

Texas Juvenile Justice Department
Juvenile Justice Training Academy
**Certification Exam Acknowledgement for
Juvenile Probation Or Supervision Officers**

[Officers shall sign prior to being administered the certification exam.]

Welcome to TJJD's Juvenile Justice Training Academy (JJTA) Certification Exam for Juvenile Probation Officers or Juvenile Supervisions Officers. This document contains information you must read before taking the exam.

GENERAL INFORMATION

Exam Format: The exam will be a random selection of 60 questions based on the mandatory topics required in 37 TAC Chapter 344 for all certified juvenile probation officers or juvenile supervision officers, respective to the appropriate exam for which you will be taking. The format of the exam questions will be true/false, multiple choice, and multiple answer questions. Multiple answer questions are multiple choice questions that can have one or more answers. In such cases, the question will let you know if it is a multiple answer question. You will be asked only one question at a time and will have the ability to go back to any previous question to review your work, change your answer, or answer a question if you have left it blank. At the end of the exam, it will inform you if a question was not answered and you will be required to answer all questions.

Technical Assistance: If you get logged out or if there is problem with your exam, please let your proctor know immediately.

Complaints: If you have a concern or complaint regarding how this exam was administered, please contact the Juvenile Justice Training Academy at 512.490.7913.

ACKNOWLEDGMENT

Applicability: By taking this exam, I am seeking to become a certified juvenile probation officer or juvenile supervision officer in the state of Texas. I understand that the exam is to be taken only by individuals who are seeking this certification.

Certification: I certify that I am the individual taking the exam for which I register and no other individual is taking this exam on my behalf. I agree not to communicate with other examinees or any unauthorized persons in any way during the exam or to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of other examinees.

Compliance: I understand that if I fail to comply with the requirements specified in this agreement or those communicated to me orally and/or in writing during the exam, my exam results may be voided. In addition, I understand that violation of any rules set forth may be a violation of county policy or TJJD policy and may constitute sufficient grounds for legal action and/or denial of my certification request. I understand that if my exam results are voided or if I am dismissed from the exam for violating exam rules, I may be prohibited from ever taking the exam again.

Exam Score Reporting: I understand that my score will be presented on the screen immediately upon completion of the exam and will be available to the Texas Juvenile Justice Department.

Failure to Pass the Exam: If I fail to pass the exam with a score of 70% or higher on the first attempt, I will have two additional opportunities to take the exam in order to become eligible for certification. If I fail to pass the certification exam after three attempts, I will not be eligible for certification as a juvenile probation officer or juvenile supervision officer until I have waited at least 180 days and have attended training in the mandatory exam topics again. During the 180 day waiting period, I will not be eligible to remain employed in a position requiring certification.

Prohibited Materials and Devices: I understand that I will not be permitted to bring, access, or use prohibited devices or unauthorized aids during the exam. These include, but are not limited to, notes, scratch paper, cell phones or any other type of electronic communication device, any device capable of making video or audio recordings, scanning or listening devices, any device with an on/off option, or any other unauthorized aid.

Exam Property: I understand that all exam materials are the sole property of the Texas Juvenile Justice Department. I understand that my responses may be used by TJJD for research purposes to enhance the certification exam. I understand and acknowledge that the exam materials must be kept confidential.

Nondisclosure Statement: I attest that I have not received or reviewed any exam materials prior to taking the exam and no exam materials will be available for me to review after the exam. I will not take, copy, or reproduce the exam materials in whole or in part by hand or with the use of any electronic or other type of device. I agree that I will not disclose the exam materials or any part of them (including the form, subject matter, substance, and wording of any exam question or any answer) to anyone. I understand that if I violate this agreement of nondisclosure, I may be liable for damages and subject to other legal and administrative sanctions for any such breach.

Thank you for your commitment and interest in working as a juvenile justice professional. Your work will undoubtedly be challenging, but it will be equally rewarding! On behalf of the Texas Juvenile Justice Department, we wish you much success. Please advise your proctor if you have any questions.

JUVENILE JUSTICE TRAINING ACADEMY
Texas Juvenile Justice Department

My signature below acknowledges that I have read, understand, and agree to the terms of this agreement.

Signature _____

Printed Name _____ Date _____

Department/Facility _____

Phone Number _____ Email _____