

**APPLICATION HANDBOOK
FOR**

**CERTIFIED CRIMINAL
JUSTICE
PROFESSIONALS
(CCJP)**

May 2007



**Iowa Board
of Certification**

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IOWA BOARD OF CERTIFICATION

MISSION

The Iowa Board of Certification provides the professional credentialing process for treatment and prevention providers as a means to enhance community health.

VISION

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.

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

EDUCATION AND EXPERIENCE REQUIREMENTS

Degree	Direct Services/ Work Experience	Time Limit	Hours of Direct Supervision	Hours of Education	Written Exam Requirement
HS Diploma or GED	3 years or 6000 hours	10 years	200	270*	Successful completion of the National IC&RC CCJP written exam
Associate's level or CADC Certified	2 ½ years or 5000 hours	10 years	150	200*	Successful completion of the National IC&RC CCJP written exam
Bachelor's level or ACADC Certified	2 years or 4000 hours	10 years	100	150*	Successful completion of the National IC&RC CCJP written exam
Master's level	1 year or 2000 hours	10 years	60	100*	Successful completion of the National IC&RC CCJP written exam
Above Master's level	6 months or 1000 hours	10 years	N/A	60*	Successful completion of the National IC&RC CCJP written exam

- A minimum of ten hours in each core skill function is required – see Domains, page 5

Education hours may not be obtained via in-service training. An in-service training is the education and training which occurs within the counselor's agency, only for agency staff and conducted only by agency staff. 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.

CORE FUNCTIONS

Hours of education should include these core skill functions as they relate to both adults and juveniles. **You must have a minimum of 10 hours in each core function:**

- 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
- Dual Diagnosis

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.

DOMAINS AND WRITTEN EXAM CONTENT

The 1997 National Criminal Justice Role Delineation Study identified six performance domains for the addiction professional operating in a criminal justice setting. 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 associated with each.

Domain 1: Dynamics of Addiction and Criminal Behavior

Associated Task Statements:

Statement 1: Human Growth and Development: Apply knowledge of human growth and development in order to understand addiction and criminal behavior.

Statement 2: Theories of Criminal Behavior: Apply knowledge of criminal behavior, including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.

Statement 3: Addiction Related Theories: Apply knowledge of addiction including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.

Statement 4: Pharmacology: Understand the effects of drugs on the brain and body in order to deliver appropriate addiction treatment services.

Number of Questions: 29

Domain 2: Legal, Ethical, and Professional Responsibility

Associated Task Statements:

Statement 1: Behave in an ethical manner by adhering to established professional codes of ethics, conduct, and standards of practice in order to promote the best interests of the client.

Statement 2: Adhere to federal, state, local, and agency regulations in order to protect client rights and the public.

Statement 3: Advise the client of the specific nature of treatment, confidentiality rights, and the requirements for treatment within the criminal justice system in order to obtain informed consent.

Statement 4: Engage in appropriate professional development by obtaining continuing education, reading professional literature, etc., in order to promote the quality of professional services and assure continuing competence.

Statement 5: Obtain regular clinical and administrative supervision and consultation in order to facilitate proficiency.

Statement 6: Recognize personal biases, feelings, concerns, and other issues using a range of options in order to prevent these variables from interfering with the treatment and criminal justice process.

Statement 7: Participate in quality improvement and evaluation activities by gathering data and identifying areas that need improvement in order to offer effective services.

Number of Questions: 19

Domain 3: Criminal Justice System and Processes

Associated Task Statements:

Statement 1: Legal Overview: Apply knowledge of relevant constitutional law and federal confidentiality regulations (42 CFR, Part 2).

Statement 2: Court Roles: Apply knowledge of the roles in court played by participants such as the judge, prosecutor, defense counsel, probation, advocates, and guardian *ad litem*.

Statement 3: Juvenile and Criminal Justice Continuum: Apply knowledge of processes such as arrest/detainment, bond hearing, pretrial, post conviction or postjudication, and how they can differ between the juvenile and criminal justice systems.

Statement 4: Overview of Correctional Settings: Apply knowledge of correctional options such as jail, prison, boot camp, community-based corrections, and day reporting centers.

Statement 5: Criminal Justice Theories: Apply knowledge of criminal justice theories such as punishment, rehabilitation, restorative justice, deterrence, and of the theories of crime and punishment.

Statement 6: Models of Addictions Treatment Settings: Apply knowledge of addictions treatment settings such as drug courts, therapeutic communities, intensive probation models, boot camp, and community-based programs in the juvenile and criminal justice systems.

Statement 7: Supervision: Apply knowledge of modes of criminal justice supervision such as probation, parole, work release, community control, house arrest, and electronic monitoring.

Number of Questions: 13

Domain 4: Screening, Intake, and Assessment

Associated Task Statements:

Statement 1: Motivate the client to give accurate and complete information by explaining to the client the purpose of the assessment in order to make valid decisions and increase the probability of compliance.

Statement 2: Conduct a comprehensive assessment by collecting and evaluating information on the client's biopsychosocial status and criminality using standardized instruments, interviews, and other methods, in order to formulate a comprehensive case plan.

Statement 3: Obtain and evaluate information from sources other than the client in order to validate and provide more complete data using interviews and/or review of existing records.

- Statement 4:* Recognize the signs and symptoms of intoxication and withdrawal by interpreting observable behavior, laboratory data, and results of interviews and testing in order to determine the most appropriate level of care and legal response.
- Statement 5:* Identify signs and symptoms of co-occurring disorders and conditions in order to determine appropriate interventions by reviewing records, interpreting observable behavior, laboratory data and the results of interviews and testing.
- Statement 6:* Assess the client's treatment and supervision needs by collecting information in order to determine eligibility and appropriateness for placement in programs or services.
- Statement 7:* Prepare a written summary based on the results of a comprehensive assessment in order to develop an integrated case plan and define the level of service.
- Statement 8:* Review the results of a comprehensive assessment with the client in order to promote understanding and compliance with recommended services in a manner consistent with the client's cognitive, emotional, and cultural characteristics.

Number of Questions: 23

Domain 5: Case Management, Monitoring, and Client Supervision

Associated Task Statements:

- Statement 1:* Integrate clinical care and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
- Statement 2:* Organize an array of services for the client's benefit by identifying and prioritizing appropriate resources in order to comply with court orders and clinical requirements.
- Statement 3:* Decrease drug use and illegal behavior by developing and implementing a range of incentives and sanctions in order to ensure client accountability and public safety.
- Statement 4:* Assist the client by advocating for services and related resources which address the problem areas identified in supervision and case plans in order to achieve desired outcomes.
- Statement 5:* Revise the case plan, including a recommendation for custody/supervision level, by evaluating client behavior and circumstances in order to achieve desired outcomes and conserve resources.
- Statement 6:* Maintain a complete record of each case, using a variety of case management record keeping tools to provide a complete history of all case activities and their outcomes.
- Statement 7:* Report client status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision-making.

Number of Questions: 24

Domain 6: Counseling

Associated Task Statements:

- Statement 1:* Provide effective counseling services by applying knowledge of counseling theories and techniques in order to facilitate client progress.
- Statement 2:* Create therapeutic relationship by establishing rapport with the client and significant others in order to achieve treatment and criminal justice objectives.
- Statement 3:* Develop an individualized treatment plan with the client by reviewing assessment findings, exploring areas for change, and using strengths in order to establish attainable goals.
- Statement 4:* Provide appropriate counseling services based on client needs as identified in the assessment process (culture, ethnicity, age, gender, physical needs, sexual orientation, religion, etc.) in order to achieve positive treatment outcomes.
- Statement 5:* Facilitate individual and group counseling as necessary and appropriate based on the assessment to meet treatment goals.
- Statement 6:* Provide appropriate intervention for the client and/or significant others to achieve treatment and criminal justice objectives.
- Statement 7:* Educate the client by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources, and other needed services in order to achieve treatment objectives.
- Statement 8:* Assist the client by helping to identify relapse triggers and develop coping skills/techniques in order to minimize relapse episodes and recidivism.
- Statement 9:* Provide accurate, timely documentation using accepted record keeping procedures in order to describe services and client progress.

- Statement 10:* Stabilize clients in crisis through immediate intervention to ensure the safety of the client and others.
- Statement 11:* Recommend appropriate referrals using a wide array of services to promote successful community functioning.
- Statement 12:* Develop a comprehensive discharge plan to include continuing care for the client by addressing ongoing needs in order to enhance recovery, reduce recidivism, and ensure public safety.

Number of Questions: 42

APPLICATION PROCESS

The application and its forms will expire one (1) year from the date of issue.

Applicants begin the application process in one of two ways:

1. Applicant may download the handbook at no charge from the IBC web site; or,
2. Applicant may request the handbook for a nominal fee from the IBC office.

When the applicant is ready to apply, the applicant needs to request the numbered application packet from the IBC office which will contain a cover letter to the applicant with a stamped applicant identification number on it, appendices, and relevant stamped forms. A copy of the application request letter will be placed in the applicant's file.

Application forms must be neatly printed or typewritten. Be sure to review the checklist at the end of this handbook to be sure that you have completed all necessary paperwork, and mail the completed application along with the written test fee to the IBC office. Before mailing, be sure to make a copy of your entire application to keep for your records.

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 written exam.

Ask your supervisor to complete write a letter documenting your competency in each of the domains (as shown on Form 06) – this may be attached to the Form 06 or mailed directly to the IBC office from the supervisor.

Be sure to refer to the Checklist on page 31 to ensure that your application is complete.

Questions? You are welcome to contact the IBC office at 515-334-9024 with any questions you may have.

Repeating the Application Process. An applicant who repeats the application process must receive a new application number through the purchase of a new Application Packet. Application materials submitted as part of the first application may be combined with part of the second application. However, the new application number must appear on each section of the second application. The combining of materials is the responsibility of the applicant.

Recommendation for Approval. Upon determining that demonstration of competence has been shown in the IC&RC written test, a recommendation is made to the IBC Board that the applicant be granted CCJP certification. Once the IBC Board approves the recommendation, the applicant will receive notification, along with a request for payment of the certification fee. When the fee is received, IBC will issue a certificate to the applicant as verification of certification. The fee must be paid within thirty (30) days of the date of notification or the application will be considered inactive and the applicant must reapply. Certification is not valid until approved by the IBC board and receipt of the certification fee.

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.

DUAL CERTIFICATION

To support those substance abuse professionals who wish to carry more than one IBC credential, the certification fee of the second credential shall be 25% less than the certification fee for the first credential.

Similarly, those holding more than one IBC credential shall receive a 25% decrease in the recertification fees as long as both credentials are maintained.

FEES

Refer to the "Fee Schedule" attached to the Certification Application.

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 written 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 written 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:

**Executive Director
Iowa Board of Certification
3850 Merle Hay Road, Suite 303
Des Moines, Iowa 50310**

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 written 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.

RECERTIFICATION

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. In addition, professionals due to recertify each quarter are listed in the IBC newsletter as well as on our web site. **Please note: It is the responsibility of certified professionals to keep track of recertification dates and to make timely application for recertification.**

Recertification materials will not be sent to you unless you request them from the IBC office.

An application for recertification shall include the following:

- 1. Completion of Form 12, "Application for Recertification." This form must be signed and dated by the criminal justice professional.

2. Submission of Form 11, "Verification of Continuing Education" form with copies of certificates of completion, totaling at least 40 clock hours, signed and dated by the criminal justice professional. All continuing education hours must be completed within the validation dates shown on the certificate.
3. Submission of the recertification fee, as well as applicable CEU processing fees and the late penalty fee, if applicable.

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 may purchase a new application packet and begin the application process anew.

RECERTIFICATION REQUIREMENTS

See Glossary of Terms for definitions.

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:

- Fifteen (15) of the clock hours must be Criminal Justice specific.
- Three (3) of the clock hours must be in ethics.
- Six (6) of the clock hours must be in special populations.
- The remaining 16 hours may be criminal justice specific and/or training in the knowledge and skills related to the six performance domains.

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

Credit is not given for in-service trainings.

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 from the college to the IBC office.

The required forty (40) clock hours may be obtained in more than one category. If desired, all forty (40) clock hours may be earned in Category A.

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. Accredited home-study courses may be included.

Criminal justice professionals will be assessed a CEU Processing Fee per submitted workshop that has not been IBC-approved (see definitions). 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. Credit also will be awarded for repeated workshop presentations offered by a counselor as the presenter.

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. 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

The following general guidelines apply to Continuing Education:

- A. The content of all courses on continuing education must be relevant to the six Domains as listed on page 5.
- 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.
- 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.
- I. Criminal justice professionals may submit Form 11, "Verification of Continuing Education," upon completion of any activity for which continuing education credit is desired.

It may also be to the counselor's advantage to seek information from the IBC office about whether a particular activity may qualify for credit prior to attendance or participation.
- J. It is the responsibility of each certified professional to maintain records of continuing education credit for submission with the Application for Recertification. *IBC does not keep records of certified professionals' credits.*

VOLUNTARY INACTIVE STATUS

Inactive certification status is for the certified criminal justice professional who is currently **not working in the criminal justice 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 send a letter of request to the IBC office which includes:

1. Current home address and telephone number.
2. Reason for request.

3. Final date of employment in the alcohol and drug field.
4. Anticipated date of return to employment in the alcohol and drug field.
5. Non-refundable enrollment fee.

At the next scheduled regular IBC Board meeting, the request for inactive status will be considered. The applicant will be notified upon the Board's decision.

Fees. The following fees must be remitted in order to obtain inactive status and reactivation of certification.

To maintain inactive status, a letter of request, as described above, and the appropriate fee must be sent on or before the annual expiration date or the late fee will be assessed. The 45-day penalty period and late fees apply.

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 bulletins, 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.

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 www.icrcaoda.org for an up-to-date listing of IC&RC reciprocal boards.

The reciprocity fee is paid to the IC&RC. Applications for reciprocity may be obtained from the IBC office or downloaded from IC&RC's web site at www.icrcaoda.org, and shall be sent directly to the IC&RC by the applicant.

CODE OF ETHICS FOR 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. CCJP's respect the rights of those persons seeking their assistance and make reasonable efforts to ensure that their services are used appropriately.

- A. CCJP's do not discriminate against or refuse professional service to anyone on the basis of race, gender, religion, national origin or sexual orientation.
 - 1. CCJP's avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the CCJP guards the individual rights and personal dignity of clients.
 - 2. CCJP's 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. CCJP's do not use their professional relationships with clients to further their own interests.
- C. CCJP's respect the right of clients to make decisions and help them to understand the consequences of these decisions.
- D. CCJP's continue therapeutic relationships only as long as it is reasonably clear that clients are benefiting from the relationship.
- E. CCJP's assist persons in obtaining other therapeutic services if the CCJP is unable or unwilling to provide professional help.
- F. CCJP's do not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of such treatment.
- G. CCJP's obtain written, informed consent from clients before videotaping, audio recording, or permitting third-party observation.
- H. CCJP's respect the integrity and protect the welfare of the client. The CCJP, in the presence of professional conflict, is concerned primarily with the welfare of the client.
- I. CCJP's ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and professional from censure.
- J. CCJP's do not continue to practice while having a physical or mental disability which renders the counselor unable to practice the occupation or profession with reasonable skill or which may endanger the health and safety of the persons under the CCJP's care.
- K. CCJP's 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. CCJP's are aware of their influential position with respect to clients, and they avoid exploiting the trust and dependency of such persons. CCJP's, 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, CCJP's 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.
 - 1. Solicitation of sexual conduct, or solicitation of any other personal relationship, with clients is prohibited; this includes the one year following the termination of services.
 - 2. Sexual conduct with clients is prohibited; this includes the one year following the termination of services.
 - 3. CCJP's do not accept as clients anyone with whom they have engaged in sexual conduct.

B. CCJP's are aware of their influential position with respect to students, employees, and supervisees, and they avoid exploiting the trust and dependency of such persons. CCJP's, 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, CCJP's 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. CCJP's 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. CCJP's make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. CCJP's 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. CCJP's adhere to all federal, state, and local laws regarding confidentiality and the CCJP's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- C. CCJP's 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. CCJP's 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. CCJP's maintain high standards of professional competence and integrity.

- A. CCJP's seek appropriate professional assistance for their personal problems or conflicts that may impair work performance or clinical judgment.
- B. CCJP's, as teachers, supervisors, and researchers, are dedicated to high standards of scholarship and present accurate information.
- C. CCJP's 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. CCJP's do not diagnose, treat, or advise on problems outside the recognized boundaries of their competence.
- E. CCJP's do not engage in conduct which does not meet the generally accepted standards of practice for the alcohol and drug 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 the alcohol and drug 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 alcohol and drug CCJP'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.

PRINCIPLE V. Responsibility to students, employees, and supervisees. CCJP's do not exploit the trust and dependency of students, employees, and supervisees.

- A. CCJP's 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. CCJP's 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. CCJP's respect the rights and responsibilities of professional colleagues.

- A. CCJP's treat colleagues with respect, courtesy, and fairness and afford the same professional courtesy to other professionals.
 - 1. CCJP's 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. CCJP's cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
 - 3. CCJP's report the unethical conduct or practice of others in the profession to the appropriate certifying authority.
 - 4. CCJP's do not knowingly file a false report against another professional concerning an ethics violation.
- B. As employees or members of organizations, CCJP's refuse to participate in an employer's practices which are inconsistent with the ethical standards enumerated in this Code.
- C. CCJP's 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. CCJP's 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. CCJP's make financial arrangements for services with clients and third-party payers that are reasonably understandable and conform to accepted professional practices.

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

PRINCIPLE VIII. Advertising. CCJP's engage in appropriate informational activities, including those that enable lay persons to choose professional services on an informed basis.

- A. CCJP's accurately represent their competence, education, training, and experience.
- B. CCJP's do not use a firm name, letterhead, publication, term, title designation or document which states or implies an ability, relationship or qualification which the counselor does not have.
- C. CCJP's 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. CCJP's 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 alcohol and drug 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 alcohol and drug counselor's capacity, a document or statement that the counselor 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 counselor 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 counselor or the alcohol and drug profession.

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 one year after that period of time.

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 or by requesting one from the IBC office).

1. The Ethics Violation Allegation Worksheet shall be submitted to:
Executive Director
Iowa Board of Certification
3850 Merle Hay Road, Suite 303
Des Moines, Iowa 50310
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 audio taped.

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:

Executive Director
Iowa Board of Certification
3850 Merle Hay Road, Suite 303
Des Moines, Iowa 50310

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.

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 and social aspects of substance abuse. Appropriate intervention for preventing and treating substance abuse 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.

Date of Application: The date on which the Iowa Board of Certification receives the completed Application Handbook.

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.

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.

Supervisor: A person who meets the criteria to conduct supervision for certification purposes.

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.

CHECKLIST

**APPLICATION FOR
CRIMINAL JUSTICE PROFESSIONALS**

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

- _____ 1. Form 01, "Applicant Information"
- _____ 2. Form 02, "Assurances and Release"
- _____ 3. Form 03, "Education Resume"
* Have you requested your college(s) to send transcripts to IBC?
- _____ 4. Form 04, "Workshop Documentation"
- _____ 5. Form 05, "Professional Experience Resume"
- _____ 6. Form 06, "Documentation of Core Function Experience"
- _____ 7. A written job description
- _____ 8. Reference Letter from Supervisor
- _____ 9. Written test fee: a check or money order payable to IBC

ADDENDUM

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

National	Louisiana	U.S. Air Force
Alabama	Maine	U.S. Army
Arizona	Maryland	U.S. Navy
Arkansas	Massachusetts	Utah
California	Michigan	Vermont
Connecticut	Minnesota	Virginia
Delaware	Mississippi	West Virginia
District of Columbia	Missouri	Wisconsin
Florida	Nebraska	International
Georgia (ADACB only)	New Hampshire	Bermuda
Hawaii	New Jersey	Canada
Idaho	New Mexico	Costa Rica
Illinois	New York	Germany
Indian Health Services	North Carolina	Greece, Malta, Cyprus
Albuquerque Area	Ohio	Guam
California Area	Oklahoma	Iceland
Nashville Area	Pennsylvania	Indonesia
Northern Plains Area	Puerto Rico	Israel
Southwest Area	Rhode Island	Malaysia
Upper Midwest Area	South Dakota	Singapore
Indiana	Texas	Sweden
Iowa	U.S. Administrative	United Kingdom
Kentucky	Office of the Courts	

Boards Currently Holding a CCJP Credential

IHS – Albuquerque	Iowa	North Carolina
IHS –Southwest	Louisiana	Oklahoma
Alabama	Maryland	Pennsylvania
Arizona	Michigan	Puerto Rico
Arkansas	Minnesota	Rhode Island
District of Columbia	Mississippi	Texas
Georgia	Missouri	Virginia
Illinois	New Mexico	West Virginia