

## How to Apply for the CJS or CJM Certification

### The Application:

**Section 1 - Education and Training – Max. 375 points.** There is no requirement that states activities you list had to occur within a certain period, except in **Section 1**. You must list two separate training/education activities **within the last THREE years** which, when combined, total **at least 40 points** to be eligible.

**Section 2 - Jail Supervisor/Management Paid Experience – Max. 200 points.** A job description for each position you are requested points must be included. \* **CJS applicants may include front line officer experience.** **CJM applicants may only include supervisor/management experience.**

**Section 3 - Leadership Activities – Max. 200 points** (must have a minimum of 10 points anywhere in Section 3 to apply for the CJM or CJS)

**CJS: 350** out of a possible **775** points are required to be eligible to take the CJS examination.

**CJM: 500** out of a possible **775** points are required to be eligible to take the CJM examination.

**Please Note:** Candidates may consult with their agency Liaison who will act as a proctor and assist with applying, scheduling and administering examinations. If your agency does not have an AJA Liaison, you can have your agency assign a proctor who must be a supervisor or their designee to proceed as an Independent tester. All questions should be directed to the Certification Department at 301-857-2323 or [certification@aja.org](mailto:certification@aja.org).

### STEP 1: What You Need

Go to [www.aja.org](http://www.aja.org) to the **CERTIFICATION** tab, choose the certification you want and download:

- A). the *Application, Program Handbook and Resource Study List*.  
**Please read the handbook prior to filling out the application.**

### STEP 2: Complete the Application

Complete the application and total your points. **“Required Documentation”** is clearly marked on certain sections and **must be attached behind each section**. Make copies as needed. **Applications missing supporting documentation and/or missing payments will not be processed until all required materials have been received.**

**STEP 3: Payment and Submission**

Payment and submission instructions are listing at the end of the application under **Method of Payment**. You may pay via credit card, check or Purchase Order.

<b>CJS Examination Pricing:</b>	<b>CJM Examination Pricing:</b>
AJA Member \$299	AJA Member \$399
AJA Nonmember \$399	AJA Nonmember \$499
*Leadership Academy Graduates \$199	*Leadership Academy Graduates \$299
Retake Fee \$200	Retake Fee \$200
Recertification by Exam \$200	Recertification by Exam \$300
<b>NOTE: AJA accepts payment from Navy COOL for military corrections personnel</b>	
<b><i>*all Leadership Academy graduates must submit proof of graduation with their application.</i></b>	
<i>(Prices are subject to change)</i>	

Approximately 2 weeks after receiving the application, the candidate will be notified via email as to whether or not he/she has met the requirements to take the examination. Should the candidate fall short of points, the Certification Department will notify the candidate for assistance. Should the candidate still be deemed ineligible by the JMCC after assistance, the fee will be refunded. **You have ONE (1) month to take the examination once your application has been approved. If you do not take the exam within one month, you may be locked out of the examination and will need to re-apply and pay additional fees.**

**STEP 4: The Examination**

Once found eligible to take the exam, an email notifying you with exam instructions will be sent. On the day of the exam, make certain you have at least four (4) hours set aside. To avoid having your examination flagged and automatically failed, you **MUST close out of all other computer applications and you may not walk away from your computer at any time once the exam starts.**

After completion, you will receive the results immediately. AJA will receive the results the same day and reach out to you if you didn't pass or if you did will send your certification documents out in the mail within 1 week after testing.

For more information, please contact: Certification Department  
 certification@aja.org  
 or 301-857-2323