

Certified Criminal Justice Professional Education and Continuing Education Application and Instructions

Description

The Certified Criminal Justice Professional (CCJP) certification is a nation wide program of criminal justice development and quality assurance operated by the Michigan Certification Board for Addiction Professionals.

The application form and instructions contained here are to enable presenters of educational events to obtain approval for their events as meeting criteria that satisfy education and continuing education requirements for the CCJP credential. To be accepted for application toward the CCJP educational requirement and the CCJP continuing educational renewal requirement, education and training must meet criteria described in the following section. Providers must submit the complete application, the requested documentation and the required fee to the mailing address on the application form. Allow four weeks for review.

Criteria

1. The goals and objectives of the event must be relevant to the CCJP Performance Domains:
 - Dynamics of Addiction and Criminal Behavior
 - Legal, Ethical and Professional Responsibility
 - Criminal Justice System and Processes
 - Screening, Intake and Assessment
 - Case Management, Monitoring and Client Supervision
 - Counseling

Contact Hour: A continuing education (CE) contact hour = 60 Minutes of formal, direct, instructional time with not more than 10 minutes scheduled for breaks. Events less than 60 minutes in length will not be eligible for credit. Events offering social work or nursing continuing education credits should apply the same hours calculation for MCBAP credits.

MCBAP recognizes education events for their total number of hours of actual instruction of each session or event, subtracting time for any breaks over 10 minutes in duration; not more than 10 minutes of scheduled breaks in any 60-minute period. Total time rounded to the nearest full ¼ hour (rounded down). Examples: 60 minutes – 5 minute break = 1 CE hour. 90 minutes – 10 min. break = 1.5 CE hours. Seminar 6 hours (360 min) on the clock with two 15 minute breaks (-30) and 1 hour lunch (-60) = 4.5 CE hours (270 min).

2. Participants must demonstrate attainment of the goals and objectives by completing one of the following:

a. Output Product: through successful completion of the culminating output product (test, demonstration, paper, etc.) Only one post test needs to be administered per education/training event to meet the testing requirements for CCJP Continuing Education Units (CEU's).

Or

b. Evaluation Form: participants must be provided an opportunity to evaluate both the event and the instructor at the conclusion, before the results of the output product (if one is used) are made known.

3. Participants must be provided with certificates of completion which minimally include:
 - the participants name,
 - the name of the organization sponsoring the event,
 - the date(s) of participation,
 - the title of the event, and
 - the number of contact hours.
4. The education and training planning committee for each event must include at least one full-time active professional who provides direct services to individuals involved in the criminal justice system (e.g., law enforcement, judicial, corrections, probation/parole, etc.)
5. Education and training presenters must have education and/or experience, which is relevant to the CCJP performance domains. Include in your application the presenter for each workshop and attach a vita or resume for each.
6. To ensure that credit is correctly assigned to participants, a list, which includes the full names of participants successfully completing the workshop, must be submitted to the Michigan Certification Board for Addiction Professionals within thirty days of the program completion. This list is used to document attendance in the event the certificate issued by your organization is lost.

Resubmitting Application Previously Approved

To obtain approval for previously approved education events, which are being repeated:

1. Submit a photocopy of the previously approved education event application and a letter stating that the workshop is the same as previously approved.*

OR

2. Submit a photocopy of the previous letter of approval and a letter stating that the workshop is the same as previously approved.*

Regardless of which of the above options is used, the processing fee is still required.

*Calculate CE contact hours using current format (1 hour = 60 minutes).

Educational Calendar

A calendar listing upcoming approved training events is prepared and posted on the MCBAP website at www.mcbap.com

Canceled or Postponed Workshop

If a workshop is canceled or postponed written notification of the cancellation or postponement and new date(s) should be sent to the Michigan Certification Board for Addiction Professionals at the following address. The postponement of a training will not require additional paperwork or fee.

MCBAP
6639 Centurion Drive, Suite 170
Lansing MI 48917

Fee

A non-refundable fee is required for processing. The fee must be submitted with the application. The processing fee applies to each date the event is offered.

4 hours or less	\$15.00
5 hours up to 8 hours	\$25.00

Application for Approval of Education and Continuing Education Event for the Certified Criminal Justice Professional

This application and all supporting documentation **must be typed**. Attach additional pages as needed. Identify the section number for all attachments.

Section I

Name of Organization Submitting Application

Name of Person Submitting Application

Registration Phone Number

Street Address

City

State

Zip Code

Title of Education or Training Event

Number of Contact Hours

BSAS License Number (if applicable)

Date(s) to be offered

Location (City/State) of Event

Section II

Attach a list of Education Goals(s) and Objectives(s) and a copy of the schedule or agenda for the workshop with specific times. Culminating Output Product(s) (test, demonstration, paper, etc.): or participation evaluation. Attach a copy.

Attach a blank copy of the certificate of completion which includes: The participant's name, the name of the organization sponsoring the event, the date(s) of participation, the title of the event, and the number of contact hours. Attach a copy of the event's evaluation form(s).

Section III

List the name(s) of each person on the planning committee for this education event. Indicate the organizational affiliation and attach a current resume' for each person listed.

Section IV

List the presenter(s) for each workshop and attach a resume' or vita for each.

Section V

The person signing below attest that he/she is legally authorized to sign on behalf of the organization sponsoring the education event and that all information and documentation submitted is true and accurate.

Signature of Person Completing the Application

Date

Attach non-refundable application fee here. **(1.0 – 4.0 hours = \$15.00
5.0 – 8.0 hours = \$25.00)** Mail completed application, documentation and fee to:

MCBAP

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Lansing MI 48917