

Application for Recertification Instructions

CCJP:

1. Application Form must be signed and dated and submitted as an original. **Faxed applications are unacceptable!**
2. Application must include a listing of education/training and required supporting documentation attached in date order, as listed on Summary Sheet. Continuing Education hours must meet the guidelines as stated therein, or the application will be returned.
3. Application processing fee is \$75 for recertification; \$25 for upgrade.
4. For lapsed certification, Application processing fee is \$75 plus \$20 late fee. **If your certification is lapsed over one year, e-mail the office at info@msaap.net to request a Lapsed Application Packet.**
5. Applicant must be a current and continuous member of MAAP. If your membership is lapsed, a non-member rate of \$90 per year (minimum) will be assessed. If you are unsure of your status contact the MAAP office.
6. No application will be reviewed until all materials have been received in the office. **Applicant will be notified by mail of the decision of the Certification Board.**
7. Mail original application & copies of supporting documents to **MAAP, 4785 Old Canton Road, Jackson, MS 39211**. Do not send original certificates!
8. Keep copies of all submitted materials for your records.

Application for Recertification Checklist

- Completed Application Form
- Completed Summary of Continuing Education Form
- Copies of supporting documentation attached for all hours claimed, in date order
- Two hours of HIV/AIDS documented
- Two hours of Ethics documented
- Ethics Affirmation signed and dated
- Application Processing Fee of \$75 included; add \$20 if lapsed.
- \$90 Membership Dues included (if applicable)

Recertification Application

Name (as it appears on your certificate):

First Middle Initial Last

Last 4 digits of Social Security #: _____ **MAAP Certificate #:** _____

Home Address: _____

Street Address, including apt. no. if applicable

City, State, ZIP

E-Mail Address: _____

Telephone: () _____ Home () _____ Cell

Employer: _____

Name of Agency Phone Number

Address City, State, Zip

Release

I hereby request that the MAAP Certification Board grant recertification to me based on the following assurances and documentation:

- *I subscribe to and commit myself to professional conduct in keeping with the MAAP Ethical Standards of Certified Professionals;*
- *I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;*
- *I consent to the release of information contained in my recertification application and any other pertinent data submitted or collected by MAAP to officers, members, and staff of the aforementioned Board;*
- *I consent to and authorize MAAP to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;*
- *Allegations of ethical misconduct reported to MAAP before, during, or after application for recertification is made will be investigated by MAAP and could result in the nullification of the application or denial or revocation of certification.*

Signature: _____ **Date:** _____

Summary of Continuing Education

Certification is renewable upon proper application to the Certification Board, which must include a listing of, and supporting documentation for, continuing education in approved courses appropriate for your credential (see attached “Educational Guidelines for Recertification”). The total number of hours obtained **MUST CONFORM TO THE GUIDELINES FOR YOUR CREDENTIAL AS SHOWN ON THE ATTACHED SHEET.**

Education/training must have been obtained during the two years since your last certification period. Supporting documentation must include such detail as Date of Course, Name of Course, Topic/Description, Presenter’s Name & Credentials, No. of Hours Completed, and Method of Training such as 1) Conference, Workshop, Seminar (Direct Contact); 2) Employer In-Service Training; or 3) Online/Webinar/Home Study). **Brochures, flyers, and sign-in sheets are inadequate forms of supporting documentation and will be immediately returned, so please do not delay your recertification by submitting inadequate documentation. ATTACH COPIES OF SUPPORTING DOCUMENTS IN THE ORDER IN WHICH THEY ARE LISTED.** If supporting documentation cannot be included, do not list the education/training source.

Date (List in Chronological Order)	Name of Course / Topic	Presenter’s Name/Credentials	Hours	Method
		TOTAL HOURS:		

(THIS DOCUMENT MAY BE REPRODUCED AS NECESSARY)

Signature: _____

Date: _____

Educational Guidelines for Recertification

For all credentials, the required number of continuing education/training hours must be attained and documented¹ during the two (2) years since your last certification period and must conform to the following guidelines: Minimum of 50% of hours required must consist of Direct Contact such as Conferences, Workshops and/or Seminars, Maximum of 25% of hours required is allowable for Employer In-Services; Maximum of 25% of hours required is allowable for Online and/or Correspondence Courses. For example, the breakdown for a credential with a 40-hour recertification requirement must include:

- Direct Contact (Conferences, Workshops, and/or Seminars): 20 hrs. MINIMUM
- Employer In-Services (Direct Contact): 10 hrs. MAXIMUM
- Online, Webinar and/or Correspondence Courses: 10 hrs. MAXIMUM

Specific recertification requirements for each credential are listed below (requirements subject to change at the discretion of the Certification Board):

IC (renewal): 20 hours of continuing education/training earned every three years, which must include topics relating to the IC&RC Alcohol & Drug Counselor (ADC) domains (see CADC for ADC domains), and must include 2 hours in Ethics and 2 hours in HIV/AIDS training.

CADC, CADC I, CADC II: 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Alcohol & Drug Counselor (ADC) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. ADC Domains: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Client, Family, Community Education; Documentation; Professional & Ethical Responsibility.

CAADC (Formerly CCAP): 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Advanced Alcohol & Drug Counselor (AADC) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. AADC Domains: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Client, Family & Community Education; Documentation; Professional & Ethical Responsibilities; Research, Design Analysis & Utilization; Clinical Supervision.

CCS: Six (6) hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Clinical Supervisor (CS) domains. CS Domains: Counselor Development; Professional and Ethical Standards; Program Development and Quality Assurance; Performance Evaluation; Administration; and Treatment Knowledge.

APS: Twenty (20) hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Prevention Specialist (PS) domains (see CPS for PS domains), and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. Of the 20 hours, 50% must be specific to ATOD prevention.

CPS & CPM: 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Prevention Specialist (PS) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. Of the 40 hours, 50% must be specific to ATOD prevention. PS Domains: Planning & Evaluation; Education & Skill Development; Community Organization; Public Policy & Environmental Change; Professional Growth & Responsibility.

CCJP: 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Certified Criminal Justice Addictions Professional (CCJP) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. CCJP Domains: Dynamics of Addiction & Criminal Behavior; Legal, Ethical & Professional Responsibility; Criminal Justice System & Processes; Clinical Evaluation: Screening & Assessment; Treatment Planning; Case Management, Monitoring & Participant Supervision; Counseling; Documentation.

¹ *Supporting documentation must include: Date(s) of Course; Attendee's Name; Course Name/Topic; Presenter's Name & Credentials; No. of Hours Completed. In-service docs must include supervisor's signature.*

Mississippi Certified Criminal Justice Addictions Professional (CCJP) Code of Ethics

This code of ethics applies to Professionals who are credentialed as Certified Criminal Justice Addiction Professionals (CCJP) and applies to their conduct during the performance of their clinical duties as Certified Criminal Justice Addiction Professionals.

1: Non-Discrimination

The CCJP shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- a. The CCJP shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the CCJP guards the individual rights and personal dignity of clients.
- b. The CCJP shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

2: Responsibility

The CCJP shall espouse objectivity and integrity, and maintain the highest standards in the services the member offers.

- a. The CCJP shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.
- b. The CCJP, as educator, has primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- c. The CCJP who supervises others accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.
- d. The CCJP who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

3: Competency

The CCJP shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the member and of the professional as a whole. The CCJP shall recognize the need for ongoing education as a component of professional competency.

- a. The CCJP shall recognize boundaries and limitations of their competencies and not offer services or use techniques outside of these professional competencies.
- b. The CCJP shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The CCJP shall support peer assistance programs in this respect.

4: Legal and Moral Standards

The CCJP shall uphold the legal and accepted moral codes, which pertain to professional conduct.

- a. The CCJP shall be fully cognizant of all federal and Mississippi laws governing the practice of alcoholism and drug abuse counseling.
- b. The CCJP shall not claim either directly or by implication, professional qualifications/affiliations that they do not possess.
- c. The CCJP shall ensure that products or services associated with or provided by the CCJP or means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

5: Public Statements

The CCJP shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- a. The CCJP, in making statements to clients, other professionals, and the general public shall state as fact only those matters which have been empirically validated as fact. All other opinions, speculations, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated.
- b. The CCJP shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgement should extend to the source of the information and reliability of the method by which it was derived.

6: Publication Credit

The CCJP shall assign the credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The CCJP shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- b. The CCJP shall acknowledge in footnotes or in an introductory statement, minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.
- c. The CCJP shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

7: Client Welfare

The CCJP shall promote the production of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all CCJP's.

- a. The CCJP shall disclose their code of ethics, professional loyalties and responsibilities to all clients.
- b. The CCJP shall terminate counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship.

- c. The CCJP shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- d. The CCJP shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed.
- e. The CCJP shall take care to provide services in an environment which will ensure the privacy and safety of the client at all times and ensures the delivery.

8: Confidentiality

The CCJP working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- a. The CCJP shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- b. The CCJP shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CCJP shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- c. The CCJP shall adhere to all federal and Georgia laws regarding confidentiality and the CCJP's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- d. The CCJP shall discuss the information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- e. The CCJP shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

9: Client Relationships

It is the responsibility of the CCJP to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The CCJP shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- a. The CCJP shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- b. The CCJP shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The CCJP shall not exploit relationships with current or former clients for personal gain, including social or business relationships.

- d. The CCJP shall not under any circumstances engage in sexual behavior with current or former clients.
- e. The CCJP shall not accept as clients anyone with whom they have engaged in sexual behavior.

10: Inter-professional Relationships

The CCJP shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- a. The CCJP shall refrain from offering professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b. The CCJP shall cooperate with the ADACB-Ga. Ethics Committee and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The CCJP shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

11: Remuneration

The CCJP shall establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client first, and then of the Professional, the agency, and the profession.

- a. The CCJP shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The CCJP shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- c. The CCJP shall not engage in fee splitting. The CCJP shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. Criminal Justice Addictions Professional Code of Ethics (CCJP)
- d. The CCJP, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency of any commercial enterprise of any kind.
- e. The CCJP shall not accept a private fee for professional work with a person who is entitled to such services and still requests private services.
- f. The CCJP shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- g. The CCJP shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- h. The CCJP shall not engage in fee splitting. The CCJP shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.

- i. The CCJP, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency of any commercial enterprise of any kind.
- j. The CCJP shall not accept a private fee for professional work with a person who is entitled to such services and still requests private services.

12: Societal Obligations

The CCJP shall, to the best of their ability, actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

AFFIRMATION

NOTE: The Ethical Standards of Certified Criminal Justice Addictions Professional document and this signature page must be returned in its entirety to the MAAP Certification Board, along with your application.

I, _____ (print name) have read and do affirm the foregoing Ethical Standards of Mississippi Certified Criminal Justice Addictions Professional.

Applicant Signature

Date: _____



CREDIT / CARD Payments

_____	_____	_____
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Name : _____

Name as it appears on card: _____

Credit Card
No. _____

Expiration Date: _____ / _____ Security No. _____

Billing
Address: _____

Amount Authorized to Charge Card shown above: \$ _____

By signing below you authorize MAAP to charge this credit card for the amount shown above.
You also hereby guarantee payment of the amount shown above.

Signature: _____

