

How to Apply for the CJO Certification

Please Note: Candidates may consult with their agency Liaison who will act as a proctor and assist with applying and scheduling examinations. If your agency does not have an AJA Liaison, please contact American Jail Association's Certification Department at 301-857-2323 or certification@aja.org.

STEP 1: What You Need

Go to www.aja.org to the **CERTIFICATION** tab, choose the CJO certification and download:

A). the *CJO Application and 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. **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 submission and information is in the program Handbook.

- If paying via credit card, you may scan the entire application and supporting documentation into **one pdf document** and email to certification@aja.org.
- If paying with check or PO, you must mail your completed CJO Application with payment to AJA Headquarters.
- Once the application is received, you or your liaison will be emailed the examination instructions.

PLEASE NOTE: If your agency is an AJA Member, you may use the AJA Member fee to register.

AJA accepts payment from Navy COOL for military corrections personnel!

AJA Member Testing with Liaison \$140

AJA Nonmember Testing with Liaison \$199

***Leadership Academy Graduates \$100**

****all leadership academy graduates must submit proof of graduation with their application***

Retake Fee \$120

STEP 4: The Examination

An email is sent notifying you of eligibility along with further instructions on scheduling the CJO examination depending upon taking the examination with an AJA Liaison or electronically as an Independent.

On the day of the exam, make certain you have at least four **(3)** 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 your results immediately. ***You have ONE (1) month to take the examination once your application is 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.***

IMPORTANT: The American Jail Association certification examinations are multiple choice and comprehensive. The *Resource List* assists with preparing for the exam, but there is no specific study guide.

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Questions concerning the Jail Officer Certification Program should be directed to:

American Jail Association
Certification Department
American Jail Association
Phone: 301-857-2323
Email: certification@aja.org
Website: www.aja.org