



The Certification Board, Inc. – Addiction Professionals Division
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816
732-249-1991 - Fax: 732-249-1559
E-Mail: info@certbd.com - Website: www.certbd.com

CJC EDUCATIONAL REQUIREMENTS

**Courses must be taught by a qualified instructor who meets the following requirements:
Masters/Doctorate + 2 years experience in the domain**

OR

Master/Doctorate + CJC,

OR

BA + 5 years experience in the domain + CJC

**Facility must be an approved college or university by the
American Council on Education**

OR

**The facility must have a 5-year history of teaching criminal justice coursework
and be a funded, primary criminal justice facility.**

**Please Note that all 72 hours of CJC Educational Coursework MUST be completed in a
Criminal Justice Track**

**All Pre-Approved CJC coursework will count towards the Educational Requirements for the
LCADC/CADC**

Please Note:

- **Colleges and Universities are encouraged to submit Criminal Justice coursework for approval.**
- **Training Facilities MUST have a demonstrated 5-year history of teaching Criminal Justice coursework.**
- **ALL CJC courses must be taken in a pre-approved CJC Training Agency.**



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CJC Educational Requirements

CDA Requirements

12 Courses -72 hours Total

(Italicized) items are NJ State Judiciary/Drug Court Approved training.

All are CADC approved coursework and are 6 hours each.

JC101 Initial Interviewing

JC102 Biopsychosocial Assessment

JC201 Introduction to Counseling

(I. Orientation and Introduction to Drug Court)

JC202 Introduction to Techniques and Approaches

(II- Novice and Intermediate Skills for Drug Court)

JC204 Addiction Focused Individual Counseling

(III- Advanced Issues and Topics in Drug Court)

JC301 Community Resources

JC307 Criminal Justice System

(I. Orientation and Introduction to Drug Court)

JC309 Employment Services

JC401 Addiction Recovery

JC402 Psychological Client Education

(III- Advanced Issues and Topics in Drug Court)

JC404 Sociocultural Client Education

(II- Novice and Intermediate Skills for Drug Court)

JC501 Ethical Standards



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NON-MATRICULATED COURSE APPROVAL FORM
JC101

Facility Name: _____
Domain Number: C101 # **Hours:** **6**
Course Name: Initial Interviewing _____
Date(s) of Course: _____

C 101 - Initial Interviewing

At the end of this course, the student will:

1. Create a therapeutic alliance with the client by incorporating the following three categories of skills:
 - a. Listening
 - b. Processing
 - c. Providing feedback
2. Demonstrate through role-playing the following eight skills:
 - a. Attending
 - b. Paraphrasing
 - c. Reflection of feeling
 - d. Summarizing
 - e. Probing
 - f. Interpreting
 - g. Providing information and feedback as per Motivational Interviewing)
 - h. Appropriate use of self disclosure.

Instructional Methods to be used to cover Key Content:



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NON-MATRICULATED COURSE APPROVAL FORM

JC102

Facility Name: _____

Domain Number: C102

Hours: 6

Course Name: Biopsychosocial Assessment

Date(s) of Course: _____

C 102 - Biopsychosocial Assessment

At the end of this course, the student will:

1. Gather relevant information from the client in order to obtain current status and history, using interviewing techniques
2. Gather and evaluate information from sources other than the client, utilizing client-consented interviews and/or written reports, to validate his/her reports and provide a more complete history.
3. Observe and document psychological, social, and physiological signs and symptoms of alcohol and other drug abuse, including nicotine dependence in the client to make an accurate diagnosis and formulate a treatment plan.
4. Determine the client's appropriateness and eligibility for admission or referral to a range of programs by assessing the match between the client's needs and program target populations and services.
5. Request from the client appropriately signed releases when soliciting from or providing information to outside sources to protect client confidentiality.
6. Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services when such assessment services are outside the areas of the counselor's expertise.
7. Recognize and become familiar with the pharmacology of drugs of abuse.

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NON-MATRICULATED COURSE APPROVAL FORM
JC201

Facility Name: _____
Domain Number: C201 # **Hours:** **6**
Course Name: Introduction to Counseling
Date(s) of Course: _____

C201 - Introduction to Counseling

At the end of this course, the student will:

1. Define counseling/ therapy as per the IC&RC.
2. Identify key concepts of, and noted figures associated with the following counseling approaches: Reality Therapy, Cognitive/Behavior Therapy, Transitional Analysis, Structural Family Therapy, Client Centered Therapy, Psychodynamic Therapy, and Gestalt Therapy.
3. Explain the rationale for choosing and changing counseling approaches during the course of counseling.

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NON-MATRICULATED COURSE APPROVAL FORM
JC202

Facility Name: _____
Domain Number: C202 # **Hours:** **6**
Course Name: Counseling Skills
Date(s) of Course: _____

C202 - Counseling Skills

At the end of this course, the student will:

1. Identify, demonstrate, and explain the purpose of the following counseling skills: Attending, Paraphrasing, Reflection of Feeling, Summarizing, Probing, Counselor Self Disclosure, Interpreting and providing information and feedback as per MET.
2. Integrate self-help group participation as an adjunct to the counseling process.
3. Identify six stages of counseling and employ the skills found in each stage.

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JC301

Facility Name: _____
Domain Number: C301 # **Hours:** **6**
Course Name: Community Resources
Date(s) of Course: _____

C301 – Community Resources

At the end of this course, students will:

1. Identify community resources and maintain relationships.
2. Match community resources with client needs by paying particular attention to cultural and lifestyle characteristics.
3. Explain to the client the necessity for referral in order to facilitate the transition to other service providers.
4. Identify self-help groups pertinent to the clients needs. (including but not limited to 12 Step Groups)

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NON-MATRICULATED COURSE APPROVAL FORM
JC307

Facility Name: _____

Domain Number: C307

Hours: 6

Course Name: Criminal Justice System

Date(s) of Course: _____

C307 – Criminal Justice System

At the end of this course, the student will:

1. Acquire an understanding of the Criminal Justice system in New Jersey.
2. Be familiar with service eligibility criteria and how to access services for SUD within the CJ system.
3. Identify levels of involvement with the Criminal Justice system including Drug Court, Probation, Parole, Juvenile Justice System, incarceration, severity of charges, legal restitution, etc, for clients with SUD.
4. Become familiar with barriers that prohibit full reintegration back into the community.
5. Effectively utilize appropriate supervision with SUD presenting cases having Criminal Justice involvement.
6. Acquire an understanding of laws as they relate to SUD.

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JC309

Facility Name: _____
Domain Number: C309 # **Hours:** **6**
Course Name: NJ Employment Services
Date(s) of Course: _____

C309 – New Jersey Employment Services

At the end of this course, the student will:

1. Identify vocational issues facing the client in treatment
2. Identify strategies for promoting employment with clients in treatment
3. Understand the importance of employment in the recovery process.
4. Become familiar with employment and vocational services within New Jersey
5. Identify indicators of client readiness for employment.
6. Become familiar with legal issues related to employment.

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NON-MATRICULATED COURSE APPROVAL FORM
JC401

Facility Name: _____
Domain Number: C401 # **Hours: 6** _____
Course Name: Addiction Recovery _____
Date(s) of Course: _____

C401 - Addiction Recovery

At the end of this course, the student will:

1. Understand the difference between substance abuse and substance dependence as per the current DSM.
2. Acquire basic knowledge of the various models of addiction.
3. Explain to client the various stages of addiction and recovery.
4. Be able to explain the following terms:
 - a. Addiction
 - b. Recovery
 - c. Harm reduction.
 - d. Self Help groups, etc.
 - e. Relapse and Relapse Prevention
 - f. Abstinence
 - g. Sobriety
 - h. Wellness (Biopsychosocial)

Instructional Methods to be used to cover Key Content:



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NON-MATRICULATED COURSE APPROVAL FORM
JC402

Facility Name: _____
Domain Number: C402 # Hours: **6**
Course Name: Psychological Client Education
Date(s) of Course: _____

C402 – Psychological Client Education

At the end of this course, the student will:

1. Be able to relate to the client the main psychological features often associated SUD.
2. Help the client understand how their psychological and social strengths and weakness can be related to their recovery.
3. Communicate basic information about the following terms:
 - a. Mental Health
 - b. Mental Illness
 - c. Wellness
4. Explain to clients the role of psychiatric medications in recovery.

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NON-MATRICULATED COURSE APPROVAL FORM
JC404

Facility Name: _____
Domain Number: C404 # Hours: **6**
Course Name: Sociocultural Client Education
Date(s) of Course: _____

C404 – Sociocultural Client Education

At the end of this course, the student will:

1. Develop an understanding of the following various characteristics of:
 - a. Major cultural groups represented in client populations, including but not limited to, African Americans, Asian Americans, Hispanic/Latino Americans, and Native Americans.
 - b. Special populations:
 - Disabilities
 - Sexual orientation
 - Female
 - Youth
 - Gangs

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NON-MATRICULATED COURSE APPROVAL FORM
JC501

Facility Name: _____
Domain Number: C501 # **Hours:** **6**
Course Name: Ethical Standards
Date(s) of Course: _____

C501 - Ethical Standards

At the end of this course, the student will:

1. Identify guidelines for the process of ethical decision-making.
2. Acquire an understanding of the importance of ethics in SUD counseling.
3. Become familiar with the NAADAC Code of Ethics.
4. Acquire an understanding of ethics as related, but not limited to, such issues as:
 - a. Patient rights
 - b. Confidentiality
 - c. Privilege
 - d. Exceptions to confidentiality.
 - e. Patient consent
 - f. Internal communications
 - g. Medical emergencies
 - h. Court orders
 - i. Duty to warn
 - j. Danger to self and others
 - k. Crimes at the program center or against program staff
 - l. Public presentation of client information.
 - m. Third party payors
 - n. Research and audits
 - o. Termination of counseling relationships
 - p. Dual relationships
 - q. Professional competence and responsibilities.
 - r. Personal problems and professional effectiveness(e.g. relapse etc).
 - s. Use of self helps groups.
 - t. Counselor who is in recovery

Instructional Methods to be used to cover Key Content: