



HOW TO APPLY FOR THE

CERTIFIED JAIL CHAPLAIN (CJC) CERTIFICATION

Follow these steps to prepare and submit your CJC Application & Experiential Background Form (EBF).

1

Review the CJC Handbook

Read the CJC Program Handbook before beginning your application. Review the eligibility requirements, required documentation, examination information, and certification policies.

2

Confirm Basic Eligibility

You must be employed or appointed to serve as a Jail Chaplain for inmate services, staff services, or both, for at least **156 hours (3 hours weekly)**, representing **one year of service**, as a paid or volunteer Jail Chaplain. Complete **Assisting Individuals in Crisis** training from the CISM Institute before taking the examination and agree to the AJA Code of Ethics.

3

Complete the CJC Application & EBF

Complete all applicable sections. Candidates must earn at least **350 points out of 700 possible points** and independently satisfy the required minimums: 20 points in Ministry & Chaplaincy Experience, 25 points in Specialized Training & Professional Development, and 25 points in Professional Contributions & Leadership.

4

Gather Supporting Documentation

Include documentation required to verify the information and points claimed. Depending on the section, this may include agency position/service documentation, official transcripts, chaplaincy credentials, training certificates or transcripts, and documentation of professional contributions or leadership activities.

5

Combine Everything Into ONE PDF

Scan the completed application and all required supporting documentation into **ONE (1) PDF** for upload. Keep a complete copy for your records.

6

Submit the Application & Fee

Submit the completed CJC Application/EBF, supporting documentation, and applicable fee. Initial Application/Examination fee: **\$159 AJA Member | \$229 Nonmember**. Leadership Academy graduates may qualify for the **\$110** fee with proof of graduation.

7

JMCC Review

The Jail Manager Certification Commission (JMCC) reviews the application and supporting documentation to determine eligibility. AJA will notify the candidate whether the requirements to take the examination have been met.

8

Take the CJC Examination

Approved candidates receive examination instructions from AJA. The online examination contains approximately **100 multiple-choice and true/false questions**, allows **2 hours**, and requires a minimum score of **80%** to pass. Once approved, candidates have one month to take the examination.

QUICK CHECK BEFORE SUBMITTING

Completed Application/EBF • Required supporting documentation • All materials combined into ONE PDF • Applicable fee

Questions?

American Jail Association – Certification Department | 1135 Professional Boulevard, Hagerstown, MD 21740
301-857-2373 | certification@aja.org | www.aja.org