



# **CANDIDATE GUIDE**

## **for the**

# **IC&RC Criminal Justice Addictions Professional Examination**

Based on the 2008 Criminal Justice Addictions Professional Job Analysis

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T: +1 717.540.4457 • F: +1 717.773.4483 • [InternationalCredentialing.org](http://InternationalCredentialing.org)

**Leading the World in Credentialing Prevention, Substance Use Treatment & Recovery Professionals**

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## **Purpose of the Candidate Guide**

The purpose of this Candidate Guide is to provide candidates with guidance for the IC&RC examination process. By providing candidates with background information on examination development, administration, and content, preparation for an IC&RC examination can be enhanced.

## **Professional Testing Company**

It is the policy of IC&RC to administer valid, reliable, and legally defensible examinations. To assist in this process, IC&RC has contracted with Schroeder Measurement Technologies (SMT) to develop, administer, and score all examinations.

SMT is an established, full-service testing company. SMT serves the needs of licensing and credentialing agencies with a wide range of test development and administration services.

Examinations are administered through a division of SMT called ISO-Quality Testing, Inc. (IQT). IQT provides secure, user-friendly, high-quality, examination administration around the world.

More information about SMT and IQT can be found at their websites: [www.smttest.com](http://www.smttest.com) and [isoqualitytesting.com](http://isoqualitytesting.com)

## **Examination Development**

The development of a valid examination begins with a clear and concise definition of the tasks, knowledge, and skills needed for competent job performance known as a Job Analysis (JA). Using interviews, surveys, observation, and group discussions, IC&RC works with Subject Matter Experts (SMEs) in the field to delineate critical job components. These job components then become the basis for questions on IC&RC examinations.

Examination questions are written by certified individuals or those otherwise deemed as SMEs in the field. SMEs are trained in item writing best practices. Through the examination development process, they are assisted by IC&RC ny.

## **Eligibility Requirements and Registration**

IC&RC examinations are administered exclusively by IC&RC Member Boards. Eligibility requirements and registration processes are determined by each Member Board. Candidates interested in taking an IC&RC examination must do so through a Member Board. Contact information for all Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

## Administration

Examinations are administered via Computer Based Testing (CBT). Candidates are required to test at a designated IQT center. A list of all IQT testing centers can be found at this link: <http://www.isoqualitytesting.com/locations.aspx?cnid=73> or by calling IQT toll free at +1-866-773-1114.

On the day of testing, candidates must bring a valid, government issued photo ID and their Candidate Admission Letter. Candidates are strongly encouraged to read the Candidate Admission Letter in its entirety to be aware of all testing policies and procedures.

CBT examinations begin with a brief tutorial and end with a brief survey. Extra time is allotted to complete the tutorial and survey. A demonstration of the CBT examination format can be found at <https://www.iqttesting.com/Default.aspx?Function=SampleExam&Exam=8>.

## Dates, Time, and Location

Examinations are offered on-demand based on the availability of each testing center. Once a candidate has met the eligibility requirements of their IC&RC Member Board to sit for an examination, they will pre-register candidates for the examination through an on-line test database. Candidates will receive an e-mail from [registrations@isoqualitytesting.com](mailto:registrations@isoqualitytesting.com) with further instructions on scheduling an examination date, time, and location.

## Rescheduling, Cancelling, and Missed Examinations

Examinations must be cancelled or rescheduled **5 days or more PRIOR** to the scheduled examination date. Cancelling or rescheduling an examination website at [www.iqttesting.com](http://www.iqttesting.com).

Complete instructions are listed below. For technical assistance, please contact IQT toll free at +1-866-773-1114.

1. Visit [www.iqttesting.com](http://www.iqttesting.com).
2. O **Exam Registration**
3. Log in using the username and password provided to you in your pre-registration email.  
@  
you.
4. O **IC&RC** **Next**
5. To reschedule an examination **edit** u examination date and prompt you to immediately select a new date.
6. To cancel an examination, click **cancel** \ examination is cancelled, you can log on to [www.iqttesting.com](http://www.iqttesting.com) at a later date to select a new examination date. Please

note, your designated testing window to take the examination will remain the same.

7. An email confirmation will be automatically sent to you when you cancel or reschedule your examination.

**Candidates will be required to pay a rescheduling or cancellation fee to IQT before they are able to reschedule or cancel an examination. Acceptable forms of payment are Visa, Master Card or American Express.**

Candidates are **unable** to reschedule or cancel an examination **less than 5 days PRIOR** to their scheduled examination. Exceptions are made only for the following reasons: jury duty, death in immediate family<sup>1</sup> within **14 calendar days** of the examination date, illness or medical complication within **14 calendar days** prior to the examination date **OR** the scheduled examination date, and military deployment.

If one of these prevents a candidate from testing, they must contact IQT directly and provide sufficient documentation of the event that has occurred. Documentation must be submitted to IQT within **14 calendar days** of the missed examination. There will be no additional fee incurred under these circumstances. IQT can be reached toll free at +1-866-773-1114.

If candidates fail to show up for an examination, do not have the proper identification or Candidate Admission Letter, they will not be permitted to sit for their examination. They will be -Show, Von fees will be forfeited, and they will be required to re-register and pay all fees to their IC&RC Member Board prior to scheduling another examination.

## **Inclement Weather**

IQT takes a proactive approach when monitoring inclement weather. They watch the progress of storms and keep in constant contact with their testing centers. If a testing center closes, IQT will make its best effort to inform candidates. However, it is recommended that candidates contact IQT directly at +1-866-773-1114 to confirm their testing center is still open on the day of their examination.

If a candidate is unable to make a testing appointment due to inclement weather but the testing center does not close, they must contact IQT at +1-866-773-1114. IQT will confirm that there has been bad weather in the area and reschedule the examination.

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<sup>1</sup> The **immediate family** is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It includes a person's parents, spouses, siblings, and children.

## Rules and Security

Failure to follow candidate instructions or conduct that results in violation of security or disruption of the administration of an examination may result in dismissal from the examination, voided examination scores, and forfeiture of examination fees.

Examples of misconduct include, but are not limited to:

- ◁ Writing on anything other than the authorized scratch paper provided at the administration site
- ◁ Looking at other candidate's examination
- ◁ Discussing examination content before, during, or after administration orally, electronically, or in writing with any person or entity
- ◁ Copying or removing examination information from the testing area
- ◁ Use of cellphones or other electronic devices

Candidates may not attend the examination only to review or audit test materials. No unauthorized persons will be admitted into the testing area. All examination content is strictly confidential. Candidates may only communicate about the examination using appropriate forms provided within the examination delivery system.

No books, papers, or other reference materials may be taken into the examination room. An area will be provided for storage of such materials.

No questions concerning the content of the examination may be asked during the examination period. The candidate should listen carefully to the directions given by the Proctor and read the examination directions carefully.

## Special Accommodations

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to their IC&RC Member Board PRIOR to scheduling an examination. With the written request, the candidate must provide official documentation of the accommodation requested. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation **three months**.

Candidates should contact their IC&RC Member Board to inquire about other necessary documentation. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

Candidates will receive further information on scheduling an examination with accommodations once their request has been reviewed and approved.

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examination policies<sup>2</sup> @ -O  
may be responsible for any fees incurred for the coordination of their accommodations in addition to forfeiting their examination fee. Candidates will be required to pay these fees to their IC&RC member board prior to scheduling another examination.

## Scoring

### **Receiving Scores:**

All scores are reported to the designated IC&RC Member Board for distribution. IC&RC does **not** have the authority to release scores. This process takes approximately two to three weeks. Preliminary scores are provided to candidates immediately following completion of the examination. Candidates seeking their official scores should contact their IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

### **Reporting Scores:**

Scores are reported on a scale ranging from 200-800 with a 500 passing. The minimum scaled passing score is 500 for all examinations. Candidates are provided with official score letters that report a final scaled score and the percentages of items answered correctly in each content domain.

### **Scaled Scores:**

Scaled scores are created when the number of questions answered correctly is mathematically transformed so that the passing score equals 500 on a scale starting at 200 and ending at 800.

This transformation is very similar to converting inches to centimeters. For example, a 10-inch ribbon is also 25.4 centimeters long. The length of the ribbon has not been changed, only the units of measure to describe its length.

The use of scaled scores allows for direct comparison of examination scores from one form of the examination to another. For security purposes, IC&RC keeps multiple forms of each examination in circulation at all times. Candidates are randomly assigned a form. The use of scaled scores allows IC&RC to report scores for every form of an examination using the same scale of 200-800 with a 500 passing.

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<sup>2</sup> If candidates fail to show up for an examination, do not have the proper identification or Candidate Admission Letter, they will -O U  
will be required to re-register and pay all fees to their IC&RC Member Board prior to scheduling another examination.

The use of scaled scores does not influence whether a candidate passes or fails an examination. The passing of an IC&RC examination is always incumbent on achieving the minimum passing score as it is determined in the process below.

### **Determining a Passing Score:**

A candidate's score is based on the total number of questions answered correctly. Candidates should answer each question, as no points are deducted for incorrect answers.

The passing scores for IC&RC examinations are established through a process called standard setting. During standard setting, a panel of Subject Matter Experts (SMEs) working in the field, determines the level of knowledge a candidate must demonstrate in order to pass the examination. This level of knowledge is then converted into a cut score for each version of the examinations. All candidates that meet or exceed the cut score for their version of the examination will earn a passing mark.

### **Use of Multiple Examination Forms:**

For every IC&RC examination, there are multiple forms of the same examination. Each form will use different questions but test the same content. Examination forms are updated and replaced on a continuous basis to ensure the security and integrity of the program.

The use of multiple forms for the same examination will not make it easier or more difficult for candidates to pass. The use of multiple forms allows for the use of a difficulty index on each test question to evaluate the difficulty of each examination form. The examinations are constructed in order to minimize variations in difficulty from one form to another. The passing scores for each examination form are adjusted accordingly to account for any differences in form difficulty.

### **Use of Pretesting Items:**

On each IC&RC examination, there are unweighted questions called pretest items. Pretest items do not influence final scores or a pass/fail status. They are not identified on examinations and appear randomly. IC&RC uses pretest items to pilot newly written items to ensure quality prior to their use as a weighted item. Pretesting ensures the quality of future examinations and provides verification that items are relevant to competency and measure proficiency.

### **Failing Scores:**

Candidates who do not pass their examination are provided with percentages of correctly answered items in each content domain to better focus future study efforts. For security reasons, candidates will not be provided with the total number of questions answered correctly or a copy of the examination to review.



It is important to note that because the number of questions contained within each domain of the examination varies, adding or averaging the percentage correct scores in each domain will NOT be an

# Grievances, Test Disclosure, and Retakes

## Examination Grievances:

All examination scores are final. Examination scores cannot be appealed.

Candidates who believe an unusual event or condition related to the administration of their examination caused a significant adverse effect on their performance during their examination may submit a grievance regarding the administration to IC&RC for investigation.

Grievances must be submitted to IC&RC within **14 calendar days** of the examination. Grievance statements must be submitted in writing, dated, and signed. Grievance statements must be accompanied by the **IC&RC Examination Administration Grievance Form** found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org). Information to include in the grievance statement should include, but is not limited to:

- < Title of examination
- < Examination date
- < Name and location of testing center
- < Name of proctor on duty (if known)
- < Detailed explanation of the situation
- < Impact the situation had on examination performance

IC&RC will then investigate the specifics of the testing situation. When warranted, candidates will be offered a free retake. A grievance will not challenge the design or content of an examination nor overturn a failing score. There is a fee for this service. Candidates that are offered free retakes will be refunded their grievance fee.

## Test Disclosure:

Candidates should be aware that IC&RC security and item banking procedures do not permit candidates access to examination questions, answer keys, or other secure materials related to the examination. Candidates that have questions or comments about a specific item should click the **Comment on This Question** button during their examination. Candidate comments will be reviewed by IC&RC. Candidates will not be contacted regarding their comments.

## Retakes:

Candidates interested in retaking an examination must wait a **minimum** of 90 days after their examination. Member boards may increase this waiting period. To schedule a retake and clarify the mandatory waiting period, candidates should contact their local IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

**The mandatory waiting period cannot be waived under any circumstances.**

After four consecutive failed attempts, IC&RC Member Boards must require candidates to take remedial actions before a subsequent four testing attempts. The required remedial actions are at the discretion of the board. Candidates who fall into this category should contact their IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

## Format and Length

The questions on the examination are multiple-choice with four options. There is only one correct or best answer for each question. Candidates should carefully read each question and choose the single best answer. It is advisable to answer every question since the number of questions answered correctly will determine the final score. There is no penalty for guessing.

Number of Scored Items: 125

Number of Pre-test Items: 25

Total Number of Items: 150

Length of Administration: 3 hours

## Content

The Job Analysis identified several performance domains. Several tasks have been identified within each performance domain. These tasks and the needed knowledge or skills for their completion are the basis of examination questions.

<b>Domains</b>	<b>Weight on Exam</b>
1. Dynamics of Addiction & Criminal Behavior	17%
2. Legal, Ethical & Professional Responsibility	12%
3. Criminal Justice System & Processes	12%
4. Clinical Evaluation: Screening & Assessment	14%
5. Treatment Planning	11%
6. Case Management, Monitoring & Participant Supervision	10%
7. Counseling	16%
8. Documentation	8%

### **Domain 1: Dynamics of Addiction and Criminal Behavior**

#### **Associated Tasks:**

1. Apply knowledge of human growth and development in order to understand addiction and criminal behavior.

2. Apply knowledge of criminal behavior, including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.
3. Apply knowledge of addiction including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.
4. Differentiate and integrate the dynamics of criminal thinking and the addictive process.
5. Understand the effects of drugs on the brain and body in order to deliver appropriate addiction treatment services.

## **Domain 2: Legal, Ethical, and Professional Responsibility**

### **Associated Tasks:**

1. Behave in an ethical manner by adhering to established professional codes of ethics, conduct, and standards of practice in order to promote the best interest of the participant.
2. Adhere to agency and jurisdictional regulations in order to protect participant rights and the public.
3. Advise the participant of the specific nature of treatment, confidentiality, and the requirements for treatment within the criminal justice system in order to obtain informed consent.
4. Promote the quality of professional services and assure continuing competence by engaging in appropriate professional development, obtaining continuing education, and reading professional literature.
5. Obtain regular clinical and administrative supervision and consultation to facilitate proficiency.
6. Recognize personal biases, feelings, concerns, and other issues that may interfere with the treatment and criminal justice process.
7. Participate in quality improvement and evaluation activities to offer effective services.

## **Domain 3: Criminal Justice System and Processes**

### **Associated Tasks:**

1. Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes.
2. Understand the function of the judge, prosecutor, defense counsel, probation, advocates, and guardian *ad litem* in the court system.
3. Understand correctional settings and sentencing options.
4. Learn criminal justice theories such as punishment, rehabilitation, restorative justice, and deterrence.

## **Domain 4: Clinical Evaluation: Screening and Assessment**

### **Associated Tasks:**

1. Establish rapport, including management of a crisis situation and determination of need for additional assistance.

2. Gather data systematically from participant and other available collateral sources, using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender.
3. Screen for psychoactive toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and co-occurring mental disorders.
4. Assist the participant identifying the effect of substance use on his or her current life problems and the effects of continued harmful use or abuse.
5. Determine the participant's readiness for treatment and change as well as the needs of others involved in the current situation.
6. Review the treatment options that are appropriate for participant's needs, characteristics, goals, and financial resources.
7. Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations.
8. Construct with the court, participant, and appropriate others an initial action plan based on *court mandates*, participant needs, participant preferences, and resources available.
9. Based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow-through.
10. Select and use a comprehensive assessment process that is sensitive to criminal risk need, age, gender, racial and ethnic culture, and disabilities.
11. Analyze and interpret the data to determine treatment recommendations.
12. Document assessment findings and treatment recommendations.

## **Domain 5: Treatment Planning**

### **Associated Tasks:**

1. Use relevant judicial and assessment information to guide the treatment planning process.
2. Explain assessment findings and court mandates to the participant and relevant others.
3. Examine treatment options in collaboration with the interdisciplinary team, participant, and others.
4. Consider the readiness of the participant to engage in treatment.
5. Prioritize the participant's needs in the order they will be addressed in treatment.
6. Formulate mutually agreed-on and measurable treatment goals and objectives.
7. Identify appropriate strategies for each treatment goal.
8. Develop with the participant a mutually acceptable treatment plan and method for monitoring and evaluating progress.
9. Reassess the treatment plan at regular intervals or when indicated by changing circumstances.

## **Domain 6: Case Management, Monitoring, and Participant Supervision**

### **Associated Tasks:**

1. Integrate clinical and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
2. \ appropriate resources to comply with court orders and clinical requirements.
3. Assist the participant by advocating for services and related resources which address problem areas identified in supervision and case plans to achieve desired outcomes.
4. Revise the case plan, including a recommendation for custody/supervision level, by evaluating participant behavior and circumstances to achieve desired outcomes.

## **Domain 7: Counseling**

### **Associated Tasks:**

1. Provide effective counseling services by applying knowledge of counseling theories and techniques to facilitate participant progress.
2. Create a therapeutic relationship by establishing rapport with the participant and significant others to achieve treatment and criminal justice objectives.
3. Adapt counseling strategies to the individual characteristics of the participant, including disability, gender, sexual orientation, developmental level, culture, ethnicity, age, health status, and criminality.
4. Provide appropriate intervention for the participant and/or significant others to achieve treatment and criminal justice objectives.
5. Educate the participant by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources, and other needed services in order to achieve treatment objectives.
6. Facilitate the participant's identification, selection, and practice of strategies that help sustain the knowledge, and skills needed for maintaining treatment progress and preventing relapse and recidivism.
7. Apply crisis prevention and management skills.
8. Develop a comprehensive discharge plan to include continuing care for the participant by addressing ongoing needs in order to enhance recovery, reduce recidivism, and ensure public safety.

## **Domain 8: Documentation**

### **Associated Tasks:**

1. Demonstrate knowledge of accepted principles of participant record management.
2. Protect participant rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of participant information with third parties.
3. Prepare accurate and concise screening, intake, and assessment reports.
4. Maintain a complete record of each case, using a variety of case management record keeping tools to provide a complete history of all case activities and their outcomes.

5. Report participant status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.
6. Provide accurate, timely documentation using accepted record keeping procedures in order to describe services and participant progress

## Sample Questions

There is only one correct or best answer for each question. Carefully read each question and all the choices before making a selection. Choose the single best answer. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. It is advisable to answer every question since the number of questions answered correctly will determine your final score. There is no penalty for guessing.

The following are **sample** questions that are similar to those you will find in the examination.

1. **What theory suggests that deviant self-concepts are formed as a result of individuals being defined as deviant?**
  - A. Disassociative Theory
  - B. Conflict Theory
  - C. Labeling Theory
  - D. Feminist Theory

Domain: Counseling

2. **What is defined as a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual is continuing use of the substance despite significant substance-related problems?**
  - A. Substance abuse
  - B. Substance use related personality disorder
  - C. Substance dependence
  - D. Substance induced psychotic disorder

Domain: Clinical Evaluation: Screening & Assessment

3. **If an offender gives a counselor a compliment about their physical appearance, the counselor should:**

- A. ignore the compliment from the offender.
- B. give the offender a compliment as a return gesture.
- C. recommend a sanction for the offender.
- D. assertively inform the offender of the inappropriateness of the compliment.

Domain: Dynamics of Addiction & Criminal Behavior

4. **Drug courts are based on an understanding that substance abuse is a chronic, progressive, relapsing disorder that can be:**

- A. prevented.
- B. successfully treated.
- C. corrected through incarceration.
- D. cured.

Domain: Criminal Justice System & Processes

5. **A technical term signifying the presentation of the charges to the defendant is known as:**

- A. arrest.
- B. indictment.
- C. conviction.
- D. arraignment.

Domain: Criminal Justice System & Processes

6. **A 21-item self-report of symptoms that screens for symptoms of depression, and was found to be the MOST effective instrument in detecting depression among individuals who abuse alcohol is:**

- A. Hamilton Depression Scale (Ham-D).
- B. General Behavior Inventory (GBI).
- C. Beck Depression Inventory (BDI).
- D. Mental Health Screening Form (MHSF).



Domain: Clinical Evaluation: Screening and Assessment

7. **What is the process for evaluating someone for the possible presence of a particular problem?**
- A. Records check
  - B. Screening
  - C. Drug testing
  - D. Information sharing

Domain: Clinical Evaluation & Assessment

8. **The key to the development and maintenance of a program for diversion of juveniles to Alcohol and Other Drug Abuse (AODA) treatment that will benefit them in time is:**
- A. the family.
  - B. the community.
  - C. the court.
  - D. the treatment center.

Domain: Criminal Justice System & Processes

9. **When a juvenile has alcohol and drug issues along with a mental health problem, this is referred to as:**
- A. behavior risk.
  - B. chronic illness.
  - C. co-occurring.
  - D. bipolar disorder.

Domain: Clinical Evaluation: Screening & Assessment

10. **What questionnaire is commonly used to assist in documenting alcohol use?**
- A. CAGE
  - B. Index of Drug Involvement (IDI)
  - C. Drug Use Screening Inventory-Revised (DUSI-R)
  - D. MAST

Domain: Clinical Evaluation: Screening & Assessment

Answer Key			
1.	C	6.	C
2.	C	7.	B
3.	D	8.	B
4.	B	9.	C
5.	D	10.	A

## Reference List

The following resources were compiled as suggested reading to assist candidates preparing for their examination. Consulting these and other references may be beneficial to candidates. Please note, this is not a comprehensive listing of all references and not all questions on the examination came from these references.

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## About IC&RC

IC&RC promotes public protection by setting standards and developing examinations for credentialing substance use disorder prevention, treatment, and recovery professionals. Organized in 1981, it has a worldwide network of over 50,000 professionals.

j research on evidence-based practices, and they are updated regularly to stay relevant to changes in the field. Examinations are subjected to an extensive process of peer review, written by Subject Matter Experts, and supported by current references.