



Certified Correctional Trainer Program

Handbook for Candidates



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 are 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 competency 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 the 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) receive personal recognition at the national level for a high standard of achievement and competence.
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 Certification Examination for Correctional Trainers is administered electronically by PSI Computer Testing, in cooperation with the Professional Testing Corporation (PTC). You may visit *www.psiexams.com* to find one of several hundred testing sites located across 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 evaluates all applications using the most current guidelines. It is the responsibility of the candidate to obtain the most current version 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 can 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 correctional trainer is 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 correctional agency is a Federal, tribal, State, regional, local public or private criminal, or juvenile justice agency, under a single administrative authority, of which the principles 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

Candidates are required to:

1. 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.

CERTIFICATION FEES

-There is a nonrefundable application fee of \$125 for IACTP or AJA members and \$185 for nonmembers. To qualify for the AJA Membership Discount, the applicant must be an individual member in good standing.

-The examination fee is \$370.

*All fees listed herein are subject to change.

THE APPLICATION:

Submit the application along with required supporting documentation to AJA with the appropriate fee. Candidates need at least 500 points from a possible 830 points in order to qualify for the examination. Candidates with less than 500 points receive a breakdown of points and recommendations for additional preparation in order to become eligible.

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

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

- a copy of an official agency position description for the candidate's:
 - current position, accompanied with 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.
 - 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.
- 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.
- any other documentation requirement outlined in the application, such as a copy of any certificates of completion for correspondence courses listed, etc.

Please submit **seven** copies of a 20- to 30-minute DVD of the candidate during classroom instruction **OR you may submit a workable link to Youtube or other video that our commissioners can access.** 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. The CTCC reserves the right to take whatever reasonable steps may be necessary to verify and confirm the accuracy of the information submitted.

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 are assessed the full certification application fee.

THE EXAMINATION NOTE: All Correspondence Is Mailed to Home Address.

The eligible candidate will be mailed a packet with the *Examination Application*, a **blue** *Examination Payment Submission Form*, and a list of *Resources*.

This paperwork, along with the examination fee, must be submitted to AJA prior to scheduling the examination. Candidates have **eighteen** months from the time they are notified to submit the *Examination Application*. After that time period, the candidate will need to submit an updated application along with the appropriate application fee.

A candidate who passes the examination will be certified for a period of **four** years, and will receive a certificate and a specially designed lapel pin. In addition, your name will be listed in the *American Jails* magazine and the Professional Listing of AJA's website (www.aja.org).

Candidates who do not pass the examination may retake it for a reduced fee of \$200, provided it is retaken within **eighteen** months from the date the first examination was taken. After that time period, candidates will need to submit a new application with all applicable fees. There is no limit to the number of times the candidate can sit for the examination.

SCHEDULING YOUR EXAMINATION

Once the *Examination Application* has been received, you will be **e-mailed** an *Eligibility Notice* within a **week** from the PTC. **You will not be receiving any further communication regarding your testing from AJA. PTC will be in charge of the testing process from this point on.** The *Eligibility Notice* plus photo identification must be presented in order to gain admission to the testing center. A candidate not receiving an *Eligibility Notice* or other correspondence should contact PTC by telephone at (212) 356-0660.

The *Eligibility Notice* will indicate where to call to schedule your examination appointment. Appointment times are assigned on a first-come, first-served basis. If you need to change your examination appointment or reschedule to a different date, you may contact PSI at (800) 211-2754 no later than noon, EST 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.**

The examination is offered Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has over 800 testing sites in the United States. To locate a testing center near you visit www.psiexams.com.

NOTICE: If you fail to schedule your examination within three months after receipt of your *Eligibility Notice* from PTC, you will forfeit your paid examination fee. **If you fail to arrive for your appointment or cancel without giving the required notice, you forfeit your testing fee.**

Changing Your Examination Appointment

If you need to change your examination appointment or reschedule to a different date, you must contact PSI at 800–211–2754 no later than noon, Eastern Standard Time, of the second business day prior to your scheduled appointment.

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.

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 are notified within **three** 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 releases the individual test score **ONLY** to the individual candidate.
2. Any questions concerning test results should be referred to the CTCC or the PTC.

Content of Examination

- The Certification Examination for Correctional Trainers is a computer-based examination composed of approximately 125 multiple-choice, objective questions with a total testing time of 3 hours.
- 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.
- The CTCC, with the advice and assistance of the PTC, prepares the examination.
- The content for the examination is described in the Content Outline in this handbook.
- The Certification Examination for Correctional Trainers 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%
VI. 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 and 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 examination.

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 exam 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 correction 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 may not contain all the information found on the examination. The resource list is sent to each candidate who requests an application, and is available upon request.

Revocation 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
Kendra Thompson Certification Coordinator

1135 Professional Court
Hagerstown, MD 21740-5853
301-790-3930 ext. 301

E-mail: Certification@aja.org

www.aja.org