

AJA Certification Liaison Guide

Role of the Certification Liaison

The Certification Liaison serves as the primary point of contact between the American Jail Association (AJA) and certification candidates within your facility. This role ensures candidates are supported throughout the process and that all requirements are completed accurately and on time.

Liaison Responsibilities

- Promote AJA Certification Programs - CJO, CJS, CJM
- Respond to inquiries and guide candidates
- Submit completed applications and payments to AJA Headquarters (Attn: Patty Vermillion)
- Assist with incomplete applications and communicate status updates
- Coordinate exam proctoring and ensure all required forms are completed and returned
- Distribute certification materials to candidates
- Maintain strict confidentiality of all candidate information and exam results

General Certification Information

- All certifications are valid for four (4) years
- Candidates must meet eligibility requirements
- Complete documentation is required to avoid processing delays

Contact Information

American Jail Association (AJA)

Attn: Patty Vermillion

Email: membership@aja.org

Phone: 301-857-2241

Certified Jail Officer (CJO)

Initial Certification

Exam: 175 Questions | 3 Hours

Member: \$140 | Non-Member: \$199 | Academy Graduate: \$100 | Retake: \$120

CJS Application Requirements & Scoring

To be eligible for the Certified Jail Officer (CJO) examination, candidates must meet the following requirements and point thresholds.

Minimum Eligibility Requirements

- Must have at least **one (1) year of paid officer experience**
- Must include an **Official Agency Position/Job Description**
- Application must be **signed and dated**

CJO Recertification by Points / by Test

By Points: 80 Training Hours (4 years) | 3 Test Questions | Member: \$45 | Non-Member: \$95

By Test: 3 Test Questions + Job Description | \$120

Option 1: Training Requirements

Select the **“Training Requirements”** option on the application form.

Requirements:

- Attach a **current job/position description**
 - Accumulate a minimum of **80 hours of correctional training** between their last certification date and the date of application
 - Submit:
 - **Minimum of three (3) original potential CJO exam questions**
 - Include all supporting documentation
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Option 2: Re-Examination

Select the **“Re-Examination”** option on the application form.

Requirements:

- Submit:
 - **Minimum of three (3) original potential CJO exam questions**
 - Include all supporting documentation
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Certified Jail Supervisor (CJS)

Initial Certification

Exam: 250 Questions | 4 Hours | 350 Points Required

Member: \$299 | Non-Member: \$399 | Academy Graduate: \$199 | Retake: \$200

CJS Application Requirements & Scoring

To be eligible for the Certified Jail Supervisor (CJS) examination, candidates must meet the following requirements and point thresholds.

Minimum Eligibility Requirements

- Must have at least **one (1) year of paid management experience**
 - Must achieve a **minimum of 500 points** out of a possible 775 points
 - Must include an **Official Agency Position/Job Description**
 - Include **Official Original College Transcript** (if on the application)
 - Application must be **signed and dated**
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Application Sections & Maximum Point Values

Section 1 – Education & Training (*Maximum: 375 points*)

- No time restriction on listed activities except as noted below
 - Candidates must include:
 - Two (2) separate training/education activities that have been completed within the last three (3) years for a combined total of at least 40 points (*required for eligibility*).
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Section 2 – Jail Supervisor Paid Experience (*Maximum: 200 points*)

- Includes both:
 - Supervisory experience
 - Front-line officer experience
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Section 3 – Leadership Activities (*Maximum: 200 points*)

- Candidates must earn at least 10 points within this section to qualify
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Important Notes for Liaisons

- Verify that candidates meet the 40-point within the last 36 months training requirement in Section 1
- Ensure all sections are completed thoroughly and point totals are accurate and supporting documents are included
- Official Agency Position/Job Description are included
- Double-check that the application is signed and dated before submission

CJS Recertification by Points / by Test

By Points: 80 Training Hours (3 years) | 250 Points | Member: \$150 | Non-Member: \$210

By Test: 3 Test Questions + Job Description | \$200

Certified Jail Supervisors (CJS) may recertify through one of two options. All applications must be submitted **at least six (6) weeks prior** to the certification expiration date.

Option 1: Professional Points

Select the **“Professional Points”** option on the application form.

Requirements:

- Must accumulate 250 professional points between initial certification (or last recertification) and current application date
 - Of the 250 points:
 - At least 20 points must be earned within the last four (4) years. Must be from Leadership Activities (Section 3)
 - Submit:
 - Minimum of three (3) original potential CJS exam questions w/references
 - Include all supporting documentation
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Option 2: Re-Examination

Select the **“Re-Examination”** option on the application form.

Requirements:

- Complete all required application sections
 - Submit:
 - Minimum of three (3) original potential CJS exam questions w/references
 - Include all supporting documents
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Certified Jail Manager (CJM)

Eligibility: Minimum of 1 year as a paid jail manager

Initial Certification

Exam: 250 Questions | 4 Hours | 500 Points Required

Member: \$399 | Non-Member: \$499 | Academy Graduate: \$299 | Retake: \$200

CJM Application Requirements & Scoring

To be eligible for the Certified Jail Manager (CJM) examination, candidates must meet the following requirements and point thresholds.

Minimum Eligibility Requirements

- Must have at least **one (1) year of paid management experience**
 - Must achieve a **minimum of 500 points** out of a possible 775 points
 - Must include an **official position description**
 - Include **Official Original College Transcript** (if on the application)
 - Application must be **signed and dated**
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Application Sections & Maximum Point Values

Section 1 – Education & Training (*Maximum: 250 points*)

- No time restriction on listed activities except as noted below
 - Candidates must include:
 - Two (2) separate training/education activities that have been completed within the last three (3) years for a combined total of at least 40 points (*required for eligibility*).
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Section 2 – Jail Manager Paid Experience (*Maximum: 200 points*)

- Includes both:
 - Manager experience – Include and Official Agency Position/Job Description
 - Supervisor experience - Include and Official Agency Position/Job Description
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Section 3 – Leadership Activities (*Maximum: 200 points*)

- Candidates must earn at least 20 points within this section to qualify
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Important Notes for Liaisons

- Verify that candidates meet the 40-point within the last 36 months training requirement in Section 1
- Ensure all sections are completed thoroughly and point totals are accurate and supporting documents are included
- Official Agency Position/Job Description are included
- Double-check that the application is signed and dated before submission

CJM Recertification by Points / by Test

By Points: 80 Training Hours (3 years) | 350 Points | Member: \$150 | Non-Member: \$210

By Test: 3 Test Questions + Job Description | \$200

Certified Jail Manager (CJM) may recertify through one of two options. All applications must be submitted **at least six (6) weeks prior** to the certification expiration date.

Option 1: Professional Points

Select the **“Professional Points”** option on the application form.

Requirements:

- Must accumulate 350 professional points between initial certification (or last recertification) and current application date
 - Of the 350 points:
 - At least 20 points must be earned within the last four (4) years. Must be from Leadership Activities (Section 3)
 - Submit:
 - Minimum of three (3) original potential CJS exam questions w/references
 - Include all supporting documents
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Option 2: Re-Examination

Select the **“Re-Examination”** option on the application form.

Requirements:

- Complete all required application sections
 - Submit:
 - Minimum of three (3) original potential CJM exam questions w/references
 - Include all supporting documentation
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Important Notes for all Recertifications

- Recertification applications must be submitted **six (6) weeks prior to expiration**
- A **\$75 late fee** will be applied to late submissions
- Fees are subject to change