



# ENDORSEMENT APPLICATION

## Certificate of Competency in Criminal Justice

### APPLICATION INSTRUCTIONS – READ CAREFULLY

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.

**Do not apply until all requirements are met.**

### TO SUBMIT AN APPLICATION, CHOOSE ONE OF THE FOLLOWING:

1. **Mail:** PCB, 298 S. Progress Avenue, Harrisburg, PA 17109
2. **Email:** [info@pacertboard.org](mailto:info@pacertboard.org) *NOTE: Only PDFs are permitted. Photos of applications are not accepted.*
3. **Fax:** 717-540-4458 *NOTE: faxing is an unreliable technology. Receiving a confirmation of fax does not indicate it has been received. To confirm receipt of application, email [info@pacertboard.org](mailto:info@pacertboard.org).*

### REVIEW & APPROVAL PROCESS

1. Application submitted to PCB. To confirm receipt of application, email PCB at the above email address.
2. Staff reviews application. Allow up to 10 business days for review and processing.
3. Applicant will be emailed if there is any documentation missing or there are questions regarding an application. Applications with pending problems will be held open for one year from date of receipt after which they will be closed.
4. If you have not heard from PCB regarding your application after 10 business days, email [info@pacertboard.org](mailto:info@pacertboard.org).
5. A certificate will be mailed to you within 10 business days.

### 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, trainings, seminars, in-services, college/university credit courses, and online education. There is **no limit to the amount of online education** that may be submitted.

**APPLICATION FEE:** \$100

**RECERTIFICATION:** The requirements for the qualifying credential which must include six hours of approved criminal justice specific education/training.

## CRIMINAL JUSTICE ENDORSEMENT: APPLICANT INFORMATION

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

### TYPE OR PRINT LEGIBLY

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

**Today's Date** (mm/dd/yyyy): \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_  
*Print your name as it should appear on your certificate. Credentials and degrees will not be printed.*

**Date of Birth** (mm/dd/yyyy): \_\_\_\_\_ **SSN (last four):** \_\_\_\_\_

### CONTACT INFORMATION

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Primary Email:** \_\_\_\_\_  
***REQUIRED: PRINT LEGIBLY: EMAIL IS OUR PRIMARY WAY OF COMMUNICATING WITH YOU.***

**Secondary 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.*

**I have included copies of training certificates and/or college transcript for 30 hours of criminal justice specific education/training with this application.**  Yes  No

## 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*

My employer/organization is mailing payment directly to PCB.

**Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Sec. Code:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

**Billing address:** \_\_\_\_\_

**Email address for receipt (credit card only):** \_\_\_\_\_