

American Jail Association and the International Association of Correctional Training Personnel

## The Certified Correctional Trainer Initial Candidate APPLICATION

Complete the attached *CCT Initial Candidate Application*  
to apply for eligibility to take the Correctional Trainer Certification Examination.

**Do not scan or retype any portion of this application.** If additional space is needed, you may copy those pages that apply. All copies and/or any supporting documentation should be placed behind the original.

### SECTIONS AND MAXIMUM POINT VALUES

**Section 1-** Formal Education and Training – 380 points

**Section 2-** Correctional Trainer Practical Experience – 350 points

**Section 3-** Professional Activities – 50 points

**Section 4-** Work Sample (Pass/Fail) – up to 50 bonus points

**DO NOT E-MAIL  
CANDIDATE APPLICATION**

Candidates must attain 500 points out of a possible 830 points to be eligible to sit for the CCT examination.

***BE SURE TO READ THE CCT HANDBOOK FOR CANDIDATES!***

### DIRECTIONS:

Complete the attached application to apply for eligibility to take the CCT examination. ***Required Documentation*** will be clearly marked on the appropriate page of the *CCT Initial Candidate Application*. There is no requirement to attach documentation or proof of attendance at education/training events, however, in the event of an audit; documentation of all information may be requested.

The application must be submitted, with the nonrefundable application fee and required supporting documentation, by the application deadline listed for your desired examination date. Make checks payable to the American Jail Association. Incomplete applications and/or applications 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 CTCC. Mail payment and all materials to:

#### CCT Program

American Jail Association

1135 Professional Court, Hagerstown, MD 21740

301-790-3930 (phone)

301-790-2941 (fax)

www.aja.org

certification@aja.org

## DEFINITIONS

***For the purposes of the Certified Correctional Trainer Program:***

### 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 (For the Purposes of the Certified Correctional Trainer Program)

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 offenders, delinquents, or status 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.

**Non-Discrimination Policy:** The American Jail Association, and the International Association of Correctional Training Personnel, through its administration of the Certified Correctional Trainer 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, The Rehabilitation Act of 1973, as amended, 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.

# CCT Initial Candidate Application

Type or Print Clearly

Date: \_\_\_\_\_

Name \_\_\_\_\_

**(Print your name, as you would want it to appear on a certificate.)**

AJA OR IACTP Member ID#: \_\_\_\_\_

(AJA OR IACTP Membership not required)

Title of Present Position \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

Office Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

*All correspondence will be sent to your home address.*

**Do not scan or retype any portion of this application.** If additional space is needed, you may copy those pages that apply. All copies and/or any supporting documentation should be placed behind the original.



## SECTION 1

### FORMAL EDUCATION AND TRAINING

**Point Calculation for Section 1:**

Maximum allowable for item A "Formal Education": 200 points

Maximum allowable for items B-C "Training/Other": 180 points

**Maximum allowable for Section 1 in total, (items A through C combined): 380 points**

- A. Higher Education** (beyond high school): This includes courses taken at **regionally accredited, degree-granting institutions** only. To receive points, the name of the college or university must be provided below and an official original transcript must be submitted. Copies of transcripts or diplomas will not be accepted. Points are awarded only for the highest level of education attained. Points are not cumulative.

**Required Documentation:**

**APPLICANTS MUST SUBMIT  
AN OFFICIAL ORIGINAL TRANSCRIPT TO OBTAIN CREDIT**

Indicate highest degree attained:

\_\_\_\_\_ 1 year of college = 50 pts

\_\_\_\_\_ Associate's Degree = 100 pts

\_\_\_\_\_ Masters Degree = 175 pts

\_\_\_\_\_ Bachelor's Degree = 150 pts

\_\_\_\_\_ Doctorate Degree = 200 pts

Institution's Name: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone Number of Institution: \_\_\_\_\_

Major(s): \_\_\_\_\_

If work toward a Bachelor's degree resulted in the accumulation of credit hours equal to that of an Associate's Degree (64 credits), but no degree has been attained, state number of credit hours completed. **Please provide an official, original, transcript.** You will receive 50 points for Associate's Degree equivalent.

\_\_\_\_\_ **Total points Section 1, A**

[ ] **Required documentation is attached to this sheet**

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## Section 1

**TRAINER CREDENTIALS-Certificates Earned**

Maximum 25 points per certificate earned.

**Maximum allowable for Section 1 (items B through C combined): 180 points**

**B. Trainer Credentials/Certifications:** education, training programs, conferences, etc., attended on subject matter(s) related specifically to *Trainer/Educator*. Credit will be given for completed certificate programs only.

This section is designed for instructor/faculty certificates earned in topics such as training for trainers, basic course instruction, etc.

**Required Documentation:****COPY OF CERTIFICATE**

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

**Provide complete dates. If only one date is provided, only one day of credit will be awarded.**

[ ] **Required documentation is attached to this sheet**

## Section 1

**TRAINER CREDENTIALS/CERTIFICATES EARNED "Continued"**

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total *points for this education / training*

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total *points for this education / training*

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total *points for this education / training*

**[ ] Required documentation is attached to this sheet**

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Section 1

# TRAINER CREDENTIALS-Certificates Taught

Maximum 25 points per certificate taught.

**Maximum allowable for Section 1 (items B through C combined): 180 points**

- B. Trainer Credentials/Certifications:** education, training programs, conferences, etc., attended on subject matter(s) related specifically to *Trainer/Educator*. Credit will be given for completed certificate programs only.

This section is designed for instructor/faculty certificate courses taught on topics such as training for trainers, basic course instruction, etc.

**Required Documentation:**

**COPY OF CERTIFICATE**

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

**Provide complete dates. If only one date is provided, only one day of credit will be awarded.**

**[ ] Required documentation is attached to this sheet**

Section 1

# TRAINER CREDENTIALS/CERTIFICATES TAUGHT "Continued"

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

Organization conducting event: \_\_\_\_\_

Title of training event: \_\_\_\_\_

Subject matter addressed: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this education / training

\_\_\_\_\_ **Total points Section 1, B**

**[ ] Required documentation is attached to this sheet**

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## Section 1

**OTHER RELEVANT EDUCATION FOR TRAINING SKILLS**

Maximum of 10 points will be awarded per each course/experience.

One point will be awarded per hour of training.

C. The courses in this section should be those which enhance trainer skills above and beyond certificate courses. Examples include presentations to Toastmasters, Dale Carnegie, etc. Courses taken online or by correspondence where the subject matter is relevant to your position as a Correctional Trainer. One point per hour of instruction will be awarded for trainer-based courses offered by the National Institute of Corrections (NIC), American Correctional Association (ACA), International Association of Correctional Training Personnel (IACTP), etc. Other trainer-based distance coursework will be evaluated on a case-by-case basis.

**Required Documentation:** To be awarded points, the following information must be included.  
Documentation of successful completion of the course of study

**Title of course:** \_\_\_\_\_

Type of course:                     Online             Correspondence

Agency providing training:  NIC             ACA     IACTP    Other: \_\_\_\_\_

Date of completion: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_    Course hours: \_\_\_\_\_ x 1 = \_\_\_\_\_

\_\_\_\_\_ *Total points for this online course*

Course description, number of training hours, and certificate of completion attached

**Title of course:** \_\_\_\_\_

Type of course:                     Online             Correspondence

Agency providing training:  NIC     ACA     IACTP    Other: \_\_\_\_\_

Date of completion: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_    Course hours: \_\_\_\_\_ x 1 = \_\_\_\_\_

\_\_\_\_\_ *Total points for this online course*

Course description, number of training hours, and certificate of completion attached

## Section 1

**OTHER RELEVANT EDUCATION FOR TRAINING SKILLS “Continued”**

Maximum of 10 points will be awarded per each course/experience.  
One point will be awarded per hour of training.

Title of course: \_\_\_\_\_

Type of course:                     Online             Correspondence

Agency providing training:  NIC         ACA     IACTP     Other: \_\_\_\_\_

Date of completion: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Course hours: \_\_\_\_\_ x 1 = \_\_\_\_\_

\_\_\_\_\_ *Total points for this online course*

Course description, number of training hours, and certificate of completion attached

***Required documentation is attached to this sheet***

**Section 1- Point Talley:**

\_\_\_\_\_ **Item A. Formal Education (Maximum allowable points 200)**

\_\_\_\_\_ **Items B. – C. Training Credentials/Certificates Earned and Taught/Other Relevant Education For Training Skills (Maximum points 180)**

\_\_\_\_\_ **SECTION 1 TOTAL POINTS (Maximum allowable points combined: 380)**

## SECTION 2 CORRECTIONAL TRAINER PRACTICAL EXPERIENCE

***Point Calculation for Section 2:***

Maximum allowable for item A "Correctional Trainer Practical Experience": 300 points

Maximum allowable for item B "Technical Assistance/Consultant/Contract": 50 points

***Maximum allowable for Section 2 in total, (items A and B combined): 350 points***

- A. **Current and previous positions as a Correctional Trainer:** Below, please provide detailed information regarding your current and previous positions as a Correctional Trainer. (Position must meet the requirements set forth in the definition of "Correctional Trainer.") Points are accumulated per year of service. Points are awarded for completed years only. **(Maximum 300 points)**

**Full Time - 100 points/year completed**

**Part Time - 60 points/year completed**

**FTO - 50 points/year completed**

*To be eligible for the CCT program,  
Candidates must have a minimum of three years paid Trainer/Educator experience.*

Title: \_\_\_\_\_

**Current** Employing Agency: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this position

Chief Executive Officer's Signature \_\_\_\_\_

Title: \_\_\_\_\_

**Previous** Employing Agency: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for this position

***Required Documentation:***

***An Official Agency POSITION DESCRIPTION for All Positions Listed***

***Must Accompany Your Application***

***Organization charts are also requested but not required***

**[ ] Required documentation is attached to this sheet**

Section 2

**TECHNICAL ASSISTANCE/CONSULTANT/CONTRACT**

10 points per assignment (Maximum 50)

- B. Participation as a technical assistance consultant** in an advisory capacity on jail trainer/educator, operational-related issues. This activity must have occurred on-site, at a jail **other than your employing agency**.

**Agency that contracted your services:** \_\_\_\_\_

Agency address: \_\_\_\_\_

Agency phone: \_\_\_\_\_

Date(s) of service: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nature of service performed: \_\_\_\_\_

\_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ *Total points for this training related activity*

**Agency that contracted your services:** \_\_\_\_\_

Agency address: \_\_\_\_\_

Agency phone: \_\_\_\_\_

Date(s) of service: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nature of service performed: \_\_\_\_\_

\_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ *Total points for this training related activity*

\_\_\_\_\_ **TOTAL POINTS FOR SECTION 2 (Maximum allowable points A. 300 & B. 50)**

*(Make extra copies of this form if necessary)*

## SECTION 3 PROFESSIONAL ACTIVITIES

*Maximum allowable for Section 3: 50 points*

### WORK PUBLISHED **OUTSIDE OF YOUR EMPLOYING AGENCY**

- A. Articles, bulletins, books, chapters**, written and published on Trainer/Educator /criminal justice related subjects (excluding your employing agency's publications). Include articles published in AJA's magazine, *AMERICAN CORRECTIONAL AGENCIES*, and other similar publications. To be eligible for points, the article must be management-based and relevant to the role of the Correctional Trainer, and a copy must accompany your application.

***Required Documentation:***

**A copy of the work written and published must accompany your application to be awarded points.**

**Title of the Trainer/Educator/criminal justice related work written and published:**

\_\_\_\_\_

Name of the publication (journal, book, magazine, etc.) \_\_\_\_\_

\_\_\_\_\_

Name of publisher (organization/agency): \_\_\_\_\_

Date of publication: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Check one:***

**Book**, Trainer/Educator or Criminal Justice based = 10 pts

Chapter in a Trainer/Educator or Criminal Justice Book = 10 pts

**Magazine Article/Bulletin**, Trainer/Educator or Criminal Justice based = 10 pts

\_\_\_\_\_ Total points for this published work

**Required documentation is attached to this sheet**

*(Make extra copies of this form if necessary)*

## Section 3

**COMMUNITY OUTREACH**

**10 points per service activity (Points will be awarded for completed years only.)**

- B. Community Volunteer Service** roles performed in the community outside of your role as a paid Correctional Trainer. Eligible listings would include participation in a (non-paid) business, professional, technical, community service organizations, management organizations, and other community-service oriented organizations including roles related to advisory or other service on government agencies, boards, commissions and involvement in the political process. To be awarded points, a detailed description of the purpose of the organization and your specific role in organization must be provided. *Do not duplicate information given elsewhere.* Points are awarded for *completed* years only.

**Examples of community-based service organizations include:** Community Action Council, Republic/Democratic National Committee, Lions Club, Red Cross, Junior Achievement, Fire & Rescue Service, Rotary Club, Boys & Girls Club, American Cancer Society, etc. **Do not include** participation in youth sports or religious affiliations.

**Organization:** \_\_\_\_\_

Mission (purpose) of the Organization: \_\_\_\_\_

\_\_\_\_\_

Organization's Address: \_\_\_\_\_

Contact person & phone number: \_\_\_\_\_

Leadership role performed: (i.e. spokesperson, chairperson etc.): \_\_\_\_\_

Describe in detail the nature of the leadership service you performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of service: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Total points for service activity

*(Make extra copies of this form if necessary)*

Section 3

**TRAINER/EDUCATOR / CRIMINAL JUSTICE VOLUNTEER LEADERSHIP POSITIONS HELD OUTSIDE OF YOUR EMPLOYING AGENCY**

C. **Volunteer LEADERSHIP positions** held on *Trainer/Educator /Criminal Justice* oriented boards, committees, task forces, and commissions **OUTSIDE** of your employing agency. Points awarded for completed years only. If a committee or task force assignment has duration of less than one year, but more than three months, it qualifies for one year of service.

**Board/Commission:** A Board or Commission is a ***policy setting body***.  
**Committee / Task Force:** A Committee or Task Force is assigned ***a task*** from another body

**Organization:** \_\_\_\_\_

Office or position held: \_\_\_\_\_

Name of Board/Committee/Task Force/Commission: \_\_\_\_\_

Goals & Purposes of the Board/Commission/Committee/Task Force: \_\_\_\_\_

Dates of service: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Of years \_\_\_\_\_ Board/Commission Officer: x 10 points = \_\_\_\_\_

# Of years \_\_\_\_\_ Board/Commission Member: x 10 points = \_\_\_\_\_

# Of years \_\_\_\_\_ Committee Chair/Task Force Leader x 10 points = \_\_\_\_\_

# Of years \_\_\_\_\_ Committee Member/Task Force Member x 10 points = \_\_\_\_\_

\_\_\_\_\_ Total points for this Trainer/Educator/criminal justice related leadership activity

**Organization:** \_\_\_\_\_

Office or position held: \_\_\_\_\_

Name of Board/Committee/Task Force/Commission: \_\_\_\_\_

Goals & Purposes of the Board/Commission/Committee/Task Force: \_\_\_\_\_

Dates of service: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Of years \_\_\_\_\_ Board/Commission Officer: x 10 points = \_\_\_\_\_

# Of years \_\_\_\_\_ Board/Commission Member: x 10 points = \_\_\_\_\_

# Of years \_\_\_\_\_ Committee Chair/Task Force Leader x 10 points = \_\_\_\_\_

# Of years \_\_\_\_\_ Committee Member/Task Force Member x 10 points = \_\_\_\_\_

\_\_\_\_\_ Total points for this Trainer/Educator/criminal justice related leadership activity

## Section 3

**NATIONAL CERTIFICATIONS**

- D. National certifications obtained related to Trainer/Educator, criminal justice management, and public management.** Points will be allowed for certifications obtained where the emphasis of the certification relates specifically to Trainer/Educator, criminal justice management, or public management.

**Required Documentation:**

**A copy of the official notification of certification,  
on the sponsoring organization's letterhead.**

**Points for certifications will be allowed for:**

- CJO** Certified Jail Officer, AJA: 10 points
- CJM** Certified Jail Manager, AJA: 10 points
- CCS** Certified Correctional Supervisor, ACA: 10 points
- CCM** Certified Correctional Manager, ACA: 10 points
- CCE** Certified Correctional Executive, ACA: 10 points
- CPM** Certified Public Manager, CPM: 10 points
- CCHP** Certified Correctional Health Professional, NCCHC: 10 points
- CFP** Certified Correctional Food Service Professional, ACFSA: 10 points

Other national certifications obtained related to Trainer/Educator, criminal justice management, and public management will be evaluated on a case-by-case basis. In order for the CTCC to evaluate other national certifications detailed information regarding the eligibility requirements for the certification must accompany this application. A national body should provide certification. Do not include basic correctional agency/corrections certifications.

Certification: \_\_\_\_\_

Organization sponsoring certification: \_\_\_\_\_

Address of sponsoring organization: \_\_\_\_\_

Phone number of sponsoring organization: \_\_\_\_\_

Date of Certification: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ *Total points for this certification*

**[ ] Required Documentation Attached**

*(Make extra copies of this form is necessary)*

## Section 3

**AWARD/RECOGNITION**

- E. Awards or recognitions presented** to you by a national, state/regional, or community organization as a result of some action or activity performed by you during the course of your service as a paid correctional trainer.  
**DO NOT INCLUDE** listings such as Who's Who, certificates of appreciation, letters of commendation, or awards from your employing agency.

**Required Documentation:**

To facilitate the evaluation of your award, enclose a copy of the letter/announcement sent to you acknowledging your accomplishment and the reason you were being awarded.

Name/type of award \_\_\_\_\_

Name of organization/agency presenting award: \_\_\_\_\_

Address of organization/agency: \_\_\_\_\_

Brief description of why you were presented this award: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date award was presented: \_\_\_\_/\_\_\_\_/\_\_\_\_

This award was presented by: (check only one)

National Organization/Agency = 10 pts

State or Regional Organization/Agency = 10 pts

Community Organization/Agency = 10 pts

\_\_\_\_\_ Total points for this award

**Required documentation is attached to this sheet**

(Make extra copies of this form if necessary)

**Section 3**

**MEMBERSHIPS**

*5 points per each full year*

**F. Membership in state, regional, or national correctional agency/corrections associations** Such as the, American Correctional agency Association, American Correctional Association, National Sheriffs' Association, Bay Area Correctional Trainers Association, South Carolina Correctional agency Administrators' Association, etc.

Do not list law enforcement associations (such as FOP, JJTA, NABCJ) or local county/agency labor oriented associations/organizations. Provide complete dates. You will be awarded **5 points per year** of membership. Points awarded for FULL years only.

**Name of Association:** \_\_\_\_\_

Address of Association: \_\_\_\_\_

Dates of Membership: From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please indicate the type of **CORRECTIONAL AGENCY** or **CORRECTIONS** Association:

State Association       Regional Association       National Association

\_\_\_\_\_ Total points for membership in this correctional agency/corrections related association

**Name of Association:** \_\_\_\_\_

Address of Association: \_\_\_\_\_

Dates of Membership: From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please indicate the type of **CORRECTIONAL AGENCY** or **CORRECTIONS** Association:

State Association       Regional Association       National Association

\_\_\_\_\_ Total points for membership in this correctional agency/corrections related association

Section 3

**CONFERENCE SPEAKER OR INSTRUCTOR**

*10 Points Each*

- G. **Conference Speaker or Instructor** for the purpose of teaching subjects *specifically* related to *Trainer/Educator* issues to corrections personnel, governmental officials, or criminal justice students.

**Organization conducting event:** \_\_\_\_\_

Trainer/Educator related subject discussed: \_\_\_\_\_

\_\_\_\_\_

Attended by: \_\_\_\_\_

Location of event: \_\_\_\_\_

Dates of service: From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ *Total points for this **Trainer/Educator** related speech/instruction*

**Organization conducting event:** \_\_\_\_\_

Trainer/Educator related subject discussed: \_\_\_\_\_

\_\_\_\_\_

Attended by: \_\_\_\_\_

Location of event: \_\_\_\_\_

Dates of service: From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ *Total points for this **Trainer/Educator** related speech/instruction*

*(Make extra copies of this form if necessary)*

\_\_\_\_\_ **TOTAL POINTS FOR SECTION 3** *(Maximum allowable points A.- G. 50)*

## SECTION 4 WORK SAMPLE

**Maximum allowable for Section 4: 50 points bonus for outstanding demonstration**

**Grading Scale: PASS/FAIL**

**You are required to send seven copies in DVD format of a live presentation.**

**The sample should be 20 – 30 minutes long and will be evaluated on the following criteria: (Note: The sample should be edited as necessary to include examples of the behaviors and activities below but does not need to include everything on this list.)**

- Was the trainer prepared and organized?
- Did the trainer dress appropriately for the audience and content, e.g., a sweat suit for physical skills training, business attire for executive training, proper uniform?
- Did the trainer show interest and passion in the subject?
- Did the trainer use words and language we could understand?
- Did the trainer stay on topic?
- Did the trainer vary voice pitch, tone, and rate appropriately?
- Did the trainer avoid using distracting behaviors (e.g., nervous mannerisms)?
- Did the trainer make smooth transitions between topics or learning activities?
- Did the trainer manage group discussions in a tactful manner?
- Did the trainer use audiovisual equipment appropriately?
- Did the trainer invite participant questions and comments on the content and respond appropriately?
- Did the trainer show respect for the participants?
- Did the trainer ask thought-provoking questions of participants?
- Did the trainer lead participants in reflecting on the discussing learning tasks to enhance their learning (e.g., individual or group report-outs, building consensus, correcting any error, providing feedback, summarizing)?
- Did the trainer provide opportunities for participants to interact with one another on the content?
- Did the trainer use learning tasks and methods appropriate to the subject matter (e.g., case studies, role plays, individual or small group assignments, whole group discussions, practice opportunities)?
- Did the trainer prepare participants for learning tasks and give clear instructions?

**This portion of the application is pass/fail. In order to be eligible to sit for the examination, you must pass this requirement.** If you do not pass the work sample, comments from the CTCC will be forwarded to you for your review. You may resubmit another work sample by the application deadline for review by the Commission.

## CCT INITIAL CANDIDATE SUMMARY OF POINTS

<b>SECTION 1 - TOTAL POINTS:</b>	Maximum allowable points section 1:	<b>380</b>	
<b>SECTION 2 - TOTAL POINTS:</b>	Maximum allowable points section 2:	<b>350</b>	
<b>SECTION 3 - TOTAL POINTS:</b>	Maximum allowable points section 3:	<b>50</b>	
<b>SECTION 4 - TOTAL BONUS POINTS:</b>	Maximum allowable points section 4:	<b>50</b>	

**Applicants must attain 500 points out of a possible 830 points on the application to be eligible to sit for the CCT examination**

**TOTAL POINTS:** \_\_\_\_\_

Before you put your CCT Initial Candidate Application 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. CCT Initial Candidate Applications will be evaluated throughout the year. You will be notified of the status of your candidacy within six weeks from the time we receive your completed CCT Initial Candidate Application and all required supporting documentation. Incomplete CCT Initial Candidate Applications and/or CCT Initial Candidate Applications 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 CTCC.

I do hereby certify that my biographical statement, as submitted to the CTCC in connection with my application to take the examination, is true and correct in all material respects. I authorize the CTCC 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 is received without payment, or the CTCC determines that I do not have the required number of points or that I have not met other criteria required for eligibility:

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 the delay this would create may result in certain items on my application being no longer applicable; and

I understand that if I choose to resubmit my application, it must be received at AJA headquarters **no later than eight (8) months** from the date that appears on the written notice from the CTCC that one or more of the above conditions exist. Applications received after the eight-month deadline will be assessed the full certification application fee.

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

**The undersigned hereby agrees to indemnify and hold harmless the American Jail Association, Inc., and the International Association of Correctional Training Personnel their 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 Certified Correctional Trainer, failure to successfully pass the required examination or to be awarded certification.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUBMISSION OF DOCUMENTS DO NOT E-MAIL OR FAX DOCUMENTS

The CCT *Initial Candidate Application* must be submitted with the nonrefundable application fee and all required supporting documentation by the deadline listed for your requested examination date. When the CTCC determines that you qualify to sit for the examination, you will receive an application for the Correctional Trainer Certification Exam from the CTCC.

### CERTIFICATION FEES

1. There is a nonrefundable application fee of \$125 for IACTP or AJA members (Individual membership category only) and \$180 for nonmembers.  
The application fee *must* be submitted with your CCT *Initial Candidate Application*.
2. For those who qualify to sit for the exam, there is a \$360 examination fee. This fee must be submitted with the *Application for Correctional Trainer Certification Examination* form. Following receipt of application and fee, a candidate who does not take the examination may receive a partial refund of \$100 if a request is received in writing no later than 30 days after the testing date. Requests for refunds will not be honored after the 30 days.

***SUBMIT ONLY THE APPLICATION FEE AT THIS TIME.  
DO NOT SUBMIT THE EXAMINATION FEE  
UNTIL YOU HAVE BEEN NOTIFIED OF ELIGIBILITY.***

### METHOD OF PAYMENT

Candidate name: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

VISA Card

MasterCard

American Express

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

Expiration Date: \_\_\_\_\_

Billing Address ZIP Code: \_\_\_\_\_

Security# \_\_\_\_\_

Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

P.O. #: \_\_\_\_\_

Send Payment and all required materials to:  
**CCT Program, c/o American Jail Association**  
**1135 Professional Court, Hagerstown, Maryland 21740**  
Phone: 301-790-3930    www.aja.org    certification@aja.org

## International Association of Correctional Training Personnel (IACTP) Code of Ethics

*The International Association of Correctional Training Personnel enhances public safety and the fair and humane treatment of offenders by promoting organizational and individual excellence in the profession of training. The Association affirms its responsibility to develop the spirit of professionalism within its membership, and to increase awareness of ethical principles in public service by example. To this end, we, the members of IACTP, commit ourselves to the following principles:*

### I. Service

#### **Serve correctional staff and the public, above self-interest.**

IACTP members are committed to:

- Using their knowledge, experience, and skills to assist staff in their professional development.

### II. Dignity

#### **Demonstrate the highest standards in all activities to inspire confidence and trust in training.**

IACTP members are committed to:

- Seeking to enhance participants' capacity and opportunity to learn and address their own training needs.
- Ensuring all students who wish to do so can participate in the training process.
- Informing trainees of the limitations and risks associated with the use of electronic media for training purposes.
- Obtaining participants' informed consent before audio and videotaping participants or permitting observation of training by a third party.

### III. Professional Excellence and Competency

#### **Strengthen individual capabilities and encourage the professional development of others.**

IACTP members are committed to:

- Providing services and representing themselves as competent only within the boundaries of their education, training, license, certification, or other relevant professional experience.
- Exercising careful judgment and taking responsible steps to ensure the competence of their work and to protect from liability when generally recognized standards do not exist for an emerging area of training.
- Taking responsibility and credit, including authorship credit, only for work actually performed.
- Honestly acknowledging the work of, and contributions made by others.
- Working toward maintenance and promotion of high standards of training.
- Monitoring and evaluating policies, the implementation of programs, and practice interventions.
- Promote and facilitate evaluation and research to contribute to the development of knowledge.

### IV. Respect

#### **Respect and support trainees and colleagues in the promotion of the field of training.**

IACTP members are committed to:

- Being aware of the dual responsibility to trainees and colleagues and to the broader society.
- Treating each person in a caring and respectful fashion being mindful of individual differences and cultural/ethnic diversity.
- Obtaining education about and seeking to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, religion, and mental or physical disability.
- Understanding culture and its function in human behavior and society recognizing the strengths that exist in all cultures.
- Treating colleagues with respect and accurately and fairly representing the qualifications, views, and obligations of colleagues.
- Avoiding unwarranted negative criticism of colleagues in communications with trainers or other professionals.  
Unwarranted negative criticism may include demeaning comments or to individual attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.
- Cooperating with training colleagues and with colleagues of other professions when such cooperation serves the well being of training.
- Respecting confidential information shared by colleagues in the course of professional relationships and transactions.
- Taking adequate measure to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- Defending and assisting colleagues who are unjustly charged with unethical conduct.

# AMERICAN JAIL ASSOCIATION

## CODE OF ETHICS FOR JAIL OFFICERS

As an officer employed in a detention/correctional capacity, I swear (or affirm) to be a good citizen and a credit to my community, state, and nation at all times. I will abstain from questionable behavior which might bring disrepute to the agency for which I work, my family, my community, and my associates. My lifestyle will be above and beyond reproach and I will constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, state, and community and the policies, procedures, written and verbal orders, and regulations of the agency for which I work.

On the job I promise to:

- |                    |   |
|--------------------|---|
| <b>KEEP</b>        | The institution secure so as to safeguard my community and the lives of the staff, inmates, and visitors on the premises.   |
| <b>WORK</b>        | With each individual firmly and fairly without regard to rank, status, or condition.  |
| <b>MAINTAIN</b>    | A positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos.   |
| <b>REPORT</b>      | Either in writing or by word of mouth to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government.   |
| <b>MANAGE</b>      | And supervise the inmates in an evenhanded and courteous manner.  |
| <b>REFRAIN</b>     | At all times from becoming personally involved in the lives of the inmates and their families.  |
| <b>TREAT</b>       | All visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations.   |
| <b>TAKE</b>        | Advantage of all education and training opportunities designed to assist me to become a more competent officer.   |
| <b>COMMUNICATE</b> | With people in or outside of the jail, whether by phone, written word, or word of mouth, in such a way so as not to reflect in a negative manner upon my agency.  |
| <b>CONTRIBUTE</b>  | To a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character.   |
| <b>SUPPORT</b>     | All activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nation's jails. Do my best through word and deed to present an image to the public at large of a jail professional, committed to progress for an improved and enlightened criminal justice system. |

The American Jail Association's Board of Directors has approved the AJA Code of Ethics as part of an integral program to achieve a high standard of professional conduct among those officers employed in our nation's jails. Adopted by the AJA Board of Directors on November 10, 1991. Revised 3/18/09.

## CCT RESOURCE LIST

Although general knowledge of the experienced Correctional Trainer and familiarity with current practices are what is required to pass the certification examination, the following list of resources might be of some assistance in preparing for the examination. It is recommended that candidates review the certification examination content outline listed in the *Handbook for Candidates*. If there are areas where you wish to increase your knowledge, the following list of resources may be helpful. It should be noted that the list of resources is neither all-inclusive nor exhaustive.

### **Publications and Periodicals**

American Jails magazine, American Jail Association, Reprint articles by topics are available, 301-790-3930. [www.aja.org](http://www.aja.org).

Bloom, Benjamin. et al. A Taxonomy of Educational Objectives. Handbook 1: Cognitive Taxonomy. New York. Longmans, Green, 1956.

Bowman, Sharon. How to Give It So They Get It. Self-Published. 1998.

Bowman, Sharon. Shake, Rattle & Roll: Using the Ordinary to Make Your Training Extraordinary. Bowperson Publishing, Glenbrook, NY. 1999.

Correctional Law for the Correctional Officer, (4<sup>th</sup> ed.). Page 142.

Correctional Law Reporter, Editors: William C. Collins, Esq. and Fred Cohen, Esq., ISSN 1043-6766, Civic Research Institute, 609-683-4450, [www.civresearchinstitute.com](http://www.civresearchinstitute.com)

Detention Reporter, CRS, Inc., 301-349-5701, [www.corrections.com/crs](http://www.corrections.com/crs)

Elements of Instruction. The Journal of Correctional Training. 1992

Georges, James. Why Soft Skills Training Doesn't Take. Training Human Resource Development. Lakewood Press. April 1988.

Goldstein, Jeanette and Leonard Goodstein. A Matrix for Evaluating Training. 1991 Annual. Developing Human Resources. San Diego, CA. University Associates Inc. 1991.

Gurnell, Frances C. (Betty) and Leslie LeMaster. Designing Learner Centered Instruction. National Institute of Corrections (<http://nicic.gov/Library/018534>). 2003.

Hunter, Madeline. Motivation Theory for Teachers, (6<sup>th</sup> ed.). Thousand Oaks, CA. Corwin Press. 1995.

Hunter, Madeline. Retention: Theory Into Practice, (5<sup>th</sup> ed.). El Segundo, CA. Tip Publications. 1967.

Jail Operation Bulletins, VHS Video and DVD Series and Jail Manager Bulletins, American Jail Association, 301-790-3930, [www.aja.org](http://www.aja.org).

Kerle, Ken. Exploring Jail Operations. American Jail Association, 2003, 301-790-3930, [www.aja.org](http://www.aja.org)

Kirkpatrick, Donald L. Evaluating Training Programs: The Four Levels. San Francisco, Berret-Koehler, 1994

Knowles, Malcom S. The Adult Learner: A Neglected Species, (3<sup>rd</sup> ed.). Houston, Gulf Publishing. 1984.

Lawson, Karen. The Trainer's Handbook. Module 5, 6.

Mager, Robert F. Measuring Instructional Results, (2<sup>nd</sup> ed.). Belmont, CA. Lake Publishing Company. 1984.

Matthews, Bonnye L., and Virginia Sweet Lincoln. Try "START": Systematic Tool Helps You Choose Right Instructional Aids. Adult Learning in Your Classroom. Lakewood Publications. 1996

McCarthy, Bernice. About Learning. Excel, Inc. 1996.

McCarthy, Bernice. The 4MAT System, Teaching to Learning Styles with Right/Left Mode Techniques. Barrington, Excel, Inc. 1981.

Meier, Dave. The Accelerated Learning Handbook. McGraw-Hill, NY. 2000.

National Institute of Corrections. Building Blocks for Institutional Safety. [www.nicic.org](http://www.nicic.org). July 2006.

National Institute of Corrections. Designing Learner Centered Instruction.

Palmer, John W., Constitutional Rights of Prisoners. 6<sup>th</sup> edition, Ohio, Anderson Publishing Co. 1999, 800-582-7295, [www.andersonpublishing.com](http://www.andersonpublishing.com).

Resource Guide for Jail Administrators. NIC Accession Number 020030.

Rossett, Allison. Training Needs Assessment. Chapters 1,3,4,8,9,11.

Rothwell, William J. and H.C. Kazanas, Mastering the Instructional Design Process, (2<sup>nd</sup> ed.).

Silberman, Mel. Active Training. Jossey-Bass/Pfeiffer. 1998.

Wheeler, Mardy, and Jeanie Marshall. The Trainer Type Inventory: Identifying Training Style Preferences. 1986 Annual: Developing Human Resources. ( page 87).

Zemke, R. and S. Zemke. Adult Learning: What Do We Know for Sure? Training Magazine. Lakewood Publications, Minneapolis, MN.

## **Document**

United States Constitution

## **DVD/CD/VHS Video**

Foundation Skills for Trainers (10-hour satellite broadcast on DVD/CD). National Institute of Corrections. 2007. [NICIC.org](http://NICIC.org)

Jail Operation Bulletins, VHS Video and DVD Series and Jail Manager Bulletins, American Jail Association, 301-790-3930, [www.aja.org](http://www.aja.org).

**Other Governmental Agencies**

Center for Disease Control, Atlanta, GA, 888-232-3228

Environmental Protection Agency, Washington, D.C., 202-260-2010

National Criminal Justice Reference Service, Rockville, MD, 800-851-3420, [ojjdp.ncjrs.org](http://ojjdp.ncjrs.org)

National Institute of Corrections, Jail Center, Longmont, CO, 800-995-6429, [www.nicic.gov](http://www.nicic.gov)

Occupational Safety and Health Standards for General Industry, Occupational Safety and Health Administration, 202-693-1999, [www.osha.gov](http://www.osha.gov)

**Legislation**

American with Disabilities Act, [www.usdoj.gov/crt/ada/adahom1.html](http://www.usdoj.gov/crt/ada/adahom1.html)

Fair Labor Standards Act, [www4.law.cornell.edu/uscode/29/ch8.html](http://www4.law.cornell.edu/uscode/29/ch8.html)

Family Medical Leave Act, [www4.law.cornell.edu/uscode/29/ch8.html](http://www4.law.cornell.edu/uscode/29/ch8.html)

Prison Litigation Reform Act, [www.ojjdp.ncjrs.org](http://www.ojjdp.ncjrs.org)