

Texas Certification Board of Addiction Professionals

401 Ranch Road 620 South, Suite 310

Austin, TX 78734

Tel: (512) 708-0629 * Fax: (888) 506-8123 * Email: admin@tcbap.org

CCJP Renewal Application

APPLICANT INFORMATION

First Name Middle Name Last Name Suffix Date of Birth

Mailing Address - Line 1 Mailing Address - Line 2 City State Zip Code

Office Telephone Ext Home Telephone Fax Email Current Employer

Current Credentials Counseling Lic No. Expires Highest Degree Earned Ethnicity Gender

CERTIFICATION INFORMATION

Certification No. Issued Expires Currently Inactive? Inactive Status Expires

Are you currently under investigation for any type of disciplinary action? YES NO

Have you received any disciplinary action related to any professional license(s) or certification(s) since your last certification renewal? YES NO

If you answered YES to either question, please attach a letter of explanation.

Certification Renewal Fee (Not including applicable late fees): \$100.00

If you would like a certificate from the IC&RC showing that you hold a credential that is internationally reciprocal, please add \$10.00 to your renewal fee. This certificate is available for the ADC, AADC, CPS, ACPS, CCJP and CCS. There is a \$10.00 fee for the ICRC certificate. IF YOU ARE A TAAP MEMBER YOU ARE AUTHORIZED TO TAKE 10% OFF THE RENEWAL FEE, PLESAE NOTE THAT YOUR MEMBERSHIP WILL BE VERIFIED.

**** YOU CAN RENEW ONLINE AT TCBAP.ORG AND USE THE PROMO CODE TAAP** check here for IC RC cert _____**

I understand that certification is contingent upon my meeting the requirements and criteria established by the Board. I understand that intentionally misleading statements on this application may result in denial of my certification application or revocation of my certification. Data from my application may be used for statistical purposes. The application fees and portfolio become the property of the Texas Certification Board of Addiction Professionals. All fees are non-refundable.

APPLICANT SIGNATURE DATE

Payment may be made by check, money order, purchase order or credit card. Mail your payment to TCBAP, 401 RR 620 S., Suite 310, Austin, Texas 78734. In order to ensure prompt renewal of your credential, please remit payment at least fifteen (15) days prior to expiration date.

Amount Enclosed: _____ Payment Type: ___ Check ___ Money Order ___ Purchase Order ___ Credit Card

Credit Card Information: ___ AMEX ___ DISC ___ VISA ___ MC Account # _____ Exp. _____ CVV _____

Name on Card: _____ Signature: _____

I authorize TCBAP to charge my credit card. I understand that my credit card statement will show charges from TAAP.

Please be advised that renewal of your credential is contingent upon payment of the required renewal fee. If your payment fails to fund, your credential is subject to revocation of its renewed status.

CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL (CCJP) RECERTIFICATION INFORMATION

REQUIREMENTS FOR RECERTIFICATION

The CCJP certification shall be issued for a period of two (2) years, therefore requiring an individual to recertify every two (2) years on that same date. The requirements for recertification shall be as follows:

1. Currently active in the field of alcoholism and drug abuse direct services to individuals involved in the criminal justice system.
2. Absent of any ethical or malpractice violations.
3. Completion of forty (40) hours of continuing education, in the four CCJP domain areas below. TCBAP does not specify how many hours applicants must have within each domain. However, every domain must be covered, meaning you must have hours within each of the four domains. You can visit www.tcbap.org to view more information on the CCJP domains and the types of courses that would be acceptable under each domain
 - Dynamics of Addiction and Criminal Behavior
 - The Criminal Justice System and Processes
 - Screening, Assessment, and Treatment Planning
 - Case Management and Counseling
4. Submission of an application including a signed copy of the ethical standards for Certified Criminal Justice Addictions Professional.
5. The fee for recertification shall be \$100.00. There is a 6 month grace period for renewal of certifications. If you are renewing more than 6 months after your expiration date, there is a \$50 penalty fee in addition to the recertification fee. If you are renewing more than 12 months after your expiration date, there is a \$100 reinstatement fee in addition to the \$50 penalty and recertification fees.

REGARDING THE ICCJP

As a reciprocity eligible addiction counselor you are eligible to receive the ICCJP. This designation is issued by the ICRC and carries the same certification and renewal dates as your CCJP. There is a \$10.00 fee for this certification.

SUBMISSION CHECKLIST

Please submit the following items to recertify your credential:

- _____ Completed recertification application form
- _____ Signed Code of Ethics
- _____ Documentation of 40 continuing education hours in the four CCJP domain areas
- _____ Recertification fee(s)
- _____ International Certificate Application (additional \$10 fee required)

**If you have any questions about any portion of this application, call the office for assistance at:
(512) 708-0629**

Be sure to make a copy of this application and all materials sent with it for your permanent record and as back-up in case it should get lost or damaged in the mail.

Please note: we cannot accept piece mail. Please be certain your portfolio is complete prior to submitting it to TCBAP. Incomplete portfolios will be returned.

**Return completed application packet to:
TCBAP
401 Ranch Road 620 South, Ste 310
Austin, Texas 78734**

ETHICAL STANDARDS FOR CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONALS

It is expected that, in the management of, or delivery of services to, individuals with criminal justice involvement, recipients of CCJP certification will:

General Respect and Caring

- Perform duties with the attitude that change can occur, and accept responsibility for facilitating that change.
- Demonstrate appropriate respect for the dignity, worth, knowledge, insight, experience, and areas of expertise of others.
- Accept responsibility for the consequences of their actions.
- Make every reasonable effort to ensure that psychological knowledge is not misused, intentionally or unintentionally, to harm others.
- Encourage others, if appropriate, to relate with integrity, to respect the dignity of persons, and to expect respect for their own dignity.
- Assume overall responsibility for the scientific and professional activities of assistants, students, supervisees, and employees with regard to respect for the dignity of persons, all of whom, however, incur similar obligations.

Conflict of Interest

Avoid relationships (e.g., with students, employees, or clients) and other situations which might present a conflict of interest or which might reduce their ability to be objective and unbiased in their determinations of what might be in the best interests of others.

Do No Harm

- If making a referral to a colleague or other professional, maintain appropriate contact, support, and responsibility until other service begins.
- Do everything reasonably possible to stop or offset the consequences of actions by others when these actions are likely to cause serious physical harm or death, as allowed by Texas law.

Confidentiality

- Embrace, as a primary obligation, the duty not to disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent within the standards and guidelines of Federal and state regulations.
- Adhere strictly to established rules of confidentiality of all records, materials, and knowledge concerning persons served in accordance with all current government and program regulations.

Informed Consent

- Seek as full and active participation as possible from others in decisions, which affect them.
- Practice within the guidelines and standards of Federal and state regulations regarding informed consent and human subjects protocols.

Competence and Self-Knowledge

- Espouse objectivity and integrity, and maintain the highest standards in the services offered.
- Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance.
- Accurately represent their own and their associates' qualifications, education, experience, competence, and affiliations, in all spoken, written, or printed communications, being careful not to use descriptions or information which could be misinterpreted.
- Take immediate steps to obtain consultation or to refer a client to a colleague or other appropriate professional, whichever is more likely to result in providing the client with competent service, if it becomes apparent that a client's problems are beyond their competence.
- Keep themselves up to date with relevant knowledge, research methods, and techniques, through the reading of relevant literature, peer consultation, and continuing education activities, in order that their service or research activities and conclusions will benefit and not harm others.
- Develop and utilize strategies to maintain one's own physical and mental health.

Reliance on the Discipline

Seek consultation from colleagues and/or appropriate groups and committees, and give due regard to their advice in arriving at a responsible decision, if faced with difficult situations.

Resolving Ethical Issues

- TCBAP certified professionals shall take appropriate action when they possess information that raises doubts as to whether another professional is acting in an ethical manner.
- TCBAP certified professionals shall not initiate, participate in, or encourage the filing of ethics complaints that are frivolous or intend to harm a professional rather than to protect clients or the public.
- TCBAP certified professionals shall cooperate with investigations, proceedings, and requirements of a TCBAP ethics investigation or ethics committees of other duly constituted associations or boards having jurisdiction over those charged with a violation.

Applicant Signature

_____/_____/_____
Date

ASSURANCES AND RELEASES

TCBAP may request further information from all persons listed on the application form, in order to verify training, employment, etc. This information is not available to others outside the certification process without the written consent of the applicant.

“I give my permission for the TCBAP and staff to investigate my background as it relates to information contained in this application for certification as a Certified Criminal Justice Professional. I understand that intentionally false or misleading statements, or intentional omissions, shall result in denial or revocation of certification.”

“I consent to the release of information contained in my application file, and other pertinent data submitted to, or collected by the TCBAP, to officers, members, and staff of the aforementioned board.”

“I further agree to hold the TCBAP, its officers, board members, employees, and examiners free from civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations, and/or the failure of TCBAP to issue certification.”

“I hereby affirm that the information provided on this form is correct and that I believe I am qualified for the certification for which I am applying.”

Applicant Signature

Credentials

_____/_____/_____
Date

PROCEDURE FOR CODE OF ETHICS COMPLAINTS

TCBAP has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCBAP CCJP or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be irrevolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the CCJP professional or through the CCJP professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

Ethic complaints must be submitted in writing and mailed to TCBAP Headquarters at 401 Ranch Road 620 Ste 310, Austin, Texas 78734