



# **CANDIDATE GUIDE**

## **for the**

# **IC&RC Criminal Justice**

# **Addictions Professional**

# **Examination**

Based on the 2017 Criminal Justice Addictions Professional Job Analysis

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**Leading the World in Credentialing Prevention, Substance Use Treatment & Recovery Professionals**

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## **Purpose of the Candidate Guide**

The purpose of this Candidate Guide is to provide candidates with guidance for the IC&RC examination process. By providing candidates with background information on examination development, administration, and content, preparation for an IC&RC examination can be enhanced.

## **Professional Testing Company**

It is the policy of IC&RC to administer valid, reliable, and legally defensible examinations. To assist in this process, IC&RC has contracted with Schroeder Measurement Technologies (SMT) to develop, administer, and score all examinations.

SMT is an established, full-service testing company. SMT serves the needs of licensing and credentialing agencies with a wide range of test development and administration services.

Examinations are administered through a division of SMT called ISO-Quality Testing, Inc. (IQT). IQT provides secure, user-friendly, high-quality, examination administration around the world.

More information about SMT and IQT can be found at their websites: [www.smttest.com](http://www.smttest.com) and [isoqualitytesting.com](http://isoqualitytesting.com)

## **Examination Development**

The development of a valid examination begins with a clear and concise definition of the tasks, knowledge, and skills needed for competent job performance known as a Job Analysis (JA). Using interviews, surveys, observation, and group discussions, IC&RC works with Subject Matter Experts (SMEs) in the field to delineate critical job components. These job components then become the basis for questions on IC&RC examinations.

Examination questions are written by certified individuals or those otherwise deemed as SMEs in the field. SMEs are trained in item writing best practices. Through the examination development process, they are assisted by IC&RC's professional testing company.

## **Eligibility Requirements and Registration**

IC&RC examinations are administered exclusively by IC&RC Member Boards. Eligibility requirements and registration processes are determined by each Member Board. Candidates interested in taking an IC&RC examination must do so through a Member Board. Contact information for all Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

## Administration

Examinations are administered via Computer Based Testing (CBT). Candidates are required to test at a designated IQT center. A list of all IQT testing centers can be found at this link: <http://www.isoqualitytesting.com/locations.aspx?cnid=73> or by calling IQT toll free at +1-866-773-1114.

On the day of testing, candidates must bring a valid, government issued photo ID and their Candidate Admission Letter. Candidates are strongly encouraged to read the Candidate Admission Letter in its entirety to be aware of all testing policies and procedures.

CBT examinations begin with a brief tutorial and end with a brief survey. Extra time is allotted to complete the tutorial and survey. A demonstration of the CBT examination format can be found at <https://www.iqtesting.com/Default.aspx?Function=SampleExam&Exam=8>.

## Dates, Time, and Location

Examinations are offered on-demand based on the availability of each testing center. Once a candidate has met the eligibility requirements of their IC&RC Member Board to sit for an examination, they will pre-register candidates for the examination through an on-line test database. Candidates will receive an e-mail from [registrations@isoqualitytesting.com](mailto:registrations@isoqualitytesting.com) with further instructions on scheduling an examination date, time, and location.

## Rescheduling, Cancelling, and Missed Examinations

Examinations must be cancelled or rescheduled **5 days or more PRIOR** to the scheduled examination date. Cancelling or rescheduling an examination is done directly through IQT's website at [www.iqtesting.com](http://www.iqtesting.com).

Complete instructions are listed below. For technical assistance, please contact IQT toll free at +1-866-773-1114.

1. Visit [www.iqtesting.com](http://www.iqtesting.com).
2. Select "**Exam Registration.**"
3. Log in using the username and password provided to you in your pre-registration email. If you forgot your password, click the "forgot password" link and it will be emailed to you.
4. Select "**IC&RC**" from the organization dropdown menu and click the "**Next**" button.
5. To reschedule an examination, click "**edit.**" This will cancel your current examination date and prompt you to immediately select a new date.
6. To cancel an examination, click "**cancel.**" Once your examination is cancelled, you can log on to [www.iqtesting.com](http://www.iqtesting.com) at a later date to select a new examination date. Please

note, your designated testing window to take the examination will remain the same.

7. An email confirmation will be automatically sent to you when you cancel or reschedule your examination.

**Candidates will be required to pay a rescheduling or cancellation fee to IQT before they are able to reschedule or cancel an examination. Acceptable forms of payment are Visa, Master Card or American Express.**

Candidates are **unable** to reschedule or cancel an examination **less than 5 days PRIOR** to their scheduled examination. Exceptions are made only for the following reasons: jury duty, death in immediate family<sup>1</sup> within **14 calendar days** of the examination date, illness or medical complication within **14 calendar days** prior to the examination date **OR** the scheduled examination date, and military deployment.

If one of these prevents a candidate from testing, they must contact IQT directly and provide sufficient documentation of the event that has occurred. Documentation must be submitted to IQT within **14 calendar days** of the missed examination. There will be no additional fee incurred under these circumstances. IQT can be reached toll free at +1-866-773-1114.

If candidates fail to show up for an examination, do not have the proper identification or Candidate Admission Letter, they will not be permitted to sit for their examination. They will be considered a “No-Show,” examination fees will be forfeited, and they will be required to re-register and pay all fees to their IC&RC Member Board prior to scheduling another examination.

## **Inclement Weather**

IQT takes a proactive approach when monitoring inclement weather. They watch the progress of storms and keep in constant contact with their testing centers. If a testing center closes, IQT will make its best effort to inform candidates. However, it is recommended that candidates contact IQT directly at +1-866-773-1114 to confirm their testing center is still open on the day of their examination.

If a candidate is unable to make a testing appointment due to inclement weather but the testing center does not close, they must contact IQT at +1-866-773-1114. IQT will confirm that there has been bad weather in the area and reschedule the examination.

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<sup>1</sup> The **immediate family** is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It includes a person's parents, spouses, siblings, and children.

## Rules and Security

Failure to follow candidate instructions or conduct that results in violation of security or disruption of the administration of an examination may result in dismissal from the examination, voided examination scores, and forfeiture of examination fees.

Examples of misconduct include, but are not limited to:

- Writing on anything other than the authorized scratch paper provided at the administration site
- Looking at other candidate's examination
- Discussing examination content before, during, or after administration orally, electronically, or in writing with any person or entity
- Copying or removing examination information from the testing area
- Use of cellphones or other electronic devices

Candidates may not attend the examination only to review or audit test materials. No unauthorized persons will be admitted into the testing area. All examination content is strictly confidential. Candidates may only communicate about the examination using appropriate forms provided within the examination delivery system.

No books, papers, or other reference materials may be taken into the examination room. An area will be provided for storage of such materials.

No questions concerning the content of the examination may be asked during the examination period. The candidate should listen carefully to the directions given by the Proctor and read the examination directions carefully.

## Special Accommodations

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to their IC&RC Member Board PRIOR to scheduling an examination. With the written request, the candidate must provide official documentation of the accommodation requested. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**. Candidates should contact their IC&RC Member Board to inquire about other necessary documentation. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

Candidates will receive further information on scheduling an examination with accommodations once their request has been reviewed and approved.

Candidates with accommodations will be held to IC&RC's cancelling, rescheduling, and missed examination policies<sup>2</sup>. In addition, a candidate with accommodations deemed as a "No-Show," may be responsible for any fees incurred for the coordination of their accommodations in addition to forfeiting their examination fee. Candidates will be required to pay these fees to their IC&RC member board prior to scheduling another examination.

## Scoring

### **Receiving Scores:**

All scores are reported to the designated IC&RC Member Board for distribution. IC&RC does **not** have the authority to release scores. This process takes approximately two to three weeks. Preliminary scores are provided to candidates immediately following completion of the examination. Candidates seeking their official scores should contact their IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

### **Reporting Scores:**

Scores are reported on a scale ranging from 200-800 with a 500 passing. The minimum scaled passing score is 500 for all examinations. Candidates are provided with official score letters that report a final scaled score and the percentages of items answered correctly in each content domain.

### **Scaled Scores:**

Scaled scores are created when the number of questions answered correctly is mathematically transformed so that the passing score equals 500 on a scale starting at 200 and ending at 800.

This transformation is very similar to converting inches to centimeters. For example, a 10-inch ribbon is also 25.4 centimeters long. The length of the ribbon has not been changed, only the units of measure to describe its length.

The use of scaled scores allows for direct comparison of examination scores from one form of the examination to another. For security purposes, IC&RC keeps multiple forms of each examination in circulation at all times. Candidates are randomly assigned a form. The use of scaled scores allows IC&RC to report scores for every form of an examination using the same scale of 200-800 with a 500 passing.

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<sup>2</sup> If candidates fail to show up for an examination, do not have the proper identification or Candidate Admission Letter, they will not be permitted to sit for their examination. They will be considered a "No-Show," examination fees will be forfeited, and they will be required to re-register and pay all fees to their IC&RC Member Board prior to scheduling another examination.

The use of scaled scores does not influence whether a candidate passes or fails an examination. The passing of an IC&RC examination is always incumbent on achieving the minimum passing score as it is determined in the process below.

### **Determining a Passing Score:**

A candidate's examination score is based on the total number of questions answered correctly. Candidates should answer each question, as no points are deducted for incorrect answers.

The passing scores for IC&RC examinations are established through a process called standard setting. During standard setting, a panel of Subject Matter Experts (SMEs) working in the field, determines the level of knowledge a candidate must demonstrate in order to pass the examination. This level of knowledge is then converted into a cut score for each version of the examinations. All candidates who meet or exceed the cut score for their version of the examination will earn a passing mark.

### **Use of Multiple Examination Forms:**

For every IC&RC examination, there are multiple forms of the same examination. Each form will use different questions but test the same content. Examination forms are updated and replaced on a continuous basis to ensure the security and integrity of the program.

The use of multiple forms for the same examination will not make it easier or more difficult for candidates to pass one form of the examination. IC&RC's testing company uses statistical data on each test question to evaluate the difficulty of each examination form. The examinations are constructed in order to minimize variations in difficulty from one form to another. The passing scores for each examination form are adjusted accordingly to account for any differences in form difficulty.

### **Use of Pretesting Items:**

On each IC&RC examination, there are unweighted questions called pretest items. Pretest items do not influence final scores or a pass/fail status. They are not identified on examinations and appear randomly. IC&RC uses pretest items to pilot newly written items to ensure quality prior to their use as a weighted item. Pretesting ensures the quality of future examinations and provides verification that items are relevant to competency and measure proficiency.

### **Failing Scores:**

Candidates who do not pass their examination are provided with percentages of correctly answered items in each content domain to better focus future study efforts. For security reasons, candidates will not be provided with the total number of questions answered correctly or a copy of the examination to review.



It is important to note that because the number of questions contained within each domain of the examination varies, adding or averaging the percentage correct scores in each domain will NOT be an accurate reflection of a candidate's overall examination score.

# Grievances, Test Disclosure, and Retakes

## Examination Grievances:

All examination scores are final. Examination scores cannot be appealed.

Candidates who believe an unusual event or condition related to the administration of their examination caused a significant adverse effect on their performance during their examination may submit a grievance regarding the administration to IC&RC for investigation.

Grievances must be submitted to IC&RC within **14 calendar days** of the examination. Grievance statements must be submitted in writing, dated, and signed. Grievance statements must be accompanied by the **IC&RC Examination Administration Grievance Form** found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org). Information to include in the grievance statement should include, but is not limited to:

- Title of examination
- Examination date
- Name and location of testing center
- Name of proctor on duty (if known)
- Detailed explanation of the situation
- Impact the situation had on examination performance

IC&RC will then investigate the specifics of the testing situation. When warranted, candidates will be offered a free retake. A grievance will not challenge the design or content of an examination nor overturn a failing score. There is a fee for this service. Candidates that are offered free retakes will be refunded their grievance fee.

## Test Disclosure:

Candidates should be aware that IC&RC security and item banking procedures do not permit candidates access to examination questions, answer keys, or other secure materials related to the examination. Candidates that have questions or comments about a specific item should click the **Comment on This Question** button during their examination. Candidate comments will be reviewed by IC&RC. Candidates will not be contacted regarding their comments.

## Retakes:

Candidates interested in retaking an examination must wait a **minimum** of 90 days after their examination. Member boards may increase this waiting period. To schedule a retake and clarify the mandatory waiting period, candidates should contact their local IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

**The mandatory waiting period cannot be waived under any circumstances.**

After four consecutive failed attempts, IC&RC Member Boards must require candidates to take remedial actions before a subsequent four testing attempts. The required remedial actions are at the discretion of the board. Candidates who fall into this category should contact their IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

## **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 re-test, 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.

<b>Domains</b>	<b>Weight on Exam</b>
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%

# IC&RC Criminal Justice Addictions Professional (CCJP) Content Outline

Based on the 2017 Job Analysis

## 1. Dynamics of Addiction and Criminal Behavior

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

### Knowledge and Skills:

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:

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:

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

## 2. The Criminal Justice System and Processes

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

### Knowledge and Skills:

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:

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:

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:

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

### **3. Screening, Assessment, and Treatment Planning**

- 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:

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:

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

### **4. Case Management and Counseling**

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

Knowledge and Skills:

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:

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:

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. Recognized professional boundary violations
5. Recognize the relationship between security and confidentiality
6. Explain the limits of confidentiality

# 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-criminal-justice-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-Disorders-in-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>

## About IC&RC

IC&RC promotes public protection by setting standards and developing examinations for credentialing substance use disorder prevention, treatment, and recovery professionals. Organized in 1981, it has a worldwide network of over 50,000 professionals.

Quality and integrity are the foundation of IC&RC's work. IC&RC's credentials use the latest research on evidence-based practices, and they are updated regularly to stay relevant to changes in the field. Examinations are subjected to an extensive process of peer review, written by Subject Matter Experts, and supported by current references.