



# IOWA BOARD OF CERTIFICATION

Handbook  
*Certified Criminal Justice  
Professionals  
(CCJP)*

*Updated March 2025*



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# ABOUT



## **Mission Statement**

*The Iowa Board of Certification credentials prevention and treatment professionals in addiction and other behavioral health fields by promoting adherence to competency and ethical standards.*

## **Who is Iowa Board of Certification?**

*The Iowa Board of Certification (IBC) is a private, non-profit organization that promotes standards for professionals in the addictions and other behavioral health fields. IBC accomplishes this by writing and publishing standards, evaluating the experience, supervision, education of applicants, and reviewing each application that is received.*

*IBC also promotes high ethical standards for all credentialed professionals. IBC has established a Code of Ethics for its professionals, investigates, and may take disciplinary action on reports of ethical violations.*





## PURPOSES OF CERTIFICATION



*To enhance community health, one professional at a time. The establishment of standards and a system of voluntary professional certification assure the opportunity for continued growth and development in the field of criminal justice. The benefits of criminal justice professional certification are three-fold:*

- To formally recognize and increase the value of competency skills required of a professional working with the substance abusing criminal justice offender through the creation of an Iowa-specific credential.*
- To establish baseline standards for counselor competencies through a validated testing process.*
- To maximize the quality of substance abuse treatment delivered to a consumer involved with the criminal justice system.*



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# Certification Criteria



## CERTIFICATION CRITERIA

The Iowa Board of Certification (IBC) recognizes that alcohol and/or other drug abuse treatment and criminal justice professionals working with the substance abusing criminal offender require much more focused skills. Addiction professionals, navigating within complex federal, state, and county criminal justice systems, develop unique competencies equipping individuals with a broader knowledge base to implement effective system treatment modalities.

IBC endorses the concept that the treatment of addiction in a criminal justice setting is a specialty field that requires performance by competent and professional individuals. The standards for certification of these individuals are weighted on the side of proven experience and education.

Research indicates that alcohol and other drug abuse is a factor in most crimes and clearly shows that the provision of substance abuse treatment is effective in the reduction of criminal recidivism and substance abuse. Reductions of this nature present a significant cost benefit to society.

This document defines the role, purpose, functions and responsibilities of criminal justice addictions professionals, and establishes a fair methodology for evaluation of competency. The credential defines minimum acceptable standards for counselor knowledge and skills, thereby assuring that criminal justice addictions professionals meet an acceptable standard of competency.

### RESIDENCY REQUIREMENT

The applicant must physically live and/or work in Iowa at least 51% of the time at the time of application for initial certification, recertification or reactivation.

### APPLICATION HANDBOOK

This Application Handbook contains information you will not only need to become certified, but also will be very useful after the certification process. Please keep this handbook to use as a referral source.

### PHILOSOPHY STATEMENT

The evidence is conclusive that addiction is highly correlated with criminal behavior and criminal involvement. Therefore the adult and juvenile justice systems and providers of substance abuse treatment share a responsibility to assist drug-involved offenders in their recovery. It is this shared responsibility which has led to the development of a certification process for Criminal Justice Professionals.

There are certain knowledge areas and skills that are required to provide effective treatment and case management services to adult and juvenile drug involved offenders. Certified Criminal Justice Professionals (CCJP) must demonstrate the ability to provide effective services including assessment, case planning, case management, linking with other treatment, human services and criminal justice providers, monitoring, counseling and advocacy. In addition, CCJP's must be knowledgeable of the rehabilitative services provided by the treatment and criminal justice systems. Knowledge is required in such diverse areas as pharmacology, treatment theories and modalities, involuntary commitment procedures, criminal case processing, court alternatives, and conditions of probation, to name a few.

The overlap of roles and responsibilities has resulted in greater communication and interdependence among the courts, adult and juvenile justice professionals, and the alcohol and other drug abuse



professional. Many corrections agencies routinely provide substance abuse treatment service. Substance abuse treatment agencies provide court liaison and monitoring services. Case management of drug-involved offenders is provided by substance abuse treatment staff. The development of a certification for Criminal Justice Professionals is designed to strengthen the supervision and rehabilitative potential provided by the two systems.

## INTRODUCTION

Criminal Justice Professionals fill a unique role among health, human service, and criminal justice professionals. Such practitioners work in a variety of settings and utilize numerous treatment approaches. They recognize the need to assure quality care to consumers. Toward that end, IBC, in coordination with IC&RC, has designed this voluntary credentialing system for criminal justice professionals who provide treatment services to adult and juvenile drug-involved offenders.

The demonstrated link between drug abuse and criminal behavior has resulted in the development of this credentialing process. Individuals seeking this certification must be knowledgeable of both the criminal justice and substance abuse treatment systems.

IBC realizes that criminal justice treatment professionals are educated in a wide range of disciplines including criminal justice, addictions, social work, health, psychology, and other human service disciplines. The Criminal Justice Professional certification is designed to assess an individual's ability to provide treatment and case management services to drug involved offenders. It defines a criminal justice treatment professional's role and function, thus distinguishing these individuals among other health and human service providers.

The certification process is designed to accommodate and evaluate those who are both experientially trained as well as those who are academically trained. The certification process defines core knowledge and skill bases needed by all criminal justice addiction professionals regardless of their professional training, orientation or occupation.

This process sets a baseline standard for treatment professionals working in criminal justice settings when providing an array of services to drug involved offenders. Such professionals are given recognition for meeting specific predetermined criteria. The purpose is to assure that quality addiction services are available to adult and juvenile drug involved offenders. Certification provides a professional credential that can guide employers in selecting competent staff and sets the direction for further professional growth.

This certification process was development for treatment professionals working with criminal justice populations. The setting in which the required number of work and supervised hours must be met is defined as: any setting which provides counseling, service coordination, behavior management, or behavior shaping to drug involved adult or juvenile offenders.

**Before becoming certified as a CCJP, it is required that the applicant first become certified as an IADC or IAADC by completing an application for one of those credentials, meeting all requirements and passing the applicable IC&RC exam. Once awarded the IADC or IAADC credential, the applicant will need to complete the CCJP application, demonstrate meeting all requirements of that credential and pass the IC&RC CCJP exam.**

## Experience

For professionals that already hold the IADC or IAADC credential:

Degree	Direct CJ Services/ Work Experience	Time Limit	Hours of Direct Supervision	Hours of Education	Written Exam Requirement
H.S. Diploma through Master's degree in related field	2000 hours	10 years	100	100 hours specific to CCJP Domains	Successful completion of IC&RC's CCJP exam
HS Diploma or GED	3 years/ 6000 hours	10 years	300	300 (200 hours specific to IADC or IAADC Domains and 100 hours specific to CCJP Domains)	Successful completion of both the IC&RC IADC/IAADC <u>AND</u> IC&RC CCJP exams
Associate's degree in related field	2 ½ years/ 5000 hours	10 years	250	300 (200 hours specific to IADC or IAADC Domains and 100 hours specific to CCJP Domains)	Successful completion of both the IC&RC IADC/IAADC <u>AND</u> IC&RC CCJP exams
Bachelor's degree in related field	2 years/ 4000 hours	10 years	200	300 (200 hours specific to IADC or IAADC Domains and 100 hours specific to CCJP Domains)	Successful completion of both the IC&RC IADC/IAADC <u>AND</u> IC&RC CCJP exams
Master's degree in related field	1 year/ 2000 hours	10 years	100	300 (200 hours specific to IADC or IAADC Domains and 100 hours specific to CCJP Domains)	Successful completion of both the IC&RC IADC/IAADC <u>AND</u> IC&RC CCJP exams

Documentation of these hours will be according to instructions on Form 04, "Workshop Documentation."

If using college classes, the formula for converting college credit to clock hours: one semester hour equals 15 clock hours and one quarter hour equals 10 clock hours. A minimum grade of "C" must be earned or the course will be ineligible. All college transcripts must be original, sent directly from the college to the IBC office.

## DOMAINS

Hours of education should include these domains as they relate to both adults and juveniles. You must have a minimum of 10 hours in each domain:

- Dynamics of Addiction and Criminal Behavior
- Criminal justice system and processes
- Screening, assessment and treatment planning
- Case management and counseling
- Additionally, 6 hours in criminal justice ethics are required, as well as 3 hours in Racial/Ethnic training.

See the "Domain and Exam Content" for the tasks and skills related to each Domain.

## SUPERVISION

Realizing that supervision may take place in a variety of settings and have many faces, IBC has determined not to place limiting criteria on areas of supervision or qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Service's Administrator's Technical Assistance



Publication number 21. TAP 21 defines supervision/clinical supervision as “the administrative, clinical and evaluative process of monitoring, assessing, and enhancing counselor performance.”

Supervised hours are understood to be face-to-face supervision.



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# Application Process



## APPLICATION PROCESS

**Note:** CCJP applicants must first become certified as an IADC or IAADC. The handbook and application forms for those credentials can be found on the IBC website. Once the applicants has received one of those credentials, the application for CCJP may be completed. If a CCJP applicant is already certified as an IADC or IAADC, only the CCJP application and fees will be required.

The CCJP application can be found on the IBC website and needs to be completed in its entirety, then submitted to the IBC office along with an official written job description, copies of certificates of completion for trainings indicated on Form 04 of the application, a letter of recommendation from the applicant's supervisor and the appropriate fee. Transcripts from colleges/universities attended must be sent to the IBC office directly from the institution via US Mail.

Once the IBC office has received and reviewed your application, you will be notified as to the status of the application. When the application is complete and all requirements have been met, you will be scheduled to sit for the exam.

A checklist is included at the end of the application. Applications are valid for one year from the time IBC receives any portion of it.

**Questions?** You are welcome to contact the IBC office at [Info@iowabc.org](mailto:Info@iowabc.org) or 515-965-5509 with any questions you may have.

## EXAM

### Prerequisite Examination

Candidates looking to take the CCJP examination must first take and pass the IC&RC Alcohol and Drug Counselor (ADC) OR the Advanced Alcohol and Drug Counselor (AADC) examination. Candidates who have already passed the ADC or AADC examination will not be required to retest, but will need to verify their examination score with their IC&RC Member Boards as part of their CCJP application process. Candidates should contact their IC&RC Member Board for more information. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

### Format and Length

The questions on the examination are multiple-choice with three or four options. There is only one correct or best answer for each question. Candidates should carefully read each question and choose the single best answer. It is advisable to answer every question since the number of questions answered correctly will determine the final score. There is no penalty for guessing.

Number of Scored Items: 50

Number of Pre-test Items: 10

Total Number of Items: 60

Length of Administration: 90 minutes

### Content

The Job Analysis identified several performance domains. Several tasks have been identified within each performance domain. These tasks and the needed knowledge or skills for their completion are the basis of examination questions.

Domains	Weight on Exam
1. Dynamics of Addiction and Criminal Behavior	14%
2. The Criminal Justice System and Processes	36%
3. Screening, Assessment, and Treatment Planning	22%
4. Case Management and Counseling	28%

Exam scores are accessed weekly and applicants are then notified of their exam score. Exams may be taken every 90 days.

Should a candidate fail to pass the exam after 4 tries, a Remedial Action Plan is in place and must be met before the candidate can test for a 5<sup>th</sup> time:

- The candidate will need to develop a work plan with a certified mentor/supervisor who holds the same credential (or higher) that the candidate is applying for. This plan will need to be signed by both the candidate and the mentor/supervisor and will be sent to the IBC office. The work plan will include:
  1. Documented direct supervision by the mentor/supervisor for at least 4 hours of supervision with a minimum of one hour supervision per Domain.
  2. 12 hours of continuing education with at least 3 hours per Domain. These hours may come from either in-person or online trainings, and must be mentor/supervisor approved.
  3. Before the candidate will be allowed to test for a 5<sup>th</sup> time, the candidate will need to send to IBC certificates of completion for the 12 hours of training attended as well as a signed narrative by their mentor/supervisor which will describe the hours spent in supervision and topics discussed/supervised.

## PERFORMANCE DOMAINS FOR CCJP

Within each domain are several identified tasks, which provide the basis for questions in the examination. Following is a listing of those domains, associated task statements, and the number of questions on the exam which are associated with each.

- Dynamics of Addiction and Criminal Behavior (14% of the exam, 7 questions on the exam)
- The Criminal Justice System and Processes (36% of the Exam, 18 questions on the exam)
- Screening, Assessment, and Treatment Planning (22% of the exam, 11 questions on the exam)
- Case Management and Counseling (28% of the exam, 14 questions on exam)

The knowledge competencies and skills associated with each domain can be found in [ADDENDUM II](#) at the back of this Handbook.

## PROCESSING APPLICATIONS

The application process is designed to give each applicant a fair review. The application process will include the following steps:

- The Iowa Board of Certification staff will screen the application upon receipt of the application and fee. If any further requirements must be met, the applicant will be contacted. If the application is complete, the applicant will be pre-registered for the exam and notified of such.

- If an applicant fails the IC&RC exam, the applicant may re-take the test upon submission of the additional test fee. The exam must be successfully completed within one year of notification of application completion or the applicant must complete a new application and begin the application process anew. If a failing score is earned, the applicant will be notified and will submit the test fee in order to re-take the exam. Exams may be taken no more than every 90 days.
- An applicant who does not pass the exam on time must complete a new application. Application materials (i.e. transcripts) submitted as part of the first application may be combined with part of the second application.
- Once IBC receives notification of the applicant passing the IC&RC exam, the applicant is emailed a certificate showing certification for two years.

## CERTIFICATION APPEAL PROCEDURES

**Appeal of the Denial for Certification.** Every applicant shall be provided the opportunity to appeal the decision of the Board regarding the applicant's certification to the Ethics and Appeals Committee. The IC&RC test is the property of the IC&RC and are psychometrically sound and legally defensible. Only under extraordinary circumstances can an appeal be submitted for the denial of the IC&RC test.

If the applicant desires to appeal the decision of the Board regarding certification, the applicant shall send a written request for an appeal review meeting within thirty (30) days of receipt of the certified notice of denial of certification. The response shall be addressed to:

Iowa Board of Certification  
2600 Grand Ave, Ste 114  
Des Moines, IA 50312

**Appeal Review Meeting.** An appeal review meeting shall be held at a time and place fixed by the chairperson of the Ethics and Appeals Committee.

- A. All appeal review meetings of the Ethics and Appeals Committee shall be closed to the public. Only committee members, those invited by the committee to testify, and staff members shall be in attendance.
- B. There shall be no contact prior to the appeal review meeting between the applicant and any member of the Ethics and Appeals Committee for the purpose of discussing the appeal.
- C. The Ethics and Appeals Committee shall review with the applicant the reasons for denial of certification and the applicant may present any information he or she feels is relevant.
- D. The Ethics and Appeals Committee may not consider additional materials presented by the applicant for the purposes of correcting deficiencies in the oral interview or test.
- E. The Ethics and Appeals Committee shall make a determination to:
  1. Recommend that the Board uphold the decision regarding certification.
  2. Recommend that the Board overturn the decision regarding certification.
  3. Recommend that the Board remand the application to the Committee on Credentialing for re-review.

- F. If an applicant who has requested an appeal review meeting, and upon whom proper notice of the meeting has been served, fails to appear for the meeting, the Committee shall proceed with the conduct of the review and the applicant shall be bound by the results to the same extent as if the applicant had been present.
- G. The Board shall, at its next regular scheduled meeting, vote to accept or reject the recommendations of the Ethics and Appeals Committee.
- H. The applicant shall be notified by certified mail within two weeks of the decision of the Board concerning the appeal.

### CERTIFICATION PERIOD

The Iowa certification period encompasses two calendar years, commencing from the first day of the month that follows approval by the Iowa Board of Certification. Dates of validation are printed on the professional's certificate. It is the CCJP's responsibility to keep track of certification dates; no reminders for recertification will be sent.

### DUAL CERTIFICATION

Because CCJP's will carry both the IADC/IAADC and the CCJP credentials, the certification fee of the second credential shall be 25% less than the certification fee for the first credential.

### CERTIFICATION PERIOD

The Iowa certification period encompasses two calendar years, commencing from the first day of the month that follows passing the exam. Dates of validation are printed on the counselor's certificate.

### DUAL CERTIFICATION

To support those substance abuse professionals who wish to carry more than one IBC credential, the recertification fee of both credentials shall be discounted by 25%.

This policy refers to IBC credentials only. State/National credentials/licenses do not apply.





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## Recertification



## RECERTIFICATION

### HOW TO RENEW CERTIFICATION

Certification must be renewed every two years. Dates of validation are printed on the certificate. Recertification is a continuous process which involves earning continuing education credit on an on-going basis, as well as submission of the actual recertification application.

Recertification applications can be found on IBC's web site at [www.iowabc.org](http://www.iowabc.org). Please note: It is the responsibility of certified professionals to keep track of recertification dates and to make timely application for recertification.

An application for recertification shall include the following:

1. "Application for Recertification" This form must be filled out and submitted online. Copies of certificates of completion do not need to be submitted unless your recertification is audited by the IBC office.
2. Submission of the recertification fee, as well as applicable CEU processing fees and the late penalty fee, if applicable.

### RECERTIFICATION REQUIREMENTS

Certified criminal justice professionals must obtain forty (40) clock hours of continuing education during the two-year certification period to qualify for recertification. Of these hours:

- Three (3) of the clock hours must be in ethics.
- The remaining hours must be specific to criminal justice and/or substance abuse

No more than 20 clock hours may be earned through distance learning for each certification period.

To receive college credit for clock hours a minimum grade of "C" is required. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours. If college courses are being used, an original transcript must be sent directly from the college to the IBC office through the mail.

### CATEGORY A - ATTENDING FORMAL TRAININGS

A minimum of twenty-five (25) clock hours must be obtained through a combination of pertinent courses, workshops and/or seminars.

Criminal justice professionals will be assessed a CEU Processing Fee per submitted workshop that has not been IBC-approved or was taken through online/distance learning. The fee is not charged for college courses submitted for IBC credit.

### CATEGORY B - TEACHING OTHER PROFESSIONALS

A maximum of fifteen (15) clock hours may be obtained in this category. The number of hours awarded will be equal to the number of hours spent in actual teaching time.

## CATEGORY C - PARTICIPATORY LEARNING EXPERIENCES AND COMMUNITY INVOLVEMENT

Prior approval is recommended. A maximum of fifteen (15) clock hours may be obtained in this category which includes documented credit for direct participation (e.g. public speaking or volunteering in a professional capacity) with criminal justice, substance abuse or community boards, committees, or task forces which are substance abuse related, as well as independent peer review. Volunteering as a parent, such as a teacher's assistant or Cub Scout leader, DOES NOT qualify for credit.

The intent of the category is to encourage counselors to participate in the community in a professional capacity to promote the profession and the welfare of the public.

## GENERAL GUIDELINES FOR RECERTIFICATION

The following general guidelines apply to Continuing Education:

- A. The content of all courses on continuing education must be relevant to the position of a CCJP or IADC/IAADC.
- B. The following is an example of continuing education that will not receive IBC credit.
  - 1. Parenting or other programs that are designed for lay people.
  - 2. Basic living skills.
  - 3. Orientation programs, meaning, a specific series of activities designed to familiarize employees with the policies and procedures of an institution.
- C. Continuing education hours exclude non-program time such as coffee breaks, social hours, and time allocated for meals.
- D. The forty (40) clock hours must be obtained within each certification period; that is, between the dates of certification shown on the certificate. Therefore, hours earned before the last application was submitted will not be accepted.
- E. Continuing education hours are not cumulative. Therefore, additional hours earned during one certification period and before the recertification application was submitted will not be accepted for the next period.
- F. One approved college or university semester hour credit is the equivalent of fifteen (15) clock hours and one approved college or university quarter hour credit is the equivalent of ten clock hours. In order to give IBC credit for college coursework, an original transcript will need to be sent to the IBC office directly from the college through the mail.
- G. Criminal justice professionals cannot repeat an identical training within his or her recertification period.
- H. The minimum acceptable unit of credit for any single experience is one clock hour.

## VOLUNTARY INACTIVE STATUS

Inactive certification status is for the certified criminal justice professional who is currently not working in the criminal justice or substance abuse field, yet plans to someday return to it. Not having earned

enough continuing education hours or an employer not requiring IBC certification are inadequate reasons to be granted inactive status.

In addition to the professional not working in the field of substance abuse, the Iowa Board of Certification may grant inactive status under the following circumstances:

1. Behavior-Medical problems
2. Maternity, paternity, or family
3. Education
4. Military service
5. Other valid reasons

**Instructions.** Certified individuals desiring inactive status shall complete the Inactive Request form (on the IBC website) to the IBC office along with the applicable fee.

If approved for Inactive Status, a letter will be sent to the applicant indicating the one year time period of inactive status.

To maintain inactive status, the Inactive request form must be completed each year and sent with the appropriate fee on or before the expiration date to avoid the late fee.

To restore to active certification, the application for recertification must be submitted along with the applicable recertification fee.

**Rights, Limitations, and Responsibilities.**

1. While on inactive status, an individual shall continue to receive all newsletters and other communications from IBC.
2. A CCJP on inactive status may not use their credential initials (e.g., CCJP).
3. Individuals on inactive status are not eligible for reciprocity.
4. Inactive individuals must adhere to applicable aspects of the IBC Code of Ethics.
5. The inactive individual must notify IBC immediately upon returning to work in the alcohol and drug field. Failure to notify the Board within 30 days of returning to such employment will constitute a violation of the IBC Code of Ethics and will result in referral to the Board for investigation, in accordance with the procedures outlined in the Code of Ethics. The inactive individual must successfully reactivate certification within 90 days of returning to employment.

**Reactivation.** Individuals requesting reactivation of their certification status shall follow the recertification process and meet residency requirements. Current recertification forms will be available on the IBC web site. At least 20 of the 40 clock hours must have been earned within two years of the reactivation application.

**LATE PENALTIES**

1. The application for recertification must be postmarked on or before the certification expiration date or the late penalty will be imposed beginning on the day following the certification expiration date.
2. A forty-five (45) day penalty period following the certification expiration date shall be allowed.
3. During the penalty period of the certification, the professional may choose to do one of the following:

- a. Renew the certification by submitting the required documentation of Professional Development, the recertification fee, and the penalty fee;
- b. Apply for voluntary inactive status, if applicable; or
- c. Allow the certification to lapse. Certification will lapse on the 46th day. If certification lapses, the professional may again apply for certification whenever he/she believes that the criteria can be met. At that time, the professional will begin the application process anew.

## RECIPROCITY

Iowa Certified Criminal Justice Professionals may apply for reciprocity to any certification board that is a member of the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC) and who holds the CCJP credential. Refer to IC&RC's web site at <https://internationalcredentialing.org/> for an up-to-date listing of IC&RC reciprocal boards.

The reciprocity fee is paid to the IC&RC. The application for reciprocity must be obtained from the IBC office and shall be returned to the IBC office when complete.



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## Code of Ethics





## CODE OF ETHICS

### CRIMINAL JUSTICE PROFESSIONALS

#### INTRODUCTION

**All certified professionals must subscribe to the IBC Code of Ethics upon application for certification.**

This Code of Ethics is adopted to aid in the delivery of the highest quality of professional care to persons seeking chemical dependency services. It is hoped that these standards will assist the certified professional to determine the propriety of his or her conduct in relationships with clients, colleagues, members of allied professions, and the public.

The Board is committed to investigate and sanction those who breach this Code of Ethics. Certified Criminal Justice Professionals, therefore, are encouraged to thoroughly familiarize themselves with the Code of Ethics and to guide their behavior according to the principles set forth below.

Violation of the IBC Code of Ethics shall be deemed as grounds for discipline. Engaging in unethical conduct includes, in addition to violation of the Principles enumerated herein, any other violation that is harmful or detrimental to the profession or to the public.

#### SUBSCRIPTION TO CODE OF ETHICS

**Persons applying for certification must subscribe to the Iowa Board of Certification's Code of Ethics for Criminal Justice Professionals and so indicate by signing Form 02 of the application.** This subscription will be in effect until their certification is no longer valid. In the event the applicant did not successfully complete the certification process, the subscription shall be in effect until the application period expires. IBC can provide specific information regarding these time-frames.

#### SPECIFIC PRINCIPLES

**PRINCIPLE I. Responsibility to clients.** IBC certified professionals respect the rights of those persons seeking their assistance and make reasonable efforts to ensure that their services are used appropriately.

- A. IBC certified professionals do not discriminate against or refuse professional service to anyone on the basis of race, gender, religion, national origin or sexual orientation.
  - 1. IBC certified professionals avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the certified professional guards the individual rights and personal dignity of clients.
  - 2. IBC certified professionals are 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.
- B. IBC certified professionals do not use their professional relationships with clients to further their own interests.
- C. IBC certified professionals respect the right of clients to make decisions and help them to understand the consequences of these decisions.
- D. IBC certified professionals continue therapeutic relationships only as long as it is reasonably clear that clients are benefiting from the relationship.

- E. IBC certified professionals assist persons in obtaining other therapeutic services if the counselor is unable or unwilling to provide professional help.
- F. IBC certified professionals do not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of such treatment.
- G. IBC certified professionals obtain written, informed consent from clients before videotaping, audio recording, or permitting third-party observation.
- H. IBC certified professionals respect the integrity and protect the welfare of the client. The certified professional, in the presence of professional conflict, is concerned primarily with the welfare of the client.
- I. IBC certified professionals ensure the presence of an appropriate setting for clinical work to protect the client from harm and the certified professional and professional from censure.
- J. IBC certified professionals do not continue to practice while having a physical or mental disability which renders the certified professional unable to practice the occupation or profession with reasonable skill or which may endanger the health and safety of the persons under the certified professional's care.
- K. IBC certified professionals do not engage in the conduct of one's practice while suffering from a contagious disease involving risk to the client's or public's health without taking adequate precautions including, but not limited to, informed consent, protective gear or cessation of practice.

## **PRINCIPLE II. Dual relationships.**

- A. IBC certified professionals are aware of their influential position with respect to clients, and they avoid exploiting the trust and dependency of such persons. IBC certified professionals, therefore, make every effort to avoid dual relationships with clients that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, IBC certified professionals take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or close personal relationships with clients and/or their family members.
  - 1. Soliciting and/or engaging in sexual conduct with clients is prohibited; this includes the five years following the termination of services.
  - 2. IBC certified professionals do not accept as clients anyone with whom they have engaged in sexual conduct.
  - 3. IBC certified professionals are aware of their professionalism and healthy boundaries with clients when it comes to social networking for at least a period of one year following the termination of services.
    - a. IBC certified professionals do not “friend” their own clients, past or present, or clients of an agency for which they work, on Facebook or other social media sites.
    - b. IBC certified professionals use professional and ethical judgment when including photos and/or comments on social media sites.
    - c. IBC certified professionals do not provide their personal contact information to clients, i.e. home/personal cell phone number, personal email, Skype, Twitter, etc. nor engage in communication with clients through these mediums except in cases of agency/professional business
- B. IBC certified professionals are aware of their influential position with respect to students, employees, and supervisees, and they avoid exploiting the trust and dependency of such persons. IBC certified professionals, therefore, make every effort to avoid dual relationships that could impair professional judgment or increase the risk of exploitation. When a dual

relationship cannot be avoided, IBC certified professionals take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or close personal relationships with students, employees or supervisees.

1. Provision of therapy to students, employees, or supervisees is prohibited.
2. Sexual conduct with students or supervisees is prohibited.

**PRINCIPLE III. Confidentiality.** IBC certified professionals embrace, as primary obligation, the duty of protecting the privacy of clients and do not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- A. IBC certified professionals make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. IBC certified professionals 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 to and appropriate to the services being provided and be accessible only to appropriate personnel.
- B. IBC certified professionals adhere to all federal, state, and local laws regarding confidentiality and the certified professional's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- C. IBC certified professionals 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 present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort is made to avoid undue invasion of privacy.
- D. IBC certified professionals reveal information received in confidence only when there is a clear and imminent danger to the client or other persons, and then only to appropriate workers, public authorities, and threatened parties.

**PRINCIPLE IV. Professional competence and integrity.** IBC certified professionals maintain high standards of professional competence and integrity.

- A. IBC certified professionals seek appropriate professional assistance for their personal problems or conflicts that may impair work performance or clinical judgment.
- B. IBC certified professionals, as teachers, supervisors, and researchers, are dedicated to high standards of scholarship and present accurate information.
- C. IBC certified professionals do not engage in sexual or other harassment or exploitation of clients, students, trainees, supervisees, employees, colleagues, research subjects, or actual or potential witnesses or complainants in investigations and ethical proceedings.
- D. IBC certified professionals do not diagnose, treat, or advise on problems outside the recognized boundaries of their competence.
- E. IBC certified professionals do not engage in conduct which does not meet the generally accepted standards of practice for their profession including, but not limited to, incompetence, negligence or malpractice.
  1. Falsifying, amending or making incorrect essential entries or failing to make essential entries of client record.
  2. A substantial lack of knowledge or ability to discharge professional obligations within the scope of their profession.
  3. A substantial deviation from the standards of skill ordinarily possessed and applied by professional peers in the state of Iowa acting in the same or similar circumstances.

4. Acting in such a manner as to present a danger to public health or safety, or to any client including, but not limited to, impaired behavior, incompetence, negligence or malpractice.
  5. Failing to comply with a term, condition or limitation on a certification or license.
  6. Failing to obtain an appropriate consultation or make an appropriate referral when the problem of the client is beyond the certified professional's training, experience or competence.
  7. Suspension, revocation, probation or other restrictions on any professional certification or licensure imposed by any state or jurisdiction, unless such action has been satisfied and/or reversed.
  8. Administering to oneself any controlled substance, or aiding and abetting the use of any controlled substance by another person.
  9. Using any drug or alcoholic beverage to the extent or in such manner as to be dangerous or injurious to self or others, or to the extent that such use impairs the ability of such person to safely provide professional services.
  10. Using alcohol or any dangerous drug or controlled substance while providing professional services.
  11. Refusing to seek evaluation and follow through with the recommended treatment for chemical dependency or a mental health problem which impairs professional performance.
- F. IBC certified professionals who provide services via electronic media shall inform the client/patient of the limitations and risks associated with such services and shall document in the client/patient case record that such notice has been provided.

**PRINCIPLE V. Responsibility to students, employees, and supervisees.** IBC certified professionals do not exploit the trust and dependency of students, employees, and supervisees.

- A. IBC certified professionals do not permit students, employees, or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience and competence.
- B. IBC certified professionals who supervise others accept the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations, and constructive consultation.

**PRINCIPLE VI. Responsibility to the profession.** IBC certified professionals respect the rights and responsibilities of professional colleagues.

- A. IBC certified professionals treat colleagues with respect, courtesy, and fairness and afford the same professional courtesy to other professionals.
  1. IBC certified professionals do not offer 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.
  2. IBC certified professionals cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
  3. IBC certified professionals report the unethical conduct or practice of others in the profession to the appropriate certifying authority.
  4. IBC certified professionals do not knowingly file a false report against another professional concerning an ethics violation.
- B. As employees or members of organizations, IBC certified professionals refuse to participate in an employer's practices which are inconsistent with the ethical standards enumerated in this Code.

- C. IBC certified professionals assign publication credit to those who have contributed to a publication in proportion to their contributions and in accordance with customary professional publication practices.
- D. IBC certified professionals who are the authors of books or other materials that are published or distributed cite persons to whom credit for original ideas is due.

**PRINCIPLE VII. Financial arrangements.** IBC certified professionals make financial arrangements for services with clients and third-party payers that are reasonably understandable and conform to accepted professional practices.

- A. IBC certified professionals do not offer, give or receive commissions, rebates or other forms of remuneration for the referral of clients.
- B. IBC certified professionals do not charge excessive fees for services.
- C. IBC certified professionals disclose their fees to clients at the beginning of services.
- D. IBC certified professionals do not enter into personal financial arrangements.
- E. IBC certified professionals represent facts truthfully to clients and third-party payers, regarding services rendered.
- F. IBC certified professionals do not accept a private fee or any other gift or gratuity for professional work.

**PRINCIPLE VIII. Advertising.** IBC certified professionals engage in appropriate informational activities, including those that enable lay persons to choose professional services on an informed basis.

- A. IBC certified professionals accurately represent their competence, education, training, and experience.
- B. IBC certified professionals do not use a firm name, letterhead, publication, term, title designation or document which states or implies an ability, relationship or qualification which the certified professional does not have.
- C. IBC certified professionals do not use any professional identification (such as a business card, office sign, letterhead, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive. A statement is false, fraudulent, misleading, or deceptive if it:
  - 1. contains a material misrepresentation of fact;
  - 2. fails to state any material fact necessary to make the statement, in light of all circumstances, not misleading; or
  - 3. is intended to or is likely to create an unjustified expectation.

**PRINCIPLE IX. Legal and Moral Standards.** IBC certified professionals uphold the law and have high morals in both professional and personal conduct.

Grounds for discipline under this principle include, but are not limited to, the following:

- 1. Conviction of any felony or misdemeanor, excluding minor traffic offenses, whether or not the case is pending an appeal. A plea or verdict of guilty or a conviction following an Alford Plea, or any other plea which is treated by the court as a plea of guilty and all the proceedings in which the sentence was deferred or suspended, or the conviction expunged shall be deemed a conviction within the meaning of this section.
- 2. Permitting, aiding, abetting, assisting, hiring or conspiring with an individual to violate or circumvent any of the laws relating to licensure or certification under any licensing or certification act.
- 3. Fraud-related conduct under this principle includes, but is not limited to, the following:

- a. Publishing or causing to be published any advertisement that is false, fraudulent, deceptive or misleading.
  - b. Engaging in fraud, misrepresentation, deception or concealment of material fact in:
    1. Applying for or assisting in securing certification or certification renewal.
    2. Taking any examination provided for #1 above including fraudulently procured credentials.
  - c. Making misleading, deceptive, untrue or fraudulent representation in the practice or the conduct of the profession or practicing fraud or deceit, either alone or as a conspirator.
  - d. Failing to cooperate with an investigation by interfering with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representatives; by use of threats or harassment against, or inducement to any patient, client or witness to prevent them from providing evidence in a disciplinary proceeding or any person to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed. Failing to cooperate with a board investigation in any material respect.
  - e. Committing a fraudulent insurance act.
  - f. Signing or issuing, in the certified professional's capacity, a document or statement that the certified professional knows, or ought to know, contains a false or misleading statement.
  - g. Using a firm name, letterhead, publication, term, title designation or document which states or implies an ability, relationship or qualification which the certified professional does not have.
  - h. Practicing the profession under a false name or name other than the name under which the certification is held.
  - i. Impersonating any certified professional or representing oneself as a certified professional for which one has no current certification.
  - j. Charging a client or a third party payer for a service not performed, or submitting an account or charge for services that is false or misleading. This does not apply to charging for an unkept appointment by a client.
  - k. Charging a fee that is excessive in relation to the service or product for which it is charged.
  - l. Offering, giving or promising anything of value or benefit to any federal, state, or local employee or official for the purpose of influencing that employee or official to circumvent federal, state, or local law, regulation or ordinance governing the certified professional or their profession.
4. Engaging in sexual conduct, as defined in the Iowa Code, with a client during a period of time in which a professional relationship exists and for five years after that period of time.
  5. Failure to observe this Code of Ethics may result in revocation of certification.

## ETHICS INVESTIGATIONS

**Complaint Procedure.** Any individual may file a complaint against a certified professional by submitting a completed "Ethics Violation Allegation Worksheet" (available on IBC's web site at [www.iowabc.org](http://www.iowabc.org) or by requesting one from the IBC office).

1. The Ethics Violation Allegation Worksheet shall be submitted online or mailed to:  
Iowa Board of Certification  
2600 Grand Ave, Ste 114  
Ankeny, Iowa 50023
2. A copy of the Worksheet is forwarded to the Ethics & Appeals Committee chairperson.



3. The Executive Director shall send a letter to the complainant to acknowledge receipt of the complaint and that it has been forwarded to the Ethics Committee.
4. The Ethics Committee, at their next monthly meeting, determines which principle(s) may have been violated.
5. If a potential violation has been determined, an investigator is assigned and the investigation is started.
6. If, in committee review, the allegation does not warrant assignment of an investigation, the complainant and the person who is alleged to have violated the principle will be notified of that decision. The allegation worksheet will be maintained in a committee file.
7. The Executive Director sends a certified letter to the respondent, notifying him/her that a complaint has been received, that an investigation has begun, and that he/she will be sent correspondence by the investigator. **Note: not cooperating with an investigation can result in a violation of Principle VI.**
8. The Executive Director shall send a certified letter to the complainant stating that the investigation has begun and that the investigator may be in contact with him/her.
9. When all investigation is completed, the investigator will report to the Ethics Committee. The committee shall review the information and make one of the following recommendations to the hearing panel:
  - a. Disciplinary hearing be held, or
  - b. Dismiss the complaint
10. Following the hearing, the respondent and complainant are notified in writing of the actions taken by the Board.

Should further violations be uncovered in the course of an investigation, these would comprise an additional complaint by the Committee on Ethics and Appeals.

If a complaint has been filed, the Ethics Committee may, at its discretion, proceed with an investigation even if the complainant subsequently requests that the complaint be withdrawn.

## HEARING PROCEDURES

**Order for Hearing.** Upon recommendation of the Committee on Ethics and Appeals, the IBC Board shall approve the date, time and place for an ethics hearing and shall appoint a hearing panel for the proceedings. Within ten (10) days of Board action, a written notice will be sent to the complainant, the respondent and the hearing panel members.

- A. The hearing panel shall be comprised of three directors of the Board, excluding any member having a conflict of interest in the matter. At least one of the three members of the hearing panel shall be a certified professional.
- B. Both the respondent and complainant will be provided with a copy of the investigative summary and recommendations including the level of violation severity and the hearing procedures.
- C. The notice of the hearing shall state:
  1. The date, time, and location of the hearing; and
  2. The respondent may, at his or her expense, be represented by legal counsel at the hearing; and
  3. The rules by which the hearing shall be governed.

**Conduct of Hearing.** The hearing shall be conducted in compliance with the following rules:

- A. The hearing shall be conducted by the chairperson of the Quality Improvement Committee, an impartial administrative law judge, attorney, or other person designated by the chairperson of the Quality Improvement Committee.

- B. The chairperson of the Committee on Ethics and Appeals, or a representative designated by the Committee on Ethics and Appeals, shall present evidence in support of the Committee's recommendation before the hearing panel. The complainant and the respondent shall be allowed the opportunity to participate in the hearing. Witnesses will be called when appropriate, but shall only be present in the hearing during their testimony. The hearing shall be closed to the public.
- C. The hearing panel shall not be bound by common law or statutory rules of evidence, and may consider all evidence having probative value.
- D. No discovery shall be permitted and no access to Board files shall be allowed by the respondent except as specifically provided for herein. The Board shall keep all files in permanent form and confidential, unless otherwise provided or directed in writing by the President of the Board or the President's designee, for disciplinary purposes or by a specific rule of the IBC Board.
- E. After completion of the investigation and prior to the commencement of the hearing, members of the Board and hearing panel shall not discuss the case with either the complainant or the respondent in order to maintain neutrality and impartiality. The Executive Director may act as a source of general information to all parties.
- F. Members of the hearing panel may inquire and/or conduct relevant fact-finding to obtain the information necessary to make an accurate determination of the facts of the case.
- G. Board members and committee members who are not serving in an official capacity during the hearing shall not be present unless all parties present agree to such circumstances.
- H. A member of the IBC staff shall be responsible for record keeping at the hearing.
- I. The hearing shall be recorded.

**Failure by Respondent to Appear.** If a respondent, upon whom proper notice of hearing has been served, fails to appear either in person or represented by counsel at the hearing or otherwise respond to the complaint, the respondent shall be deemed to be at default and bound by the results of the hearing to the same extent as if the respondent had been present.

**Right to Waive Hearing.** At any time during the ethics investigation process, a respondent has the right to waive an ethics hearing by formal notification in written form with an original signature to IBC. In so doing, the respondent stipulates that the allegations of the ethics violation(s) are correct. As soon as practical, but no later than 90 days upon receipt of the waiver or scheduled hearing date, the Board shall determine any disciplinary sanctions. The decision of the Board shall be final.

**Deliberation of the Hearing Panel.** Once the chairperson of the Committee on Ethics and Appeals or a representative designee has presented the case information, the complainant and the respondent have had an opportunity to speak, and the hearing panel has asked any questions, the hearing panel will meet in closed session to discuss the facts. A member of the IBC staff is permitted to be present during the deliberation. All panel deliberations will be audio taped.

**Decision of the Hearing Panel.** The hearing panel shall make the determination regarding violation(s) and disciplinary sanctions.

Upon conclusion of the hearing, the hearing panel chair shall submit a written report to the IBC office which shall include:

1. A concise statement of the findings of fact;
2. A conclusion as to whether the specific Principles have been violated, and if so, which Principles; and
3. The sanctions imposed by the Panel.

At its next regularly scheduled Board meeting, the Board shall be notified of the hearing panel's decision.

The hearing panel's decision and the official hearing panel report shall be sent by certified mail to both the respondent and the complainant and include information on how an appeal may be requested.

**Discretion of the Hearing Panel.** The following factors may be considered by the hearing panel in determining the nature and severity of the disciplinary sanction to be recommended:

1. The relative seriousness of the violation as it relates to assuring the citizens of this state a high standard of professional service and care;
2. The facts of the particular violation;
3. Any extenuating circumstances or other counter-vailing considerations;
4. The number of complaints;
5. Prior violations or complaints and/or sanctions;
6. Whether the violation was self-reported;
7. Whether remedial action has previously been taken;
8. The level of cooperation from the respondent; and
9. Other factors which may reflect upon the competency, ethical standards and professional conduct of the individual.

**Method of Discipline.** The hearing panel may impose the following disciplinary sanctions:

1. Temporary revocation or permanent revocation; or
2. Suspension of certification or application privileges; or
3. Denial of an application for certification;
4. Reprimand; or
5. Other sanctions which may be deemed appropriate, such as additional education, training, supervision, competency demonstration, assessment and completion of any recommendations resulting from the assessment and/or other additional requirements in conjunction with any of the above disciplinary sanctions.

**Announcement of Decision.** At its next scheduled regular meeting, the Board shall be notified of the hearing panel's decision. The decision and the official hearing panel report shall be sent by certified mail to both the respondent and the complainant and include information on how an appeal may be requested.

**Confidentiality.** At no time prior to the release of the decision by the hearing panel shall any portion or the whole thereof of any action be made public or be distributed to any persons other than the directors of the Board, its Committee on Ethics and Appeals, and its staff.

**Publication of Decisions.** The decision in any disciplinary proceeding shall be published in whatever manner deemed appropriate by the Board. The employer, if any, shall be notified by certified mail of the final decision of the Board if a violation was founded. IBC may report a disciplinary action against certified professionals to the Iowa Department of Public Health.

## PROCEDURES AND REINSTATEMENT FOLLOWING DISCIPLINARY SANCTION(S)

**Repossession of Certificate.** If a respondent's IBC credential has been suspended, denied, or revoked, the respondent must return his or her certificate to IBC no later than twenty-one (21) days after he or

she receives notice of the suspension, denial, or revocation. The IBC certificate remains the property of IBC. Failure to return the certificate as required may result in additional sanctions.

**Reinstatement Following a Suspension.** Upon expiration of the suspension period, the Board shall authorize reinstatement of the professional's credential for the balance of his or her certification period, unless:

1. The respondent did not submit a letter of application for reinstatement or the letter did not present facts which, if established, would be sufficient to enable the Board to determine that the basis for sanction no longer exists;
2. Another suspension or revocation of the respondent's certification has occurred;
3. The respondent has committed another violation of the Code of Ethics;
4. The respondent has failed to remit the recertification fees or make an application for recertification in a timely manner; or
5. The respondent has failed to comply fully with the terms of his or her suspension.

**Possible Consideration Following Revocation.** It is recognized that there may be mitigating circumstances which could warrant granting permission to apply for certification following revocation. This does not apply to a permanent revocation sanction.

1. Permission to apply for certification following revocation may be considered only after two years have lapsed from the date of the Board's final decision.
2. The request for permission to apply for certification shall be initiated by the respondent. The request shall present facts which, if established, would be sufficient to enable the Board to determine that the basis for sanction no longer exists.
3. Permission to seek certification following revocation is granted solely within the discretion of the Board.

**Permanent Revocation.** Permanent revocation of certification or application privileges shall be construed as lasting a lifetime without the possibility for reinstatement.

## APPEALS OF DECISIONS OF HEARING PANEL

**Notice of Right to Appeal.** The respondent has the right to appeal the hearing panel's decision. The IBC office shall provide notice to the respondent that he or she may file an appeal of the hearing panel's decision.

**Filing of Appeal.** Appeals must be postmarked or personally delivered to IBC within thirty (30) days of receiving the certified notice of the hearing panel's decision. Appeals shall be addressed to:

Iowa Board of Certification  
2600 Grand Ave, Ste 114  
Des Moines, IA 50312

**Administrative Fee for Appeals.** A non-refundable administrative fee must be submitted to IBC with the party's written appeal.

**Content of Appeal.** The appeal shall contain the following information:

1. Name, address, and telephone number of appealing party;
2. A written statement of the reasons supporting the appealing party's dissatisfaction with the hearing panel's decision;
3. A statement of the relief desired by the appealing party;

4. Copies of all relevant documents;
5. Signature of the appealing party.

**Review and Adjudication of Appeal.** The Directors of the Board, excluding any member having a conflict of interest in the matter, will review the case within 75 days of receipt of the request for appeal. The original hearing panel members may participate in the review with at least one member representing the hearing panel's decision.

Review of the appeal shall include review of the written appeal, any relevant documents submitted for purposes of the appeal, and transcripts of the hearing panel proceedings.

The Board shall make the determination to do one of the following:

1. Uphold the decision of the hearing panel;
2. Overturn or otherwise alter the decision of the hearing panel; or
3. Recommend a new hearing.

**Final Decision.** If no request for an appeal is made within the required time frame stated above, the decision of the hearing panel shall be final. Once the appeal process is completed, the decision of the Board shall be final.

Respondents who waive their right to a hearing also waive their right to appeal the sanctions determined by the board.



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# Glossary of Terms





## GLOSSARY OF TERMS

**Alcohol and Drug Specific:** Includes history, uses, and pharmacology of stimulants, depressants, psychotherapeutic drugs, alcohol, tobacco, and various other substances as well as the psychological, biological and social aspects of substance abuse. Appropriate intervention for preventing and treating substance abuse in special populations is also acceptable. In simpler terms, the training must be either about chemical substances or directly relate the topic to substance use and abuse.

**Board:** The Iowa Board of Certification.

**CEU:** Literally means a continuing education unit and is synonymous with "clock hour."

**Client:** A person who seeks or is assigned the services of a counselor, regardless of the setting in which the counselor works, and for one year after the termination of services which includes aftercare, growth group and/or continuing care.

**Clock Hour:** Sixty minutes of participation in an organized learning experience. The unit of measurement for Professional Development credit.

**Complainant:** A person who has filed an official complaint pursuant to these rules.

**Continuing Education:** The variety of forms of learning experiences including, but not limited to lectures, conferences, academic studies, institutes, workshops, extension studies, and home study programs undertaken by applicants..

**Disciplinary Proceeding:** Any proceeding conducted under the authority of the Board.

**Discipline:** Any sanction the Board may impose for conduct which denies or threatens to deny the citizens of this state a high standard of professional care.

**Distance Learning:** Education that is obtained via Internet, home study programs, or other means in which the counselor works independently from an instructor and classroom. A limit of 20 clock hours can be earned by this method per recertification period. ICN trainings are not considered distance learning.

**Ethics:** Moral and ethical conduct as described in the IBC Code of Ethics.

**Experience:** Actual work in the field of alcohol and drug counseling. This may include practicum, volunteer, or part-time counseling, if provided under direct supervision.

**Hearing Panel:** A panel comprised of directors of the Board, which conducts a disciplinary proceeding pursuant to these rules.

**Home Study Courses:** Continuing education courses offered for individual study.

**IBC-Approved:** When a sponsor submits workshop materials to IBC demonstrating that a workshop has relevant content and requesting IBC CEU's for all participants.

**In-Service Training:** The education and training which occurs within the applicant's agency, only for agency staff and conducted only by agency staff.

**Internal Complaint:** A complaint registered against any IBC director of the Board or any of its committee members.

**Permanent Revocation:** The permanent loss of certification or application privileges.

**Racial/Ethnic:** Covers training including, but not limited to, the following categories: American Indian/Alaskan Native, Asian, African American, Native Hawaiian/Pacific Islander, and Hispanic/Latino.

**Reactivation:** The process of certification becoming active following Inactive Status. This is done by completing the recertification application which can be found on the IBC web site or by requesting the forms from the IBC office.

**Relevant Content:** Content relevant to the development and maintenance of current competency in the delivery of alcohol and drug counseling. Such course content may include, but is not limited to, the Core Functions and Knowledge and Skill Competencies as defined in the Application Handbook.

**Reprimand:** A formal written reproof or warning. Two reprimands within a two-year period will result in a six month suspension.

**Residency Requirement:** IBC's policy that the applicant must live and/or work in Iowa at least 51% of the time at the time of application for initial certification, recertification, and reactivation.

**Respondent:** A person who is seeking or who has obtained certification from the Iowa Board of Certification and against whom a complaint has been filed pursuant to this Code.

**Revocation:** The loss of certification, including all related test scores.

**Sexual Conduct:** Includes kissing; touching of the clothed or unclothed inner thigh, breast, groin, buttocks, anus, pubes, or genitals; and sex acts which include intercourse, oral sex, and sexual contact with fingers, hands, objects.

**Special Populations:** Clients from various populations who are unique in their needs. Special Populations include age, race, national origin, religion, gender, economic status, sexual orientation, disability, HIV positive, veterans, rural or urban, dual diagnosis of mental health disorder and substance abuse, gangs, Post Traumatic Stress Disorder, impoverished, criminals, and abuse victims.

**Sponsor:** An organization or presenter seeking IBC hours for all participants at a specific workshop.

**Successful Completion:** Meeting all criteria as specified by the sponsor for continuing education course credit.

**Suspension:** A time-limited loss of certification or the privilege of making application for certification.

**Workshop:** A systematic learning experience, at least one hour in length, which deals with and is designed for the acquisition of tasks, knowledge, skills, and information for application in client care.



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# Checklist for Application



## CHECKLIST FOR CCJP

The completed application sent to the Iowa Board of Certification needs to include the following:

- Form 01, "Applicant Information"
- Form 02, "Assurances and Release"
- Form 03, "Education Resume"
  - \*Have you requested your college(s) to send transcripts to IBC?
- Form 04, "Workshop Documentation"
- Form 05, "Professional Experience Resume"
- Form 06, "Documentation of Domain Experience"
- A written job description
- Reference Letter from Supervisor
- Fee



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## Fees



## FEES FOR CCJP

Application review, one test fee, 2 years certification (non-refundable) (This fee must be paid in full as part of the application process)	\$400.00
Test Fee (if taking the exam more than once)	\$140.00
Application Fee (to upgrade)	\$ 40.00
Recertification (2 years)	\$165.00
CEU Processing (per workshop via distance learning or not IBC-approved for recertification)	\$ 15.00
Late Recertification Penalty (if not emailed/postmarked on or before expiration date)	\$ 50.00
Inactive Status (one year)	\$ 85.00
Reactivation of Certification after being Inactive	\$165.00
Reciprocity (paid directly to IC&RC)	\$ 150.00
Printed Certificate	\$ 10.00
Returned Check Fee	\$ 35.00

\*All pricing includes the 25% dual certification discount

\*\*If the CCJP applicant is not already an IADC or IAADC, applicant must first apply for and receive the IADC or IAADC, and pay the full fee of \$400.00 for that credential, before being allowed to apply and test for CCJP.



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## Addendum I



## ADDENDUM I

### Members of International Certification and Reciprocity Consortium (IC&RC)

Following is the current list of states/countries that carry the IADC or IAADC credentials:

#### **United States**

Alabama  
Arizona  
California  
Connecticut  
Georgia  
Hawaii  
Idaho  
Indian Health Services Southwest  
Illinois  
Indiana  
Iowa  
Louisiana  
Maryland  
Massachusetts  
Minnesota  
Mississippi  
Missouri  
New Jersey  
North Carolina  
Texas  
Vermont  
Washington  
West Virginia  
Wisconsin





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## Addendum II



## ADDENDUM II

Within each domain are several identified tasks, which provide the basis for questions in the examination. Following is a listing of those domains, associated task statements, and the number of questions on the exam which are associated with each. Based on the 2017 Job Analysis.

### **I. Dynamics of Addiction and Criminal Behavior (14% of the exam, 7 questions on the exam)**

- A. Apply knowledge of theories of criminal behavior to provide substance use disorder treatment services.

*Knowledge and Skills in:*

1. Aspects of growth and development theories to criminal behavior
2. Criminal justice theories such as punitive, rehabilitative, deterrent, and restorative justice
3. Apply theories of criminality in interactions with justice-involved clients

- B. Understand the relationship between criminal thinking and the addictive process.

*Knowledge and Skills in:*

1. Differentiate the dynamics of criminal thinking and the addictive process
2. Understand cognitive distortions as they relate to criminal thinking and the addictive process

- C. Understand the role of trauma in criminality and the addictive process.

*Knowledge and Skills in:*

1. Apply trauma-informed treatment based on theories of criminality and the addictive process
2. Understand secondary trauma that can occur due to criminal justice involvement

### **II. The Criminal Justice System and Processes (36% of the Exam, 18 questions on the exam)**

- A. Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes.

*Knowledge and Skills in:*

1. Understand the basics of criminal law and jurisdictional standards
2. Apply knowledge of the adult and juvenile justice systems
3. Design treatment to incorporate an understanding of the judicial process
4. Apply and abide by confidentiality regulations and their exceptions
5. Understand Prison Rape Elimination Act (PREA) Standards
6. Understand American Correctional Association (ACA) Standards

- B. Understand the function of the judge, prosecutor, defense counsel, counselors, probation/parole officers, advocates, and guardian ad litem in the legal system.

*Knowledge and Skills in:*

1. Understand the roles, powers, duties, responsibilities, and discretions of participants in courtroom proceedings
2. Articulate treatment processes and goals to court and criminal justice personnel

- C. Report justice-involved client status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.

*Knowledge and Skills in:*

1. Measure justice-involved client progress, compliance, and stage of recovery
2. Provide accurate and concise testimony
3. Prepare and present legal documents
4. Document and report on compliance, and stage of recovery

- D. Understand correctional settings and sentencing options.

*Knowledge and Skills in:*

1. Understand correctional settings
2. Understand sentencing options (e.g., treatment, electronic monitoring, house arrest, incarceration, community-based corrections, and day reporting centers)
3. Understand Drug Court and other Specialty Court standards and protocols

**III. Screening, Assessment, and Treatment Planning (22% of the exam, 11 questions on the exam)**

- A. Construct an initial action plan with the court, justice-involved client, and others, based on court mandates, client needs and preferences, and available resources.

*Knowledge and Skills in:*

1. Understand the components and format of an initial action plan
2. Understand the role of the classification process
3. Identify the justice-involved client's needs and preferences
4. Identify the available resources for treatment, admission and/or referral
5. Develop the action plan collaborating with the justice-involved client and others
6. Understand and communicate the role of sanctions as responses to failure to comply
7. Explain court system mandates and options to justice-involved clients and their concerned others

- B. Assess the justice-involved client using a risk/needs/responsivity assessment.

*Knowledge and Skills in:*

1. Identify justice-involved client risk factors
2. Identify barriers to treatment specific to the justice-involved client
3. Establish treatment goals based on court mandates and interpretation of assessment data

**IV. Case Management and Counseling (28% of the exam, 14 questions on exam)**

- A. Monitor and report justice-involved client status and compliance to treatment plan.

*Knowledge and Skills in:*

1. Use of electronic monitoring technologies
2. Use and interpretation of drug and alcohol testing
3. Respond to testing results
4. Understand the role of parole, probation, electronic monitoring in justice-involved client supervision
5. Collaborate with judicial and service team to adjust treatment as required
6. Understand and use re-entry initiatives

- B. Select counseling approaches based on criminogenic needs.

*Knowledge and Skills in:*

1. Provide counseling using criminal justice evidence-based practices
2. Identify the primary motivation that is driving criminal behavior
3. Understand the need to match treatment to risk/needs/responsivity level

- C. Understand the ethical obligations and professional responsibilities specific to the justice-involved client.

*Knowledge and Skills in:*

1. Recognize the need to provide referrals for treatment for co-occurring conditions and situations beyond the CCJP Scope of Practice
2. Recognize the increased liability associated with treatment
3. Recognize anti-social and manipulative behaviors
4. Recognize professional boundary violations
5. Recognize the relationship between security and confidentiality
6. Explain the limits of confidentiality



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## Addendum III



## ADDENDUM III

### CCJP Examination Reference List

The following resources were compiled as suggested reading to assist candidates preparing for their examination. Consulting these and other references may be beneficial to candidates. Please note, this is not a comprehensive listing of all references and not all questions on the examination came from these references.

#### IC&RC CCJP Examination Reference List

Revised February 2017

**Adult Drug Court Best Practice Standards Volume I.** (2013). National Association of Drug Court Professionals.

<http://www.allrise.org/sites/default/files/nadcp/AdultDrugCourtBestPracticeStandards.pdf>

**Adult Drug Court Best Practice Standards Volume II.** (2015). National Association of Drug Court Professionals.

[http://www.ndcrc.org/sites/default/files/adult\\_drug\\_court\\_best\\_practice\\_standards\\_volume\\_ii.pdf](http://www.ndcrc.org/sites/default/files/adult_drug_court_best_practice_standards_volume_ii.pdf)

**Adult Drug Courts and Medication-Assisted Treatment for Opioid Dependence.** (2015).

SAMHSA. <http://store.samhsa.gov/product/Adult-Drug-Courts-and-Medication-Assisted-Treatment-for-Opioid-Dependence/SMA14-4852>

**Best Practices for the Mentally Ill in the Criminal Justice System.** (2016). Walker, L.E.A., Pann, J.M., Shapiro, D.L., Van Hasselt, V.B.

**Criminal Behavior: A Psychosocial Approach (9th ed.).** (2011). Bartol, C.

**DSM-Diagnostic and Statistical Manual of Mental Disorders (5th ed.).** (2013). American Psychiatric Association.

**Everyday Ethics for the Criminal Justice Professional (2nd ed.).** (2016). Cheeseman, K., San Miguel, C., Frantzen, D., Nored, L.

**Introduction to Criminal Justice (13th ed.)** (2012). Siegel, L. J.

**Issues and Ethics in the Helping Professions.** (9th ed.). (2015). Corey, G., Corey, M.S. & Callahan, P.

**Municipal Courts: An Effective Tool for Diverting People with Mental and Substance Use**

**Disorders from the Criminal Justice System.** (2015). SAMHSA.

<http://store.samhsa.gov/product/Municipal-Courts-An-Effective-Tool-for-Diverting-People-with-Mental-and-Substance-Use-Disorders-from-the-Criminal-Justice-System/SMA15-4929>

**Principles of Drug Abuse Treatment for Criminal Justice Populations: A Research Based Guide.** (2014). National Drug Court Institute.  
<https://www.drugabuse.gov/publications/principles-drug-abuse-treatment-criminaljustice-populations/principles>

**Quality Improvement for Drug Courts: Evidence Based Practices.** (2008). National Drug Court Institute. <http://www.ndci.org/sites/default/files/ndci/Mono9.QualityImprovement.pdf>

**Screening and Assessment of Co-occurring Disorders in the Justice System.** (2015). SAMHSA.  
<http://store.samhsa.gov/product/Screening-and-Assessment-of-Co-occurring-Disordersin-the-Justice-System/SMA15-4930>

**Tip 44: Substance Abuse Treatment for Adults in the Criminal Justice System.** (2005). SAMHSA.  
<http://store.samhsa.gov/product/TIP-44-Substance-Abuse-Treatment-for-Adults-in-the-Criminal-Justice-System/SMA13-4056>

**TIP 57: Trauma-Informed Care in Behavioral Health Services.** (2014). SAMHSA.  
<http://store.samhsa.gov/product/TIP-57-Trauma-Informed-Care-in-Behavioral-Health-Services/SMA14-4816>



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