
MAINTAINING YOUR CERTIFICATION

CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

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.

A. Continuing Education Policy

1. **Forty (40) continuing education units (CEUs)** 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 ICB CEUs.

The CEUs must include the following topic:

- **15 CEUs in Criminal Justice**

At least 15 CEUs of education that are on criminal justice information.

(Examples: theories of criminal behavior, legal issues, court roles, juvenile and criminal justice continuum, correctional settings, community-based programs, criminal justice systems, modes of criminal justice supervision)

The remaining CEUs are to be education specific to knowledge and skills related to the criminal justice performance domains (refer to the Illinois Model). These CEUs do not need to be criminal justice specific.

(Examples: dynamics of addiction and criminal justice behavior, substance use 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 ICB certified alcohol and other drug (AOD) counselors, need only submit 10 criminal justice specific CEUs and proof of current ICB certification.

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 and date of the program, signature of instructor or sponsor, program number assigned by ICB, and the number of CEUs.
2. Structured individual continuing education, such as home study programs, is available to criminal justice addiction professionals with a maximum of 15 CEUs every two years.
3. Certified criminal justice addictions professionals may receive up to 12 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.
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 CCJP 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/substance use disorders 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 ICB 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.

1. Certificates or other proof of completion for ICB 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 CCJP will have been awarded CEUs by ICB, requiring the CCJP 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 the criminal justice specific content and/or knowledge/skill related to the 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.

F. Extension of Continuing Education Requirements

A CCJP unable to meet the continuing education requirements for recertification may request a one-month extension through their Certemy portal. The one-month extension is \$50.00. To request an extension, certified members must include the biennial certification fee plus \$50.00 for the one-month extension. The extension time starts from the certified member's expiration date. Extensions will not be granted beyond one month. Certified members who have not met the requirements for recertification by the end of the extension time will have their certification terminated. They will not be permitted to place their certification on inactive status.

G. Inactive Status

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

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