



North Carolina Substance Abuse  
Professional Practice Board

**Substance Abuse Professional  
Checklist**

*Please return the following documentation as relevant to your application process, checking off each item that is enclosed. Please refer to the Credentialing Procedures Manual as your guide for application. This Checklist must be returned with your application.*

**Certified Criminal Justice Addictions Professional  
Checklist**

**For Board Use Only**

**Check Each Item Enclosed**

**Registration**

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- Application Form — **Form 1**
- Criminal History Statement — **Form 2**
- Resume
- Documentation of Education (Official Transcript with School Seal)
- Job Description
- Contract for 300 Hour Practicum — **Form 3**
- Applicant’s Code of Ethical Conduct — **Form 4**
- Disabilities Act Form — **Form 5**
- Finger Print Card & Authority for Release of Information form — \$38.00
- Registration Fee — \$125.00

**Certified Criminal Justice Addictions Professional (CCJP)**

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- Contract for Clinical Supervision — **Form 6**
- Supervisor’s Evaluation of 300 Hour Practicum — **Form 7**
- Supervisor’s Evaluation(s) of Experience — **Form 8**
- Colleague Evaluation — **Form 9**
- Co-worker Evaluation — **Form 10**
- Out-of-State Supervisor Form — **Form 11**
- Credentialing Training Record — **Form 12**
- Ongoing Practice Supervision — **Form 13**
- Written Test Fee — \$125.00

*Mail Complete Application Information to:*

North Carolina Substance Abuse Professional Practice Board  
Post Office Box 10126  
Raleigh, NC 27605