

# GENERAL INFORMATION & INSTRUCTIONS FOR APPLICANTS CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

1. The credential of Certified Criminal Justice Addictions Professional (CCJP) fulfills two purposes. First, and most important, the public has a means by which to identify individuals who have met the minimum requirements as set forth in Hawaii Administrative Rules 11-177.1. Second, individuals are recognized for the time, education, and experience they have accumulated in the profession of alcohol and drug counseling with criminal justice clientele. Certification is meant to recognize a substance abuse counselor's accomplishments and competence in providing alcohol and drug counseling within the criminal justice system, and not as an entry-level credential.
2. Prerequisite: high school diploma or equivalent.
3. Criteria for Certified Criminal Justice Addictions Professional:
  - Live or work 51% of the time in Hawaii or be a member of the Armed Forces stationed in Hawaii or the Pacific region.
  - Experience: 6000 hours of supervised work experience specific to the domains of
    - Dynamics of addiction and criminal behavior;
    - Legal, ethical and professional responsibility;
    - Criminal justice system and processes;
    - Clinical evaluation: screening and assessment;
    - Treatment planning
    - Case management, monitoring and participant supervision;
    - Counseling
    - Documentation

An associate's degree in behavioral science may substitute for 1000 hours; a bachelor's degree in behavioral science or Certified Substance Abuse Counselor (CSAC) credential may substitute for 2000 hours; a master's degree in behavioral science or Certified Clinical Supervisor (CCS) credential may substitute for 4000 hours. **Work experience must have been obtained within the 10 years prior to application.**

  - 200 hours of supervision specific to the domains listed above with a minimum of 10 hours of supervision in each domain. An associate's degree in behavioral science may substitute for 50 hours; a bachelor's degree in behavioral science or Certified Substance Abuse Counselor (CSAC) credential may substitute for 100 hours; a master's degree in behavioral science or Certified Clinical Supervisor (CCS) credential may substitute for 120 hours.
  - 270 hours of education specific to the domains listed above including 6 hours in criminal justice ethics. 270 hours specific to the domains with a high school diploma; 200 hours with an associate's degree in behavioral science; 150 hours with a bachelor's degree in behavioral science or a Certified Substance Abuse Counselor (CSAC) credential; 100 hours with a master's degree in behavioral science or Certified Clinical Supervisor (CCS) credential.
  - Agree to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics included in the General Application Packet and found in HAR 11-177.1, Subchapter 3.
  - Successful completion of the IC&RC Criminal Justice Addictions Professional Exam.
4. The following information must be received by ADAD **before** an applicant is eligible to apply for the CCJP examination:
  - **A completed application for criminal justice addictions professional certification. This must be mailed in FIRST with your payment to open a file!**
  - Documentation (official transcripts or copies of certificates of completion) of 270 hours, or of the reduced hours with degrees, of ADAD-approved education specific to the criminal justice domains above, including 6 hours in criminal justice ethics.
  - Documentation on the "Work Experience Verification Record" of 6,000 hours of supervised work experience in the above domains with applicable substitutes, including 200 hours of supervision (by someone with a CSAC or CCJP credential)

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specific to the domains with applicable substitutes. A minimum of 10 hours of supervision in each domain is required.

- **A signed Code of Ethics statement agreeing to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics.**
5. All signatures must be originals. Faxed signatures will not be accepted. The originating supervisor must send the "Work Experience Verification Record" and the college or university send official transcripts. Work Experience forms or transcripts received from the applicant will not be accepted. The applicant may send copies of continuing education certificates of completion.
  6. ***IMPORTANT: All fees must be paid by money order or certified check only to "State Director of Finance." Personal checks will not be accepted! Improper payment will delay your processing.***
  7. Deadlines will not be extended.
  8. Fees: General Application: \$25.00  
IC&RC Computer-Based Exam: \$125.00 (available on Oahu and Hawaii islands)  
CCJP Renewal: \$25.00
  9. Submit application for renewal along with 40 hours of continuing education earned during the current two-year period of certification, including 6 hours in counselor ethics. The continuing education may be part of the 40 hours obtained to renew the CSAC, CCS, or CCDP-D.
  10. Refer to Chapter 11-177.1 HAR, entitled "Certification Standards for Substance Abuse Counselors, Program Administrators, Prevention Specialists, Clinical Supervisors, Criminal Justice Addictions Professionals, and Co-Occurring Disorders Professionals-Diplomate" for more specifics regarding certification criteria. These rules can be found at: <http://co.doh.hawaii.gov/sites/har/admrules/Rules/1/11-177.1.pdf>
  11. Application materials may be found at: <http://health.hawaii.gov/substance-abuse/counselor-certification/>
  12. **Mail completed applications to:**  
**Alcohol & Drug Abuse Division (ADAD)**  
**Attn: Certification**  
**601 Kamokila Boulevard, Room 360**  
**Kapolei, Hawaii 96707**

Once ADAD receives the application information, a review of the applicant's file will be conducted and a status email sent to the applicant. Only those applicants who have completed and documented the required education requirement and supervised experience, including the direct supervision requirement, will be eligible to register for the CCJP examination. When the applicant qualifies for the examination by virtue of documenting the education and supervised experience requirements, an examination application packet will be sent with instructions to submit the application. If the applicant does not pass the examination, the applicant will have the opportunity to apply to re-take the test and pay the examination fee.

If the applicant passes the written examination, a credential of certification will be issued, signed by the Director of Health.

For questions regarding the certification process, please contact the Certification Office at 808-692-7518.