issues, and will offer appropriate modifications to its procedures when documentation supports the need for them. If an applicant is unable to provide ICB proper notice, modifications will not be available.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the criminal justice addictions professional does in practice. Multiple sources were utilized in the development of questions for the exam. The CCJP examination is comprised of 60 multiple-choice questions (10 pretest questions and 50 scored questions), and each question is linked to the four performance domains as well as the knowledge and skills identified for each domain. A time limit of 90 minutes is permitted to complete the examination.

Examination results are Pass/Fail and will be reported to applicants within 30 days. Applicants failing the examination will be given opportunities to retest. ICB will notify them of the next examination date they will be eligible to test. Applicants must notify ICB of their intent to be seated for that examination by completing a test code sheet and pay the appropriate examination fee. After four consecutive failed attempts, IC&RC Member Boards must require candidates to take remedial actions before a fifth test is administered. The required remedial actions are at the discretion of the ICB.

Applications will be closed if applicants do not retake the test within one year of obtaining a failing score. In such cases applicants will be required to start the application process from the beginning.

A Candidates Guide is available for both the CRADC and CCJP exam. The purpose of the Candidate Guide is to provide candidates with the guidance for the IC&RC examination process. By providing candidates with the background information on examination development, administration, and content, preparation for an IC&RC examination can be enhanced.

## **ACCOUNTABILITY**

This system is accountable to other professionals. The credentials are independent, private, freestanding, and self-supporting. The profession determines and maintains its own standards.

## HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examinations and payment of all fees. The following outlines the application, review and approval process.

1. Read the entire Illinois Model thoroughly.
2. A valid email address is required to apply. All correspondence regarding the application will be sent to the email address provided.
3. Use the provided link to begin the application process through Certemy.
4. The application process will flow in phases. Once you complete each phase you will move on to the next. There are three phases in total.
5. Upload all required documentation to support employment and education (i.e., current job description, official transcripts, copies of training certificates, letters of attendance/participation) when requested.
6. A current job description is required. Job descriptions must be on agency letterhead, dated and signed by the applicant and supervisor and must reflect the applicant's actual counseling duties and responsibilities.
7. Sign, date and notarize the Code of Ethics.
8. After the application is approved, the applicant has paid the exam fee and passed the exam, the applicant will be issued an invoice for the initial certification fee. Once the fee is paid and the applicant receives the certificate, they will be officially certified and will be required to renew the certification in two years.
9. Applicants have one year to complete the application process. The year time limit starts when ICB receives your application and fee.
10. Certificates are issued electronically and will be in the individuals' digital wallet (in their Certemy account).

### **Review of Materials**

Upon receipt, the application and materials will be screened by ICB for completeness and correctness. The results may be one of the following:

**Application Phase Approved** – The application meets all certification standards, and the applicant must pass the examination in order to meet the requirements for certification.

**Application Phase Rejected** – Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in their Certemy account. **Within one year of the application date, corrected materials must be submitted or the applicant will need to restart the application process.**

## CERTIFICATION TIME PERIOD

Once the application receives approval and the applicant has passed the examination, he or she will be invoiced for the biennial certification fee. Once payment is received certification will be issued.

ICB certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration) will appear on the CCJP certificate along with a certification number.

CCJPs must display their certificates at their primary work site. They are responsible for renewal of their certification.

## FEES

|                                                   |          |
|---------------------------------------------------|----------|
| • Application Fee .....                           | \$100.00 |
| • Examination Fee(s) .....                        | \$225.00 |
| • Biennial Certification Fee .....                | \$190.00 |
| • 30 Day CEU Extension Fee (one month only) ..... | \$ 50.00 |
| • Late Fee.....                                   | \$ 45.00 |

## CERTIFICATION MAINTENANCE AND RECERTIFICATION

Certified Criminal Justice Addictions Professionals (CCJP) 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 of \$190.00 and submit 40 continuing education units (CEUs) on or before the expiration date that is designated on the certificate. A late fee of \$45.00 will be assessed if the certification is not renewed on time.

Certified Criminal Justice Addictions Professionals will be notified that their certification is about to expire no fewer than 60 days prior to the expiration date. The renewal notice will come via email. They will submit their biennial certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Fees are to be paid and CEUs are to be uploaded into their online Certemy portal in order for their recertification to be processed by ICB.

### Continuing Education Policy

Forty (40) continuing education units (CEUs), every two years, are required to maintain certification and must be earned within the two-year certification period. 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.

All 40 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories, and some 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, and modes of criminal justice supervision
- **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the four criminal justice performance domains, but does not have to be criminal justice specific. This covers training in dynamics of addiction and criminal justice behavior, human growth and development, substance use related theories, pharmacology, ethics, professional responsibility, screening, intake, assessment, case management, monitoring, client supervision and counseling.

CCJPs who are also ICB certified alcohol and other drug (AOD) counselors, need only submit 10 Category I criminal justice specific CEUs and proof of current ICB certification. Category II CEUs are not required.

### Sources of Continuing Education Units

Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by 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 ICB, number of CEUs, and the category.

CCJPs 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 ICB committee.

Teaching other criminal justice 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 CCJP has previously received credit are also not eligible.

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. Topics must pertain to criminal justice/substance use disorders and address one of the performance domains. Credit can be received only once, even though presented in more than one format or location.

### **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 ICB may be petitioned for CEUs.

### **Validation of Continuing Education**

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

- Certificates or other proof of completion for ICB recognized or petitioned trainings.
- Transcripts or other official grade reports for college or university courses.

### **Procedures for Petitioning for CEUs**

Not all educational experiences available to CCJPs will have been awarded CEUs by ICB, requiring them to petition such education/training for CEU credit. Requests are to be submitted to 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 criminal justice specific and/or knowledge/skill related to performance domains
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the CCJP will be notified of the results. If recognized, the CCJP will be informed of the number of CEUs awarded.

### **Extension of Continuing Education Requirements**

A CCJP unable to meet the continuing education requirements for re-certification maintenance may request a 30-day extension. A one-month extension is \$50.00. To request an extension, certified members must pay the biennial certification fee plus \$50.00 for the one-month extension in their Certemy account. The extension time starts from the certified member's expiration date. Extension will not be granted beyond one month. If at the end of the extension, certified member who have not met the requirements for recertification will have their certification terminated. They will not be permitted to place their certification on inactive status. Reinstatement shall be through completing the full certification requirement.

## INACTIVE STATUS

ICB has established an Inactive Status to allow CCJPs, who are experiencing extenuating circumstances, a means to prevent their certification from expiring. It has been established for CCJPs who expect to be inactive for more than two years. Certificates placed on inactive status are not eligible for reciprocity.

CCJPs in good standing unable to meet the requirements for recertification due to health or extenuating personal reasons may place their certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed to reactivate.

**Inactive status will not be granted for noncompliance with the continuing education requirement of the certification.** CCJPs not meeting the continuing education requirements at renewal, or after the granted extensions provided for under the Illinois Model, will have their certification terminated.

**Inactive status will be made available to CCJPs who expect to be inactive for more than two years, and are:**

- Certified and in good standing, i.e., current with fees and continuing education units
- Moving to another state but remaining active in the criminal justice field
- Moving to a state that does not recognize reciprocity
- Retired from the criminal justice treatment field
- Pursuing academic coursework and not active in the criminal justice treatment profession for the duration of such course work
- On extended military active duty
- Experiencing health problems
- Experiencing extenuating personal circumstances
- Leaving the AOD field and choosing not to maintain certification via CEUs

**Procedure for obtaining Inactive Status:**

- Request "Inactive Status" in writing from ICB stating the specific reason(s) for the request
- Include documentation for eligibility in your request (i.e., medical documentation, disability documentation, etc.)
- Surrender the current original CCJP certificate to ICB. A letter will be sent from ICB acknowledging the certification is on inactive status
- Pay a \$30.00 biennial fee.

**The process for reinstating a certificate from inactive status is as follows:**

**CCJPs who have left the profession, but find they need to reactivate their certification prior to the lapse of two years' time:**

- Submit a written request for reactivation
- Document fulfillment of requirements for certification under the laws/rules of the jurisdiction in which the work experience is occurring
- Submit payment of certification fee

**CCJPs who have had their certification on inactive status for more than two years:**

- Submit a written request for reactivation
- Submit reapplication fee
- Submit a current job description, on agency letterhead, signed and dated by their supervisor to demonstrate renewed employment activity.
- Submit examination fee
- Successfully complete the examinations required by ICB
- Submit payment of certification fee

## **TERMINATED CERTIFICATION**

### **Certification will be terminated for the following:**

- Failure to apply for a fee extension beyond the expiration date for renewal of certification and no request for an extension
- Failure to comply with the conditions of an extension by the expiration date
- Failure to document 40 continuing education units (CEUs) over the two-year period of certification and no request for extension.
- Ethics violations

### **Notification Procedure for termination of certification:**

ICB will give CCJPs written notice at least 30 days before the certification expires.

All requests for reinstatement must be put in writing and submitted to ICB. Telephone inquiries will not be accepted. A written response will be sent to the member.

## **RECIPROCITY**

The CCJP credential has reciprocity with participating jurisdictions. Each participating jurisdiction agrees to use the minimum standards established for reciprocal-eligible credentials. Individuals holding the CCJP who apply for reciprocity to another jurisdiction will receive the equivalent of the CCJP if a reciprocal-eligible credential is available through that board.

If moving to another participating jurisdiction, contact ICB to request a reciprocity application for the CCJP and for verification that the board in the new location offers a reciprocal-eligible CCJP credential.

## **THE APPEAL PROCESS**

When applicants are denied certification, question the results of the application review, question examination results or are subject to an action by ICB that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, applicants (complainants) still think an action taken is unjustified, they may appeal. Complainants may appeal the decision within 30 days of receipt of the notice of denial, or any other action deemed unjustified, by sending a certified letter to the Executive Director of ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

If applicants wish to appeal their examination scores, they must submit a written request to ICB within 30 days of the postmark of the exam score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures does not permit them to have access to examination questions, answer keys or other secure materials.

## **DISCIPLINARY REVIEW PROCESS**

ICB has established a disciplinary review process to file complaints regarding the ethical conduct of an ICB certified criminal justice addictions professional or applicant. Through this process a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints that have been found to be insolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the CCJP or through the CCJP's supervisor/employing agency. If this means fails or does not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

The complainant will send a written request for an ethics complaint packet to ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to ICB. Once the ethics complaint packet is received by ICB the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of ICB.

## **CRIMINAL JUSTICE PERFORMANCE DOMAINS**

The National Criminal Justice Role Delineation Study identified four performance domains for the addiction professional operating in a criminal justice setting. Each domain has several identified tasks that provide the basis for questions in the examination. Following is a listing of the domains with associated task statements.

### **1. Dynamics of Addiction and Criminal Behavior**

- A. Apply knowledge of theories of criminal behavior to provide substance use disorder treatment services.

#### Knowledge and Skills:

1. Aspects of growth and development theories to criminal behavior
2. Criminal justice theories such as punitive, rehabilitative, deterrent, and restorative justice
3. Apply theories of criminality in interactions with justice-involved clients

- B. Understand the relationship between criminal thinking and the addictive process.

#### Knowledge and Skills:

1. Differentiate the dynamics of criminal thinking and the addictive process
2. Understand cognitive distortions as they relate to criminal thinking and the addictive process

- C. Understand the role of trauma in criminality and the addictive process.

#### Knowledge and Skills:

1. Apply trauma-informed treatment based on theories of criminality and the addictive process
2. Understand secondary trauma that can occur due to criminal justice involvement

### **2. The Criminal Justice System and Processes**

- A. Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes.

#### Knowledge and Skills:

1. Understand the basics of criminal law and jurisdictional standards
2. Apply knowledge of the adult and juvenile justice systems
3. Design treatment to incorporate an understanding of the judicial process
4. Apply and abide by confidentiality regulations and their exceptions
5. Understand Prison Rape Elimination Act (PREA) Standards

## 6. Understand American Correctional Association (ACA) Standards

- B. Understand the function of the judge, prosecutor, defense counsel, counselors, probation/parole officers, advocates, and guardian ad litem in the legal system.

### Knowledge and Skills:

1. Understand the roles, powers, duties, responsibilities, and discretions of participants in courtroom proceedings
  2. Articulate treatment processes and goals to court and criminal justice personnel
- C. Report justice-involved client status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.

### Knowledge and Skills:

1. Measure justice-involved client progress, compliance, and stage of recovery
  2. Provide accurate and concise testimony
  3. Prepare and present legal documents
  4. Document and report on compliance and stage of recovery
- D. Understand correctional settings and sentencing options.

### Knowledge and Skills:

1. Understand correctional settings
2. Understand sentencing options (e.g., treatment, electronic monitoring, house arrest, incarceration, community-based corrections, and day reporting centers)
3. Understand Drug Court and other Specialty Court standards and protocols

## **3. Screening, Assessment, and Treatment Planning**

- A. Construct an initial action plan with the court, justice-involved client, and others, based on court mandates, client needs and preferences, and available resources.

### Knowledge and Skills:

1. Understand the components and format of an initial action plan
  2. Understand the role of the classification process
  3. Identify the justice-involved client's needs and preferences
  4. Identify the available resources for treatment, admission and/or referral
  5. Develop the action plan collaborating with the justice-involved client and others
  6. Understand and communicate the role of sanctions as responses to failure to comply
  7. Explain court system mandates and options to justice-involved clients and their concerned others
- B. Assess the justice-involved client using a risk/needs/responsivity assessment.

### Knowledge and Skills:

1. Identify justice-involved client risk factors
2. Identify barriers to treatment specific to the justice-involved client
3. Establish treatment goals based on court mandates and interpretation of assessment data

#### **4. Case Management and Counseling**

A. Monitor and report justice-involved client status and compliance to treatment plan.

##### Knowledge and Skills:

1. Use of electronic monitoring technologies
2. Use and interpretation of drug and alcohol testing
3. Respond to testing results
4. Understand the role of parole, probation, electronic monitoring in justice-involved client supervision
5. Collaborate with judicial and service team to adjust treatment as required
6. Understand and use re-entry initiatives

B. Select counseling approaches based on criminogenic needs.

##### Knowledge and Skills:

1. Provide counseling using criminal justice evidence-based practices
2. Identify the primary motivation that is driving criminal behavior
3. Understand the need to match treatment to risk/needs/responsivity level

C. Understand the ethical obligations and professional responsibilities specific to the justice-involved client.

##### Knowledge and Skills:

1. Recognize the need to provide referrals for treatment for co-occurring conditions and situations beyond the CCJP Scope of Practice
2. Recognize the increased liability associated with treatment
3. Recognize anti-social and manipulative behaviors
4. Recognized professional boundary violations
5. Recognize the relationship between security and confidentiality
6. Explain the limits of confidentiality