

# 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.

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:  
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.
11. **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 email: [doh.adad.qaio@doh.hawaii.gov](mailto:doh.adad.qaio@doh.hawaii.gov)

## CCJP Code of Ethics

The IC&RC Criminal Justice Professional (CCJP) Code of Ethics outlines basic values and principles of certified criminal justice professional practice. This Code serves as a guide for responsibility and ethical standards for IC&RC CJP professionals. This document is not intended to represent all professional scenarios involving professional standards and ethical scenarios which may arise within the practice of the criminal justice professional.

CJP professionals have a responsibility to provide effective, and ethical, services to people they service in their professional capacity.

CJP professionals shall not perform services outside of the boundaries and scope of their expertise, shall be aware of the limits of their training and capabilities, and shall collaborate with other professionals to best meet the needs of the populations served. CJP professionals shall always preserve an objective and ethical relationship with the individual(s) served as part of the services they provide. This includes reporting any ethical misconduct to the respected person's credentialing/licensing body immediately. This credential does not condone, endorse, suggest, or intent that a shall serve independently without appropriate supervision.

### A. Commitment to Informed Consent, Advocacy and Diversity Practices

As a CJP professional, I will:

1. Ensure the safety and welfare of the person served and keep the best interest of the person served as a priority of the relationship. This is done through treating the person with respect, dignity, compassion, empathy, and a commitment to trauma-informed services.
2. Inform each person served about the services they will be provided with and ensure they are provided with relevant documentation that is presented in a method and language the person receiving services will comprehend. Provide explanation of said documentation, including their rights and responsibilities, as a participant in said services.
3. Maintain competency in the training, practice, and ethics of telehealth services. Provide appropriate informed consent documentation regarding the benefits and risks of telehealth services to persons served. Adhere to agency policies and procedures around telehealth services.
4. Ensure clients verbally attest to the understanding of mandatory reporting laws and duty to warn that apply to the provider regarding both in person and telehealth services. Providers will follow both state and federal duty to warn and mandatory reporting laws applicable to their practice.
5. Provide clear explanations of the relationship between the CJP professional and person served, including the limits of the relationship, confidentiality expectations and the limits of that confidentiality expectations.
6. Acknowledge and inform clients of their rights to knowledge of their multidisciplinary care team and what information is being shared therein.
7. Ensure the services provided are not discriminatory against any populations, or persons served, based upon ethnicity, race, color, religious or spiritual belief, gender identity, sexual orientation, mental or physical ability, or any other category that may separate them from my personal beliefs.

8. Advocate for client's rights and privileges as needed; work to reduce stigma towards persons with current/previous justice involvement, substance use and alcohol use disorders and mental health concerns through sharing public statements or comments that are true and reflect current and accurate information pertaining to the field of justice systems, addictions/mental health treatment, research regarding the justice involvement, substance use/alcohol use disorder, mental health and the importance of client choice.
9. Charge each client in accordance with agency policy and accurately charge based upon services rendered. This includes keeping accurate records of these services, including date and times of service delivery.
10. Provide clear explanations and language of the certification achieved and provide visual display of credentials for client knowledge. Providers shall not deviate from the language set forth in the acquired credential and will inform clients of their rights to report unethical practices to your credentialing body.
11. Provide appropriate, effective, and ethical supervision to any persons I am charged with supervising. This includes accurately providing all education and certifications qualifying you to provide supervision in the realm of addictions services, documenting supervision sessions, encouraging professional growth, and reporting any concerns or ethical breaches, to the appropriate members of leadership and/or credentialing/licensing bodies.

## **B. Professional Conduct**

As a CJP professional, I will:

1. Accurately identify my qualifications, expertise, and certifications to all whom I serve and to the public.
2. Conduct myself in accordance with the IC&RC CJP Code of Ethics.
3. Make public statements or comments that are true and reflect current and accurate information. Public statements will not cause negative consequences or harm to the community, views on treatment/recovery, behavioral health/justice support profession, person(s) served, and/or organizations.
4. Not misuse any substances that may affect my ability and capacity to perform my duties as a Criminal Justice Professional.
5. Recognize personal issues, behaviors, or conditions that may impact my performance as a CJP and seek out additional supervision as needed. This includes reporting any behaviors that may be perceived as a violation of this code of ethics.
6. Respect and acknowledge the professional efforts and contributions of others and will not declare or imply credit as my own. If involved in research, I shall give credit to those who contribute to the research.
7. Maintain required documentation for all consultative sessions, and client records, as required by the agency through which I am employed or the Federal requirements making certain that records are documented honestly and stored securely. Adhere to agency disposal of records policies and procedures.
8. Protect the privacy and confidentiality of persons served in adherence with Federal Confidentiality, HIPAA laws, local authority and state laws and regulations. This includes electronic privacy standards (social media, texting, Telehealth etc.)
9. Use client contact information in accordance with agency policy and applicable federal confidentiality laws, including HIPAA.

10. Ensure all services provided are within my scope of practice, educational qualifications, competencies and are evidence-based, person-centered and outcome driven. If it is identified that a client is seeking services outside of my scope of practice, I will ensure appropriate referrals are made which support the client's needs.
11. Further my educational knowledge related to the person served and the practices of my profession. This includes identifying areas of educational growth and completing education to improve those areas. I understand that my education should be ongoing during my practice and relevant to the services I provide.
12. Report any personal, agency, or other professional ethical misconduct in accordance with agency policy and licensing/credentialing body protocol.
13. Not commit a criminal offense. I understand if I am charged for a criminal offense, I am to immediately report this information to my respective IC&RC affiliate board and my hiring organization. My respective IC&RC affiliate board ethics committee reserves the right, within their stated Ethics policy and procedure, to take immediate disciplinary action up to and including suspension of my credential.
14. I will disclose directly to my respective IC&RC affiliate board, per my respective IC&RC affiliate board ethics reporting guidelines, if a known, or perceived, ethical violation has been committed by myself or person(s) who are currently certified/licensed in my state (regardless of certification/license).
15. Set clear, appropriate, and culturally sensitive boundaries with all persons served.
16. Work to identify implicit and explicit biases using supervision, continued education, consultation with other peer professionals, and other awareness opportunities to grow in opportunities to overcome potential barriers to person-centered care.
17. Provide culturally responsive services, continue to develop an awareness of cultural humility through supervision and continued education while seeking out diversity enrichment opportunities within my community. I understand it is my responsibility to provide services that practice cultural humility and conduct myself in a manner that preserves the dignity of the culture(s) of the person(s) served and community.

### **C. Conflicts of Interest/Dual Relationships/Need for Supervision and Consultation**

As a CJP professional, I will:

1. Reveal any perceived conflict of interest/dual relationship immediately to any organization I represent and remove myself from the professional relationship as required.
2. Disclose any existing or pre-existing professional, social, or business relationships with person(s) supervised and/or populations served. I shall determine, in consultation with my organization, whether existing or pre-existing relationships interfere with my ability to provide services to person(s) served or provide supervision to other professionals (as applicable).
3. Ensure that I am not romantically, sexually, or socially (in-person or online) involved with individuals served within my place of work, their close family and/or friends. I will immediately report any perceived boundary violations to my agency and to my respective IC&RC affiliate board if I violate this code of ethics. Regarding instances where I may have a current, or previous, relationship with a person who enters services at my agency, I will immediately disclose this to agency leadership.

4. Report unethical/unprofessional conduct of practices where potential harm to persons served or their immediate family or identified supports are evident or actual harm has occurred to the appropriate licensing authorities, state, or federal regulatory bodies, and my respective IC&RC affiliate board. Providers will seek out supervision or consultation as needed when filing an ethical complaint.
5. Obtain supervision or consultation regarding decisions of the acceptance/declining of gifts from clients.
6. Seek consultation/supervision when unsure of any current, previous, or perceived conflict of interest to the services provided.

#### **D. Supervision/Education**

As a CJP professional, I will:

1. Agree to maintain the supervision requirements set forth by my agency of employment and/or reimbursement requirements for the services I am providing.
2. Understand supervision is defined as a person-centered, strength-based approach to supporting the CJP with identification of professional strengths, areas of improvement, implicit/explicit bias, growth opportunities, cultural responsiveness and/or other items that will support the CJP providing competent and ethical services.
3. If adequate supervision is unavailable to me, I will contact my respective IC&RC affiliate board for supervision options.
4. I will abide by the certification and recertification requirements required for my level of certification.
5. Continue to seek out professional development and education opportunities within my profession and maintain documentation of all in-person and online certificates and CEU's achieved.
6. Utilize supervision to grow my professional skills set and identify skills/behaviors that require improvement.
7. Actively engage in competency reviews through self-identified measurements and professional development plans identified through my supervisor.
8. Maintain copies of all supervision documents to review professional growth opportunities.

If at any point I recognize I am unable to meet any of these requirements, I will immediately cease performance as a CJP professional and seek professional assistance. I understand it is my responsibility to abide by this code of ethics. Failure to abide by this code of ethics may result in disciplinary action, up to, and including, suspension or termination of my credential.

**I hereby attest that I have read, understand, and will adhere to the IC&RC CCJP Code of Ethics, as described above; and including, a subsequent change to the code of ethics that is duly approved by the IC&RC Board of Directors at a regularly scheduled Board Meeting. It is my responsibility to remain current and comply with the code of ethics for this and other credentials awarded by my credentialing body throughout the life of the credential.**