

**Michigan Certification Board for Addiction Professionals**

**APPLICATION INSTRUCTIONS**

**for**

**Certified Criminal Justice Professional  
Michigan**

**(CCJP-M)**

# Introduction

Individuals applying for the CCJP-M credential must complete and provide verification of all requirements outlined in this manual.

The **Certified Criminal Justice Professional - Michigan (CCJP-M)** is a credential specifically for professionals who work in the criminal justice system who find themselves in need of substance abuse knowledge and training. The CCJP-M DP allows a criminal justice professional to acquire the full credential requirements while under this plan. NOTE: the CCJP-M is not a clinical credential but a credential that identifies knowledge and skills necessary for criminal justice job activities.

The purpose of the CCJP certification is to promote consumer protection and public confidence by assuring that professionals have demonstrated established competency standards. For the provider, certification gives recognition to the special experience, education and skills of the professional, encouragement for professional growth and development.

This application manual contains the requirements, procedures and instructions for the Certified Criminal Justice Professional - Michigan (CCJP-M) credential offered through the Michigan Certification Board for Addiction Professionals (MCBAP).

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# Certified Criminal Justice Professional (CCJP)

## Review and Overview of Requirements

# Certified Criminal Justice Professional - Michigan (CCJP-M) Review and Overview of Requirements

Your application will be processed within four (4) to six (6) weeks. You will be notified of any deficiencies and given 90 days to make the needed corrections. After 90 days, your application will be disposed of and your certification/renewal fee forfeited.

If you have any questions, please call the Michigan Certification Board for Addiction Professionals at (517) 347-0891 or email us at [info@mcbap.com](mailto:info@mcbap.com).

**Experience** – 4,000 hours, full- or part-time work providing services in a criminal justice setting with substance use disorder clientele. Refer to “Experience” section for further explanation.

**Education** – 200 contact hours of training. Refer to “Education” section for further explanation.

**Supervision**– 200 hours of direct clinical supervision with direct interaction concerning scope of practice. Refer to the “Supervision” section for further explanation.

**Code of Ethics** – Sign and adhere to the current Code of Ethical Standards.

**Residency** – Must live or work within the State of Michigan fifty-one (51%) percent of the time.

**Fee** - Submit \$150.00 non-refundable two-year certification fee (online application manual included.)

**Renewals**– Sixty-(60) hours of MCBAP approved continuing education training is required for a three (3) year certification or Forty-(40) hours for a two (2) year certification, since the beginning of your previous certification period. At least fifty- (50%) percent of continuing education training must be specific to substance abuse.

# Certified Criminal Justice Professional (CCJP-M)

## Experience

# Certified Criminal Justice Professional - Michigan (CCJP-M) Experience

## **Description**

The experience requirement is 4,000 hours, full- or part-time experience working providing services in a criminal justice setting with substance use disorder clientele. Experience hours must have been obtained within the past 10 years.

The CCJP-M is not a clinical credential but a credential that identifies knowledge and skills necessary for criminal justice job activities.

# Certified Criminal Justice Professional (CCJP-M)

## Education



# Certified Criminal Justice Professional -Michigan (CCJP-M) Education

## Description

Applicants are required to provide proof of formal education. A Bachelor's degree or higher with a major in criminal justice, social services, or related behavioral health/human services field. All degrees must be from an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation. An official transcript must be sent directly from the school to the MCBAP office that indicate the major and date of completion.

The education/training requirement is a **total of 200 contact hours** of training. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and distance learning. One clock hour of education/training is equal to 60 minutes of continuous instruction.

- Dynamics of Addiction and Behavior – 30 Hours
- The Criminal Justice System, Processes and Criminal Behavior – 30 Hours
- Screening – 10 Hours
- Assessment – 20 Hours
- Case Management – 30 Hours
- Legal, Ethical, and Professional Responsibility – 15 Hours
- Specific Substance Use Disorder – 65 Hours

**All education must be documented.** Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and content description. Education training must be within the previous 10 years of the date your application is submitted.

SOURCES OF EDUCATION - Education credits, typically referred to as contact hours or continuing education units (CEUs), may be earned from various sponsors of education, many of which do not require formal approval by MCBAP.

Applicants for certification are expected to acquaint themselves with the criteria that apply to the types of acceptable sponsoring organizations/ agencies/ sources listed below. In all cases a certificate of completion or comparable alternative documentation (e.g. college transcript) must be submitted.

**College and University Courses** – Courses offered by an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation and which are accepted by that institution toward a recognized degree may be applied to meet the education requirements for certification. **One semester college credit is equivalent to 15 contact hours, one quarter college credit is equivalent to 10 contact hours.** A copy of an official transcript from must be submitted as documentation. Credit is not allowed for any audited, ungraded college courses. MCBAP policy is that college courses cannot be broken down, the entire course content must be specific to the domain it's used for.

Continuing Education Courses or individual trainings offered by an accredited institution (see above) may be applied to meet the education requirements for certification. **One CEU semester course credit is equivalent to ten (10) contact hours.** Shorter events are credited the number of contact hours on the documentation (e.g. certificate of completion). A copy of an official transcript or certificate of completion must be submitted as documentation.

**IC&RC Member Approved** – Most states or jurisdictions have a certification board that is a member of IC&RC. Any educational activity approved by an IC&RC member board may be applied to meet the educational requirements for certification.

**In-service Education** – Many licensed programs as well as their respective providers offer in-service training and/or sponsor one-time educational programs. These activities may be applied to meet the educational requirements for certification.

**State of Michigan Department** – Various departments of Michigan State Government (e.g. Community Health, Corrections) directly or jointly sponsor training activities and the MDCH licenses certain specific training providers. Education activities from these sources may be applied to meet the educational requirements for certification.

**Home Study Courses** – This category includes home study courses, online trainings, correspondence courses and teleconferences. These activities must be offered by a MCBAP Approved Provider listed on our website or through educational sources identified in this manual. Home study courses may be used for both initial certification and renewal; these courses must be pre-approved by MCBAP. The maximum number of home study contact hours allowed for initial certification is 150 hours.

**Prepaid Inpatient Health Plan (PIHP) and Community Mental Health Provider Networks** – Education provided by a Prepaid Inpatient Health Plan Agency or CMH Provider Network may be applied to meet the educational requirement.

**Professional Associations, Federal Government and other sources**

This list is intended to identify additional sponsors/ sources of education that are acceptable without having to include specific language regarding MCBAP approval. Educational activities sponsored or co-sponsored by any of these agencies may be applied to meet the educational requirements for certification. Training sources merely linked from any of these organization websites are only acceptable if they meet the sponsorship criteria for one of the sources found in this manual.

**Any education other than from these sources must be MCBAP approved.**

**Therapeutic education and attendance at meetings of AA, Alanon, etc., are NOT applicable to the certification.**

# Certified Criminal Justice Professional (CCJP-M)

## Supervision

# Certified Criminal Justice Professional - Michigan (CCJP-M) Supervision

## Description

The supervised practical training requirement is **200 hours** of direct supervision.

Supervision is defined as the administrative and evaluative process of monitoring, assessing and enhancing the professional's performance. **A minimum of 30 hours of supervision in each area is required.** The supervision must take place in a setting where direct services are provided to individuals involved in the criminal justice system . Supervision hours must have been obtained within the past 10 years.

1. Screening and Assessment
2. Professional and Ethical Responsibilities
3. Dynamics of Addiction and Behavior
4. Criminal Justice System, Processes, and Criminal Behavior
5. Case Management

# Certified Criminal Justice Professional (CCJP-M)

## Ethics

# Certified Criminal Justice Professional - Michigan (CCJP-M) Residency and Code of Ethics

Certified Criminal Justice Professionals (CCJP-M) must live or work 51% of the time in the State of Michigan at the time of initial application.

## Code of Ethics

### **Description**

Each applicant for the CCJP certification must read, sign and adhere to the Code of Ethical Standards. Penalty for violation of the ethical standards may result in suspension, sanctions or revocation of certification.

# Certified Criminal Justice Professional (CCJP-M)

## Renewal

# Certified Criminal Justice Professional - Michigan (CCJP-M) Renewal Overview

## **Continuing Education:**

Sixty-(60) hours of MCBAP approved continuing education training is required for a three (3) year certification or Forty-(40) hours for a two (2) year certification, since the beginning of your previous certification period. At least fifty- (50%) percent of continuing education training must be specific to substance abuse.

## **Code of Ethics:**

Sign the current Code of Ethical Standards.

## **Fee**

Submit \$200 non-refundable fee for a three-year renewal or a \$145.00 non-refundable fee for a two-year renewal, and an additional late penalty fee if applying after the expiration date.

**NOTE:** there will be a \$40 renewal fee for each additional credential for those Individuals who hold more than one MCBAP certification when applying for a two-year period, and \$50 when applying for a three-year period. This replaces the full renewal fee for any additional credentials.

## **Older Adult Status for Certified Professionals**

Certified Professionals may request “older adult” status. To be eligible the certified Individual must submit supportive documentation that he/she is at least 65 years of age. Renewal continuing education standards will remain the same, however, **the fee will be waived**. If renewing after expiration, the additional late penalty fee will still apply.



# Certified Criminal Justice Professional - Michigan (CCJP-M) Renewal Requirements

## Description

During the certification period the applicant must document Sixty-(60) hours of MCBAP approved continuing education training is required for a three (3) year certification or Forty-(40) hours for a two (2) year certification, since the beginning of your previous certification period. At least fifty- (50%) percent of continuing education training must be specific to substance abuse.

Refer to the EDUCATION section of this manual for information on acceptable sources of education. It is your responsibility to apply for renewal.

## Process

Failure to submit the fee and documentation in a timely manner may result in loss of certification. Be sure to sign the affidavit attesting to the fact that you have obtained the required number of hours of continuing education.

## Expiration

The criminal justice professional can apply for renewal up to 180 days after the expiration date by documenting twenty (20) hours per year of continuing education since the beginning of the last certification period application, re-signing the current Code of Ethics, and paying the renewal fee and an additional late penalty fee.

If the criminal justice professional is successfully renewed, the new expiration date will be the same as if the renewal had occurred in a timely manner. If application for renewal is not made within 180 days after the expiration date the individual no longer holds their current credential and may no longer use the acronym or refer to him/herself as certified. Individuals failing to renew within 180 days after the expiration date will be removed from the current certification list.

If the application for renewal is not made within 180 days after the expiration date, please contact the MCBAP office for information on reinstatement.

All documentation is property of the board and may be destroyed after 3 years.

## Extension of Expiration Date

The expiration date of certification may be extended up to 90 days with documentation of a medical condition, which severely limits normal activities for at least 30 days within the last 180 calendar days prior to expiration date. Application for extension must be made on or before the expiration date.

## Escrow

A certified professional may request in writing that his/her credential be placed in escrow for a period of up to two (2) years. Reason for such action must be a documented medical condition, which prevents the individual from working. The individual will be responsible for meeting renewal requirements when the full two (2) years active status (not counting the time the certification is in escrow) has lapsed. Education completed during the escrow cannot be applied toward renewal.

A written request to remove the certification from escrow and a \$50 fee must be submitted to MCBAP prior to the end of the escrow period.

**Additional continuing education contact hour options:**

**Up to 50% of the education hours for renewal can be met through the following alternatives to formal education.**

**Teaching** – One may earn up to twelve (12) contact hours per two (2)-year certification period spent teaching or training at educational events meeting the definition of specific or related may be applied as contact hours to meet the educational requirement for certification. The number of contact hours applicable is equal to the number of contact hours offered for the event.

**Publishing in a professional journal** – One may earn the equivalent of twelve (12) contact hours by publishing more than 4,000 words in a professional journal or book in a subject area specific to AOD to meet the education requirement for certification

**Presenting papers** – One may earn up to twelve (12) contact hours for presenting a paper on a topic specific to ADC at a state or national conference of licensed professionals to meet the education requirement for certification. The number of contact hours applicable is equal to the length of the presentation.