



train•er \ trā-ner \ noun \ one who educates, guides, instructs so as to make proficient.



Certified Correctional Trainer Program Handbook for Candidates

The Certified Correctional Trainer Program is administered by the Correctional Trainer Certification Commission (CTCC).

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Barbara Collins, MS, CCT

Juvenile Justice Trainers Association, Columbia, Maryland

David Keenhold, CCT

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Questions concerning the Certified Correctional Trainer Program should be directed to:

American Jail Association

1135 Professional Court, Hagerstown, Maryland 21740-5853

phone: 301-790-3930 • fax: 301-790-2941 • website: www.aja.org

The Examination for Certified Correctional Trainer is conducted by the Professional Testing Corporation (PTC). Questions concerning the examination should be referred to PTC:

Professional Testing Corporation

1350 Broadway-17th Floor

New York, New York 10018

phone: 212-356-0660 • website: www.ptcny.com



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CERTIFIED CORRECTIONAL TRAINER PROGRAM

CERTIFICATION

The Correctional Trainer Certification Commission (CTCC), the International Association of Correctional Training Personnel (IACTP), and the American Jail Association (AJA) promote the concept of voluntary certification for all correctional trainers. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competency in a specialized field. Correctional trainers who become certified will be distinguished as individuals who have reached one of the highest levels of achievement in their field.

PURPOSES OF CERTIFICATION

1. To provide documented evidence to the public that the individual has been examined by an independent professional organization and found to possess high competence in the field of correctional training. This certification documents the mastery of a strong level of knowledge and demonstration of training in the field of corrections.
2. To acknowledge continuing education and professional growth.
3. To indicate to one's peers that the individual has taken the time and effort, beyond job experience, to learn a body of knowledge, thus exhibiting a significant commitment to working in the profession of correctional training.
4. To provide a form of recognition and achievement. Certified Correctional Trainers (CCT) will receive personal recognition at the national level for a high standard of achievement and competency.
5. To ensure the effective use of adult learning principles in training correctional personnel.
6. To elevate professional standards of correctional training.

ADMINISTRATION

Appointed by the Board of Directors of both IACTP and AJA, the six-member CTCC administers the CCT Program, sets policy, and assures the program reflects the changing needs of the profession. The Correctional Trainer Certification Examination is administered electronically by LaserGrade Computer Testing, in cooperation with the Professional Testing Corporation (PTC). You may visit www.LaserGrade.com to find one of several hundred testing sites located around the country.

To ensure that the CCT Program continuously meets the changing needs of the profession, the CTCC reserves the right to make changes in the program that may become official at any time. The CCT *Handbook for Candidates* is an overview of the policies and guidelines of the CCT Program. The CCT Initial Candidate Application contains the most current requirements for certification. The CTCC will evaluate all applications using the most current guidelines. It is the responsibility of the candidate to obtain the most current copy of the handbook and submit the most current application. The most current documents are available on IACTP's (www.IACTP.org) and AJA's (www.aja.org) websites.

DEFINITION OF TRAINING

Training is defined as the planning, organizing, implementing, and evaluating of activities designed to achieve specific learning objectives for individuals, groups, or organizations. Training might include the following activities: on-the-job training; classroom training; higher education programs; organized, independent learning activities; workshops; conferences; seminars; and computer- and web-based learning activities (live and/or asynchronous).

DEFINITION OF A CORRECTIONAL TRAINER

A person who provides training for managers, staff, and/or volunteers of a correctional agency (defined below). Adjunct or field trainers and faculty of institutions of higher learning in the areas of corrections, criminal and juvenile justice (and related areas) are eligible to participate in the certification process. Trainer skills include preparing adequately, both for content and training logistics; delivering clear, engaging presentations; effectively facilitating participant learning activities; evaluating the effectiveness of training; and making adjustments to improve effectiveness.

DEFINITION OF A CORRECTIONAL AGENCY

A Federal, tribal, State, regional, local public or private criminal, or juvenile justice agency, under a single administrative authority, of which, the principal functions are the investigation, intake screening, supervision, custody, confinement, and/or treatment of alleged or adjudicated adult or juvenile offenders. In essence, correctional agencies consist of an official aggregate of programs, services, facilities, and organizations responsible for the management of people who have been accused or convicted of criminal and/or status offenses.

CCT ELIGIBILITY REQUIREMENTS

1. Must have three years of experience as a correctional trainer as defined in this handbook, meet the point requirements and pass the work sample portion of the application. Candidates not currently employed as a correctional trainer must describe and verify their experience as part-time trainer or Field Training Officer.
2. Agree to adhere to the *Code of Ethics* for both IACTP and AJA.

EARNING THE CCT DESIGNATION

The four-step process of becoming a CCT:

1. Submit the completed Initial Candidate Application documenting eligibility along with the required work sample*, and appropriate fee.
2. Be deemed eligible by the CTCC.
3. Submit the Application for the Correctional Trainer Certification Examination with required fees.
4. Take and pass the examination.

*** You must pass the work sample to be eligible to sit for the examination.**

SUBMITTING THE CCT INITIAL CANDIDATE APPLICATION

Apply by completing the CCT Initial Candidate Application and submitting it with any required supporting documentation and samples to AJA. Please make sure to include the appropriate fee. The application documents your professional and educational background as well as trainer experience. Candidates need at least 500 points out of a possible 830 points to qualify to sit for the examination. Candidates with less than 500 points will receive a breakdown of points and recommendations for additional preparation in order to become eligible.

In addition to the candidate's completed application, the following documentation is required:

- a) If applicable, a copy of an official agency position description for the candidate's:
 - 1) current position, accompanied by the chief executive officer's (training director, sheriff, chief deputy, detention director, jail administrator, etc.) signature on the Current Correctional Trainer Paid Position section of the application.

- 2) previous paid correctional training positions listed on the application. (If an official position description is not available, the candidate may submit a detailed description of his/her position on agency letterhead signed by the chief executive officer) and/or a recent faculty contract.
- b) an **original official transcript** issued by a regionally accredited, degree-granting institution for any college degrees or credits listed to be sent directly from the educational institution to AJA, on behalf of the CTCC. **Copies** of diplomas or transcripts will not be accepted.
- c) any other documentation requirement outlined in the application, such as a copy of any certificates of completion for correspondence courses listed, etc.
- d) **seven** copies of a 20- to 30-minute DVD of the candidate during classroom instruction.

There is no requirement to attach documentation or proof of attendance at education/training events or other background information unless noted on the application. The most recent application will contain the current documentation requirements for certification. In the event of an audit, however, documentation of all information may be requested. The CTCC reserves the right to take whatever reasonable steps may be necessary to verify and confirm the accuracy of the information submitted.

All applications must be received at AJA by the application deadline listed for the requested examination date. Incomplete applications and/or applications without the required documentation and/or payment will be sent back to the candidate, and the evaluation process will not commence until all required materials and information are received by AJA. The delay could result in missing the application deadline for the requested examination date. Within **six** weeks of receiving the completed application, the CTCC will notify the candidate as to whether or not he/she has met the requirements to take the examination.

If the CTCC determines that the candidate is not currently eligible to sit for the examination, the candidate has **eight** months from the date that appears on the written Notice of Ineligibility to resubmit his/her application without owing any additional fees. Applications received after the **eight**-month deadline will be assessed the full certification application fee.

To obtain an application electronically, print from www.aja.org or mail in the form on page 16 of this handbook.

APPLICATION SECTIONS AND POINT VALUES

Formal Education and Training	380
Correctional Trainer Practical Experience . . .	350
Professional Activities	50
Demonstration (Pass/Fail)*	up to 50 bonus points

A minimum score of 500 points is required on the application to be eligible to sit for the examination.

*It is a requirement to pass the demonstration portion of the application for eligibility to sit for the examination. Some of the areas of critique will include: evidence of preparation, organization of material, ability to engage participants, gesturing, voice projection, presentation flow, evidence of subject knowledge, etc.

1. After Submitting the Initial Candidate Application for the Correctional Trainer Certification Examination

When the CTCC determines that a candidate is eligible to sit for the examination, the candidate will receive an Application for the Correctional Trainer Certification Examination and an Examination Payment Submission Form. Both forms must be completed and submitted with the appropriate fee to AJA by the deadline listed in this handbook.

2. Taking the Examination

Candidates must take the examination within **18** months from the time of notification of eligibility. After that time period, the candidate must submit an updated application along with the application fee.

Eligible candidates who pass the examination will be certified for a period of **four** years and are permitted to use the CCT designation. CCTs will also receive a certificate and a specially designed lapel pin. A registry of CCTs will be maintained by the CTCC and may be reported in AJA and/or IACTP publications and on their websites.

Candidates who do not pass the examination may retake it for a reduced fee. There is no limit to the number of times the candidate can sit for the examination.

CERTIFICATION FEES

1. There is a nonrefundable application fee of \$125 for IACTP or AJA members and \$180 for nonmembers. The application fee must be submitted with the CCT Initial Candidate application.
2. The fee for candidates who are eligible to sit for the examination is \$360. This fee must be submitted with the Application for Correctional Trainer Certification Examination form and the Examination Payment Submission Form. Following receipt of the application and fee by AJA, a candidate who does not take the examination may receive a partial refund of \$100 if a request is received in writing by AJA no later than 30 days after the end of the testing period. Requests for refunds will NOT be honored after 30 days.
3. Candidates who do not pass the examination may retake it for a reduced fee of \$180, provided it is retaken within **18** months from the date the first examination was taken. After that time period, candidates who wish to retake the examination must submit an updated application with the appropriate application fee, examination application form, and the full examination fee of \$360. There is no limit to the number of times the candidate can sit for the examination.
4. All fees listed herein are subject to change.

EXAMINATION DATES AND APPLICATION DEADLINES

2009 Fall Testing Period

Application Deadline: June 26, 2009

Examination Application Deadline: August 17, 2009

First Day of Testing: Saturday, October 17, 2009

Last Day of Testing: Saturday, October 31, 2009

2010 Winter Testing Period

Application Deadline: October 19, 2009

Examination Application Deadline: December 14, 2009

First Day of Testing: Saturday, February 13, 2010

Last Day of Testing: Saturday, February 27, 2010

2010 Summer Testing Period

Application Deadline: May 3, 2010

Examination Application Deadline: June 21, 2010

First Day of Testing: Saturday, August 14, 2010

Last Day of Testing: Saturday, August 28, 2010

2011 Winter Testing Period

Application Deadline: October 18, 2010

Examination Application Deadline: December 13, 2010

First Day of Testing: Saturday, February 12, 2011

Last Day of Testing: Saturday, February 26, 2011

2011 Summer Testing Period

Application Deadline: May 2, 2011

Examination Application Deadline: June 17, 2011

First Day of Testing: Saturday, August 13, 2011

Last Day of Testing: Saturday, August 27, 2011

TAKING THE EXAMINATION

The Correctional Trainer Certification Examination is administered during an established two-week period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by LaserGrade. LaserGrade has several hundred testing sites in the United States. To locate a testing center near you visit: www.lasergrade.com. A current listing of available testing dates can be located in this handbook and on AJA's website at www.aja.org.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your application has been received and processed, and your eligibility verified, within **six** weeks of the start of the testing period, you will be mailed an Eligibility Notice from PTC. The Eligibility Notice plus a current government-issued photo identification must be presented in order to gain admission to the testing center.

A candidate not receiving an Eligibility Notice or other correspondence at least three weeks before the beginning of the two-week testing period should contact PTC by telephone at 212-356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, 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.

If you fail to schedule your testing appointment after the receipt of your Eligibility Notice, you will forfeit your paid examination fee. A partial refund is available if AJA receives written notice within 30 days of the examination period requested. If written notice is not received, the candidate forfeits his/her entire examination fee.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to change your examination appointment or reschedule to a different date within the two-week testing period you must contact LaserGrade at (800) 211–2754 no later than noon, Eastern Standard Time, of the second business day prior to your scheduled appointment.

If you fail to arrive for your appointment or cancel without giving the required notice, you will forfeit your testing fee.

SPECIAL NEEDS TESTING

Special testing arrangements may be made for special needs individuals submitting the application, examination fee, and a completed and signed Request for Special Accommodations Form, available from www.ptcny.com or by calling PTC at 212–356–0660. Requests for special testing needs individuals must be received at least **eight** weeks before the testing period begins.

RULES FOR THE EXAMINATION

1. No signaling devices, including pagers, cell phones, and alarms may be operative during the examination.
2. No books, papers, or other reference materials may be taken into the examination room.
3. No test materials, documents, or memoranda of any sort are to be taken from the examination room.
4. No questions concerning content of the examination may be asked during the testing session. The candidate should carefully read the directions provided on the screen at the beginning of the examination session.

REPORT OF RESULTS

Candidates will be notified within **six** weeks whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Your results report will come directly from PTC.

CONFIDENTIALITY

1. The CTCC will release the individual test score **ONLY** to the individual candidate.
2. Any questions concerning test results should be referred to the CTCC or PTC.

CONTENT OF EXAMINATION

1. The Correctional Trainer Certification Examination is a computer-based examination composed of approximately 125 multiple-choice, objective questions with a total testing time of 3 hours.
2. The questions for the examination are obtained from individuals with expertise in correctional training and are reviewed for construction, accuracy, and appropriateness by the CTCC.
3. The CTCC, with the advice and assistance of the PTC, prepares the examination.
4. The content for the examination is described in the Content Outline in this handbook.
5. The Correctional Trainer Certification Examination is weighted in approximately the following manner:

I. Facilitating Learning	30%
II. Correctional Theory and Practice	25%
III. Legal Issues in Training	20%
IV. Learning Environment/Equipment/Technology	5%
V. Professional Issues	10%
IV. Communications	10%

CONTENT OUTLINE

- I. Facilitating Learning (30%)
 - A. Adult Learners
 - B. Lesson Plans

- C. Preparation to Train
- D. Accommodating Learning Styles
- E. Performance Objectives
- F. Climate Setting
- G. Presentation Skills
- H. Learning Strategies
- I. Facilitating Activities
- J. Giving Instructions
- K. Classroom/Group Dynamics & Management
- L. Testing
- M. Evaluation

II. Correctional Theory and Practice (25%)

- A. Laws, Standards, Codes
- B. Safety/Security
- C. Crowding
- D. Offender/Youth Rights
- E. Staff Rights
- F. Programming
- G. Supervision of Offenders/Youth
- H. Searches/Contraband Control
- I. Offender/Youth Transport
- J. Intake and Release
- K. Offender/Youth Classifications
- L. Critical Incident Management
- M. Offender/Youth Discipline
- N. Physical Plant Management
- O. Suicide/Suicide Prevention

III. Legal Issues in Training (20%)

- A. Training Policy
- B. Liability/Failure to Train

- C. Lesson Plans—Content, Fidelity
- D. Classroom/Participant Safety
- E. Sexual and other Harassment
- F. Confidentiality
- G. Record Keeping (Evaluation)
- H. ADA issues

IV. Learning Environment/Equipment/Technology (5%)

- A. Logistics
- B. Room/Learning Environment Setup, Furniture/Ergonomics
- C. Audio-Visual Technology (LCD, easel/ pad, etc.)
- D. Computers
- E. Safety Equipment

V. Professional Issues (10%)

- A. Ethics/Code of Conduct
- B. Training Issues

VI. Communications (10%)

- A. Communication Barriers
- B. With/Among Staff
- C. With Offenders/Youth
- D. Community/Media Relations

PASS/FAIL STANDARD

The passing standard is a predetermined standard of knowledge set by a criterion-referenced methodology, using the judgments of the PTC and the CTCC. Using this methodology, there is no curve, and candidates do not compete against each other. There is no limit on the number of candidates who may pass or fail the test.

SAMPLE QUESTIONS

1. Which of the following is required to establish an effective climate for learning?
 1. Twenty or fewer participants.
 2. Opportunities for participants to interact with one another and course material.
 3. Excellent visual aids.
 4. Round tables of eight participants each.
2. When participants ask questions, the trainer should
 1. Ask them to hold their questions until the end of the program.
 2. Be aware that participants usually want to catch the trainer in a mistake.
 3. Try not to be distracted from their presentation.
 4. Listen carefully to identify parts of the presentation that may not be clear.
3. The most important function of on-the-job orientation for new staff is to
 1. Teach new staff how to restrain out-of-control persons.
 2. Explain the history of the justice system.
 3. Help the staff become familiar with coworkers and their specific job responsibilities.
 4. Allow supervisors to see new staff in action.
4. One primary benefit of web-based training is
 1. It reduces travel time and expenses.
 2. The presenter can allow only one person to speak at a time.
 3. It takes less time to develop than classroom training.
 4. It can be used to teach physical skills.

5. Which of the following best describes “failure to train” in the law?

1. A trained person injures a client during a restraint.
2. An employee is absent from a scheduled training program.
3. Trainees are permitted to retake a test they failed.
4. A pattern of serious errors or injuries occurs after training and nothing is done about it.

ANSWERS TO SAMPLE QUESTIONS

1. 2 2. 4 3. 3 4. 1 5. 4

RESOURCES

Although general knowledge of the experienced correctional trainer is what is required to pass the examination, the CTCC has a list of resources which may be of some assistance in preparing for the examination. This list is not intended to be all inclusive and to contain all of the information found on the examination. The resource list will be sent to each candidate who requests an application. The resource list is also available upon request.

REVOCAION OF CERTIFICATION

Certification may be revoked or denied for any of the following reasons:

1. Falsification of an application.
2. Misrepresentation of certification.
3. Breach of existing ethical standards of professional practice.

An appeals mechanism for challenging revocation or denial of certification is available.

To obtain a CCT Initial Candidate Application, print from AJA's website (www.aja.org) or complete this form and fax or mail to:

FAX: 301-790-2941
American Jail Association
CCT Program/Attn: Francine Olszewski
Certification Coordinator
1135 Professional Court
Hagerstown, MD 21740-5853
E-mail: certification@aja.org
www.aja.org

Name _____

Title _____

Home Address _____

City _____ State _____ 9-digit ZIP _____

Telephone () _____ E-mail _____

Place of Employment _____

Address _____

City _____ State _____ 9-digit ZIP _____

Telephone () _____ E-mail _____

ALL CORRESPONDENCE WILL BE MAILED TO HOME ADDRESS.

Allow three weeks for delivery of application package



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