



# ENDORSEMENT APPLICATION

---

## Certificate of Competency in Criminal Justice

298 S. Progress Avenue, Harrisburg, PA 17109  
Phone: 717-540-4455 | Fax: 717-540-4458  
[www.pacertboard.org](http://www.pacertboard.org) | [info@pacertboard.org](mailto:info@pacertboard.org)

## INFORMATION & DIRECTIONS

The Certificate of Competency in Criminal Justice is an endorsement available **only** to those professionals who meet the education requirement and have one of the following credentials with PCB. Credentials must be in good standing.

- CAAP
- CAAC
- CADC
- CAADC
- CCDP
- CCDPD
- CCS
- CFRS
- CRS

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 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.

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

- **MAIL:** PCB: 298 S. Progress Avenue | Harrisburg, PA 17109
- **EMAIL:** [info@pacertboard.org](mailto: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, you must email [info@pacertboard.org](mailto:info@pacertboard.org).

## REQUIREMENTS: CERTIFICATE OF COMPETENCY IN CRIMINAL JUSTICE

**PREREQUISITE:** CAAP, CAAC, CADC, CAADC, CCDP, CCDPD, CCS, CFRS or CRS that is in good standing.

**EDUCATION:** 30 hours of criminal justice education specific to the knowledge areas.

- Education is defined as formal, structured instruction in the form of workshops, seminars, in-services, college/university credit courses and PCB approved distance education.

**KNOWLEDGE AREAS** Adapted from the IC&RC CCJP 2017 Job Analysis

1. Apply knowledge of theories of criminal behavior to provide services.
2. Knowledge of growth and development theories to criminal behavior.
3. Knowledge of criminal justice theories such as punitive, rehabilitative, deterrent, and restorative justice.
4. Apply theories of criminality in interactions with justice-involved clients.
5. Understand the relationship between criminal thinking and the addictive/mental health process.
6. Understand the role of trauma in criminality and the addictive/mental health process.
7. Understand secondary trauma that can occur due to criminal justice involvement.
8. Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes.
9. Understand the basics of criminal law and jurisdictional standards.
10. Apply knowledge of the adult and juvenile justice systems.
11. Understand the function of the judge, prosecutor, defense counsel, counselors, probation/parole officers, advocates, and guardian ad litem in the legal system.
12. Understand the roles, powers, duties, responsibilities, and discretions of participants in courtroom proceedings.
13. Report justice-involved client status and compliance to the appropriate authority.
14. Measure justice-involved client progress, compliance, and stage of recovery.
15. Document and report on compliance and stage of recovery.
16. Understand correctional settings and sentencing options.
17. Understand Drug Court and other Specialty Court standards and protocols.
18. Identify the justice-involved client's needs and preferences.
19. Identify the available resources for treatment, admission and/or referral.
20. Develop the action plan collaborating with the justice-involved client and others.
21. Understand and communicate the role of sanctions as responses to failure to comply.
22. Explain court system mandates and options to justice-involved clients and their concerned others.
23. Assess the justice-involved client using a risk/needs/responsivity assessment.
24. Identify justice-involved client risk factors.
25. Identify barriers to treatment specific to the justice-involved client.

**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 as well as six hours of approved criminal justice specific education.

## 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

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](mailto: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, you must email [info@pacertboard.org](mailto:info@pacertboard.org).