

Michigan Criminal Justice Professionals Development Plan – CCJP-M

Read This First - General Information and Instructions

What is a Development Plan and why are you being asked to apply for this?

- You are becoming employed, but you do not yet hold the specialty certification from the Michigan Certification Board for Addiction Professionals (MCBAP) that is required under a State of Michigan funded contract, State licensing, by another payer source or quality assurance source, or employer which requires it.
- An approved MCBAP Development Plan is a time-limited, one-time opportunity to gain employment in these services prior to having completed the needed professional specialty certification. The Plan is an agreement between you and your employer.
- MCBAP certification requires focused preparation and demonstration of competencies in alcohol/drug addiction and related fields, meeting the requirements of certification: formal education, and working experience with supervision. Since this may take some time, the Development Plan allows you to work while completing the requirements, with a time limit. Requirements for all MCBAP certifications are detailed at: www.mcbap.com.
- If you formerly held an earlier (now lapsed) MCBAP credential or had a past MCBAP Development Plan which expired before completion, you may not be eligible for a new Plan, however you may be able to apply for Reinstatement. Contact MCBAP to determine eligibility.
- A registered Development Plan is not recommended unless it is required by your employer and their payment sources as an alternative to full certification.
- **A Development Plan is not required prior to applying for a MCBAP credential.** If you do not complete the full certification process before your Development Plan expires, you may continue to prepare for the MCBAP certification on your own schedule. However, your position with your employer may be affected in the interim.
- If you are working as a temporary or short-term student intern, discuss this with your employer, regional public funding entity, or contact MCBAP before applying for a Development Plan. You may not need to register for a Development Plan at this time.

How long will you have to complete the certification requirements? Are there extensions?

- Development Plans vary in length depending on their level and sometimes on the candidate's starting point. Individuals working part time may be given additional time in their Plan.
- The Development Plan is **not** designed to be renewed or extended. Once begun, if the Plan expires before you have completed all the requirements in the application process, and submitted your application, you may have a gap in your professional status which could affect your employment.

Does the Development Plan move with you if you change employers?

- The Development Plan you are applying for is specific to the place of employment sponsoring your Plan. It does not automatically transfer to other programs or employers.

- If you do relocate, you should file an updated Plan application, signed by the new employer, with MCBAP. This will not normally change your overall Development Plan schedule or expiration date.

What are the steps to complete the Development Plan Application?

- The Development Plan should be completed and submitted to MCBAP within 30 days of the start of employment. Plans submitted later will not be dated to begin more than 30 days prior to receipt at MCBAP. The date the application is signed by the Supervisor is usually the key date MCBAP uses.
- Before completing the Development Plan, please read the requirements and instructions for applying for certification found at www.mcbap.com. You need to be familiar with the overall requirements of the credential you expect to apply for.
- Agency information should include the official name of all agencies at which you are providing services, no acronyms or abbreviations.
- The MCBAP CCJP Code of Ethics must be read prior to signing the Development Plan Assurances.
- **Once your Development Plan is approved and registered, if your address, other contact information, name, or employment changes, report these changes to MCBAP.**

Reporting Information Updates:

Notify MCBAP if your name, home address, place of work, email, or other contact information changes after your Development Plan application has been submitted.

If you change agencies this plan is no longer valid until you update it to your new place of work. No additional fee is required for routine personal information updates.

Reporting Status Corrections:

Notify MCBAP if you discover that you filled out an original Plan incorrectly, or have experienced changes in your work situation that require correction of Development Plan completion hours. Submit a written explanation from a supervisor describing how the original Plan was incorrect, or what has otherwise changed. Plan period or timeline changes may or may not be given based on MCBAP review of the corrections request. **A \$50 fee is required for a status change correct Plan.** Unless there have been verified breaks or cutbacks in your employment, the effective dates for your Plan will not be changed.

You should thoroughly read the full MCBAP credential application instructions for the chosen credential, all found on www.mcbap.com. If more assistance is needed, contact MCBAP. It is important that you know how to estimate hours completed in the various requirements and understand what education courses or past work experience can be used.

Progress on the Development Plan:

You are responsible for making needed progress within your Development Plan so as to complete the Plan and MCBAP certification requirements within the Plan period. You do not need to notify MCBAP if you choose to move faster or slower than described within the Plan, however, if you do not keep up progress and your Plan expires, you will not be given an extension or a new Plan period. If your employment depends on having a valid Development Plan or completed MCBAP certification and you do not meet the overall deadline, you may put your employment at risk.

A Development Plan does not replace the requirement to submit a complete initial application for the MCBAP credential you seek. You must complete the MCBAP initial certification application, provide full information and documentation, and pay all fees, as required for the certification, once all required elements have been completed and you are ready to apply.