



ENDORSEMENT APPLICATION

Certificate of Competency in Criminal Justice

INFORMATION & DIRECTIONS

The Certificate of Competency in Criminal Justice is an endorsement available **only** to those professionals who meet the education requirement and have a current, valid and in good standing prerequisite credential.

The endorsement can be obtained at any time once the education requirement is met. The expiration date of the endorsement will be the same as the initial, qualifying credential. You must renew the endorsement with your qualifying credential to maintain it. Your endorsement will be added to your certificate of your qualifying credential.

CHECKLIST

- Completed application page.
- Documentation of education.
- Application fee.

If there are any issues with the application, you will be notified by email. Applications are open for one year after the date of review. If an applicant fails to fulfill endorsement requirements within that year, the application will be closed, and no refund will be issued.

If there are any problems with the application, you will be notified by email. Keep a photocopy of the entire application for your records.

REQUIREMENTS: CERTIFICATE OF COMPETENCY IN CRIMINAL JUSTICE

PREREQUISITE: CAAP, CAAC, CADC, CAADC, CCDP, CCDPD, CCS, CFRS, CRS or CRSS that is current, valid and in good standing.

EDUCATION: 30 hours of criminal justice specific education/training. Education is defined as formal, structured instruction in the form of workshops, seminars, in-services, college/university credit courses and online education.

APPLICATION FEE: \$100

RECERTIFICATION

To maintain the Certificate of Competency in Criminal Justice, recertification is required every two years. The professional will submit the recertification application with the requirements for their qualifying credential which must include six hours of approved criminal justice specific education/training.

ENDORSEMENT APPLICATION: CRIMINAL JUSTICE

Form can be completed and saved. You may then print the appropriate pages to submit to PCB.

TYPE OR PRINT LEGIBLY

PCB PREREQUIRE CREDENTIAL: CAAP CAAC CADC CAADC CCDP CCDPD CCS CFRS CRS
 CRSS

Date: _____ DOB: _____ Male Female Self-identify _____

Name: _____ SSN: (last four) _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Have you ever received any disciplinary action from another certification or licensing authority since your last application or recertification? Yes No *If yes, provide full details on a separate sheet.*

PAYMENT INFORMATION: \$100 FEE MUST ACCOMPANY APPLICATION

PAYMENT (CHECK ONE): Check Money Order VISA MasterCard Discover American Express
Checks & Money Orders made payable to PCB

Number: _____ - _____ - _____ - _____

Sec. Code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____

Email address for receipt (*credit card only*): _____

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

- **MAIL:** PCB: 298 S. Progress Avenue | Harrisburg, PA 17109
- **EMAIL:** info@pacertboard.org *NOTE: Only PDFs are acceptable. PCB does not accept photos of applications.*
- **FAX:** 717-540-4458

Please allow 5-10 business days for review and processing of your application.

To confirm receipt of your application, or check on the status, email info@pacertboard.org.