

# American Jail Association & Jail Manager Certification Commission

## CERTIFIED JAIL OFFICER (CJO)

### CANDIDATE APPLICATION FORM

The Jail Manager Certification Commission (JMCC) and the American Jail Association (AJA) promote the concept of voluntary certification for all jail personnel. Certification is one part of a process called credentialing. It focuses specifically on the individual and provides evidence of that individual's competency in a specialized field. Certification signifies and documents the mastery of a strong level of knowledge. It plays a significant role in the elevation of professionalism and provides an opportunity for professional growth by encouraging continued education, which, in turn, fosters effective management practices.

The Certified Jail Officer (CJO) Program was developed to provide jail officers with an opportunity to demonstrate their knowledge, skills, and abilities as well as their commitment to the corrections profession. You are about to embark on the building of a professional portfolio of your career as a jail officer. All CJOs will be listed on AJA's website and will periodically be printed in AJA publications.

The next level in the certification process is the Certified Jail Manager (CJM) Program. The CJM Program provides a credentialing opportunity for jail managers. For the purpose of the CJM Program, a jail manager is defined as a person (sworn or civilian) who directs, administers, and/or is in charge of the operations of a jail facility, division, bureau, department, program, and/or shift; and/or a person (sworn or civilian) who supervises the work and performance of an employee or employees in a jail facility.

For the purposes of the Certified Jail Officer Program:



#### Definition of A Jail Officer

*A person (sworn or civilian) who supervises individuals incarcerated in jails; and/or a person (sworn or civilian) who is in charge of those who supervise individuals incarcerated in jails.*

#### Definition of A Jail

- 1. A county, municipal, tribal, or regional facility that houses pretrial and sentenced inmates; and/or an institution that houses pretrial and sentenced inmates where the State is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware); and/or a private facility that houses pretrial and sentenced inmates and exists to serve the local jail needs of the community where it operates.*  
*and/or*
- 2. A facility that houses ONLY pretrial detainees, regardless of what entity operates it. This includes, but is not limited to, facilities that house persons for less than 72 hours (lock-ups), facilities that house Federal or military custody inmates awaiting trial (e.g. ICE, Marshals, Armed Forces), institutions where the State is responsible for the operations of jails, and private facilities.*  
*and/or*
- 3. A local government or private facility that houses convicted persons who, without this facility's existence, would serve their sentence in the local jurisdiction's jail. With regard to private facilities: the local government responsible for jail operations has contracted with a separate entity to replace that jurisdiction's jail operations.*

# Certified Jail Officer (CJO) Candidate Application Form

## Directions:

To apply to take the Examination for Certified Jail Officer, complete the CJO *Candidate Application Form* and submit it along with any required position descriptions and the appropriate application fee by the application deadline for the desired testing date listed in the CJO *Handbook for Candidates*.

### **Be sure to read the CJO Handbook for Candidates!**

The *CJO Handbook for Candidates* will provide an overview of the policies and guidelines of the CJO Program.

The *CJO Candidate Application Form* will contain the most current requirements for certification. Your application will be evaluated using the most current guidelines. The most current copy of both documents will always be posted on AJA's website at [www.aja.org](http://www.aja.org).

Incomplete applications and/or applications received without the required documentation and payment will be sent back to the candidate, and the evaluation process will not commence until all required materials and information have been received by the JMCC.

Once your application has been received and processed, and your eligibility verified, you will be mailed an *Eligibility Notice*. The *Eligibility Notice* plus photo identification must be presented in order to gain admission to the testing center. The *Eligibility Notice* will indicate where to call to schedule your examination appointment as well as the dates that testing is available. Appointment times are assigned on a first-come, first-served basis, so schedule your appointment as soon as you receive your *Eligibility Notice* in order to maximize your chance of testing at your preferred location on your preferred date.

The Examination for Certified Jail Officer is administered during an established two-week period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has over 800 testing sites in the United States. To locate a testing center near you visit: [www.psiexams.com](http://www.psiexams.com). A listing of available testing dates can be located in the CJO *Handbook for Candidates*.

**Checks should be made payable to the American Jail Association.**

**Mail payment and all materials to:**

**CJO Program  
American Jail Association, 1135 Professional Court, Hagerstown, MD 21740  
[www.aja.org](http://www.aja.org) | 301-790-3930 (phone) | 301-790-2941 (fax)  
[certification@aja.org](mailto:certification@aja.org)**

Non-Discrimination Policy: The American Jail Association, Inc., through its administration of the Certified Jail Officer Program, conforms in all respects to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990; does not discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability or sexual orientation in any of its policies, procedures, or practices.

# Certified Jail Officer Candidate Application

Correspondence will be sent to your home address.

Type or Print Clearly

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ AJA Member ID# \_\_\_\_\_  
(Print your name as you would want it to appear on a certificate.) (AJA Membership not required.)

Home Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Home Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Home E-mail Address \_\_\_\_\_

**Program Requirement: To be eligible for the CJO Program, Candidates must have a MINIMUM OF TWO YEARS of paid jail officer experience.  
An Official Agency POSITION DESCRIPTION for All Positions Listed Must Accompany Your Application.**

Current Employing Agency \_\_\_\_\_

Agency Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Office Telephone Number (\_\_\_\_) \_\_\_\_\_ Office E-Mail Address \_\_\_\_\_

Rated Capacity of Facility \_\_\_\_\_ Current position \_\_\_\_\_

Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Rank (if applicable) \_\_\_\_\_

**Please check the paragraph below that describes your current agency. (Agency must meet the CJO Program's definition of a jail.)**

- A county, municipal, tribal or regional facility that houses pretrial and sentenced inmates; and/or an institution that houses pretrial and sentenced inmates where the State is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware); and/or a private facility that houses pretrial and sentenced inmates and exists to serve the local jail needs of the community where it operates.
- A facility that houses ONLY pretrial detainees, regardless of what entity operates it. This includes, but is not limited to facilities that house persons for less than 72 hours (lock-ups), facilities that house Federal or military custody inmates awaiting trial (e.g. ICE, Marshals, Armed Forces), institutions where the State is responsible for the operations of jails, and private facilities.
- A local government or private facility that houses convicted persons who, without this facility's existence, would serve their sentence in the local jurisdiction's jail. With regard to private facilities: the local government responsible for jail operations has contracted with a separate entity to replace that jurisdiction's jail operations.
- Other (Describe) \_\_\_\_\_

***The following statement must be signed by your immediate supervisor or director.***

The information provided in the Current Jail Officer Paid Position section of this *CJO Candidate Application* Form for \_\_\_\_\_ regarding his/her current position with \_\_\_\_\_  
(Candidate's Name) (Agency Name)

is, to the best of my knowledge, truthful and accurate.

\_\_\_\_\_  
Supervisor's Signature Title Date

Supervisor's Printed Name \_\_\_\_\_

**Note:** If the applicant has been employed with his/her current agency for more than a minimum of two years, it is not necessary to include the following information with your application.

Previous Employing Agency \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Rank (if applicable) \_\_\_\_\_ Dates: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

***Please check the paragraph below that describes your previous agency.  
(Agency must meet the CJO Program's definition of a jail)***

- A county, municipal, tribal or regional facility that houses pretrial and sentenced inmates; and/or an institution that houses pretrial and sentenced inmates where the State is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware); and/or a private facility that houses pretrial and sentenced inmates and exists to serve the local jail needs of the community where it operates.
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- A local government or private facility that houses convicted persons who, without this facility's existence, would serve their sentence in the local jurisdiction's jail. With regard to private facilities: the local government responsible for jail operations has contracted with a separate entity to replace that jurisdiction's jail operations.
- Other (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Program Requirement:  
An Official Agency POSITION DESCRIPTION for All Positions Listed Must Accompany Your Application.***

**Do not scan or retype any portion of this form.**

If additional space is needed, you may copy those pages that apply.  
All copies should be placed behind the original and attached securely.

## Submission of Documents: Do Not E-Mail or Fax Documents

Before you put your *CJO Candidate Application Form* and supporting documents in the mail, be sure to make a copy of them for your files. You may need to refer to them should the Commission contact you with any questions. You will be notified of the status of your candidacy within six (6) weeks from the time we receive your completed application and all required supporting documentation.

Incomplete applications and/or applications received without the required documentation and payment will be sent back to the candidate, and the evaluation process will not commence until all required materials and information have been received by the JMCC.

I do hereby certify that my biographical statement, as submitted to the JMCC in connection with my application to take the examination, is true and correct in all material respects. I authorize the JMCC to take whatever reasonable steps may be necessary to verify and confirm the accuracy of the information contained herein. If an audit is conducted, or my application is incomplete or received without payment:

I understand that the delay this would create in further processing my application could result in missing the application deadline for my desired examination date; and I understand that I must take the Examination for Certified Jail Officers within eighteen (18) months of notification of eligibility; and

I agree to be bound by the *Code of Ethics* of AJA and understand that any material misrepresentation of the information provided on the *CJO Candidate Application Form* may result in denial or loss of the CJO designation. I acknowledge that I have read and understand the *CJO Handbook for Candidates*.

The undersigned hereby agrees to indemnify and hold harmless the American Jail Association, Inc., its officers, directors, employees, and agents from any or all liability, loss or damage whatsoever that may result from a denial of my application for certification as a CJO, failure to successfully pass the required examination, or to be awarded certification.

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Signature

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Date



**CJO**  
CERTIFIED JAIL OFFICER

# Submission of Documents/Payment

The *CJO Candidate Application Form* must be submitted with the nonrefundable application fee and all required supporting documentation by the deadline listed for your requested examination date.

Candidates must take the examination within eighteen (18) months from the time of notification of eligibility. After that time, the candidate must submit an updated *CJO Candidate Application Form* along with the application fee.

## Scheduling Your Examination Appointment—*Eligibility Notice*

Once your application has been received and processed, and your eligibility verified, you will be mailed an *Eligibility Notice*. The *Eligibility Notice* plus photo identification must be presented in order to gain admission to the testing center. The *Eligibility Notice* will indicate where to call to schedule your examination appointment as well as the dates that testing is available. Appointment times are assigned on a first-come, first-served basis, so schedule your appointment as soon as you receive your *Eligibility Notice* in order to maximize your chance of testing at your preferred location on your preferred date.

## Certification Fees

1. There is a **nonrefundable** application fee of \$45.00 for Individual AJA members and \$95.00 for nonmembers. This fee must be submitted with the Certified Jail Officer (CJO) *Candidate Application Form*.
2. There is a **nonrefundable** examination fee of \$185.00 for candidates who qualify to sit for the examination.

# Method of Payment

Candidate Name \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Check Enclosed    P.O. Form Enclosed # \_\_\_\_\_    VISA    MasterCard    AmEx    Discover

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Address ZIP Code \_\_\_\_\_

Security # \_\_\_\_\_ Amount of Payment \$ \_\_\_\_\_

Mail payment and all required documentation to:

### CJO Program

c/o American Jail Association • 1135 Professional Court • Hagerstown, MD 21740  
Phone: 301-790-3930