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# 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 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 Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs are available on the ICB's website, [www.iaodapca.org](http://www.iaodapca.org), under Credentialing/Credentialing Forms. The form must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS can be uploaded at time of payment.**

### A. 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. (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.
- All 40 CEUs required to maintain certification **must** be recognized or petitioned for 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, substance use related theories, pharmacology, ethics, professional responsibility, screening, intake, assessment, case, management, monitoring, client supervision, and counseling.
- Certified criminal justice addictions professionals 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.

### B. Sources of Continuing Education Units

- 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 ICB, number of CEUs, and the category.
- Structured individual continuing education, such as the ICB Bibliocredit Program and other self-study programs, is available to criminal justice addiction professionals with a maximum of 15 CEUs every two (2) years.
- 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 ICB committee.
- 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.
- 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. Acceptable validation (documentation) will be as follows:

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 the ICB, requiring the CCJP 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 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 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 CCJP 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 CCJP only 18 months to obtain CEU credit for the current re-certification period.

**G. Inactive Status**

A CCJP 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 CCJP wishes to activate his or /her certification.

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

PLEASE PHOTOCOPY THIS FORM

ATTACH PROOF OF ATTENDANCE

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL**

NAME: \_\_\_\_\_

CREDENTIAL NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CATEGORY	TITLE OF TRAINING	CLOCK HOURS	LOCATION AND DATE OF TRAINING	SPONSOR AND/OR ICB PROGRAM No.

ILLINOIS CERTIFICATION BOARD  
d/b/a IAODAPCA, Inc.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address \_\_\_\_\_ You may photocopy this form.

Name \_\_\_\_\_

Credential Number \_\_\_\_\_

Address \_\_\_\_\_

Credential Level \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Board Registration Number \_\_\_\_\_

Birth Date \_\_\_\_\_

Board Registration Level \_\_\_\_\_

**CEU Category Requested:**

Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

Name of Training Program \_\_\_\_\_

Number of CEUs Requested \_\_\_\_\_ Date of Training Program \_\_\_\_\_

Brief Summary of Training Program Content and Goals:

Rationale: Why should this training program be recognized by ICB?

Attach documentation of program description, schedule, (may attach brochure)

Attach documentation of attendance (certificate, letter of verification, roster or sign in sheet) if applying for CEUs after attending the training program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**One training program per petition.** Petitions must be submitted at least 90 days prior to your certification expiration date, or with a completed recertification packet. Petitions received at least 90 days before the expiration date will be reviewed within 30 days of receipt and, you will be sent a letter regarding the results of the review.

**Petition Fee \$10.00** - please send payment, with petition, in the form of a check, money order, or credit card. Make checks payable to ICB, Inc. The petition fee is non-refundable. **Mail petition and payment to:**

ICB, Inc.  
401 East Sangamon Avenue  
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged \_\_\_\_\_

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(VISA or MasterCard only)

Expiration Date \_\_\_\_\_

(Three digit code listed near the signature line on the back of the credit card) Security Code: \_\_\_\_\_

Name on Card \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_