



National Institute of Corrections

***Office of Juvenile Justice and
Delinquency Prevention***

Training Programs for Juvenile Corrections Professionals

- *Juvenile Corrections*
 - *Juvenile Detention*

***Service Plan
June 1, 2003–May 31, 2004***

National Institute of Corrections

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Training Programs for Juvenile Corrections Professionals

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This document is available on NIC's Web site at www.nicic.org. NIC will announce updates on its Web site throughout the year. It is also available on CD-ROM. To request a CD-ROM, please send an e-mail to asknicic@nicic.org.

Prepared under Interagency Agreement 2003-JF-R-036 from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

Notice

The National Institute of Corrections (NIC) is fully committed to equal employment opportunity and to ensuring full representation of minorities, women, and disabled persons in the workforce. NIC recognizes the responsibility of every employer to have a workforce that is representative of this nation's diverse population. To this end, NIC urges agencies to provide the maximum opportunity feasible to employees to enhance their skills through on-the-job training, work-study programs, and other training measures so they can perform at their highest potential and advance in accordance with their abilities.

NIC responds directly to the needs identified by practitioners working in state and local adult corrections and provides direct service rather than financial assistance as the primary means of carrying out its mission. NIC's technical assistance and training programs are designed for adult correctional practitioners working in all corrections disciplines in federal, state, and local corrections agencies.

Cooperative agreements are formally announced in the *Federal Register*. NIC is committed to complying with all Federal statutes relating to nondiscrimination and to ensuring equal protection under the laws so that all organizations are eligible to apply for applicable services and assistance on equal footing with other organizations. These include but are not limited to federal, state, and local corrections agencies, small businesses, minority-owned businesses, profit and nonprofit organizations, and community-based organizations, including faith-based organizations.

Foreword

We are pleased to provide this issue of *Training Programs for Juvenile Corrections Professionals*. It describes the training programs and technical assistance available from the National Institute of Corrections (NIC) Academy Division through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

This is the 13th year OJJDP has entered into an agreement with NIC to provide services. Both agencies strongly believe that juvenile correctional, detention, and probation and parole professionals should have opportunities for high-quality training and training-related services. We hope that the offerings, based on input from the NIC/OJJDP Training Committee, the Juvenile Justice Training Academy Workgroup, and the Fourth National Juvenile Justice Training Needs Assessment Forum, meet your needs.

We have designed our activities to help you meet the continuing juvenile justice challenges you encounter in your career and your organization as well as with your staff and the juvenile offenders you manage.

This service plan is available at NIC's Web site at www.nicic.org. NIC will announce updates to this plan on its Web site throughout the year.

We look forward to your and your agency's participation in the training activities planned for this year.

Morris L. Thigpen

Director

National Institute of Corrections

J. Robert Flores

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Office of Juvenile Justice and Delinquency Prevention

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GENERAL INFORMATION

Through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the National Institute of Corrections (NIC) is offering training and related services for practitioners in juvenile corrections, detention, and probation and parole for the 13th year. The activities will be coordinated by the NIC Academy Division in Longmont, Colorado.

The current NIC/OJJDP agreement provides for services through May 2004. The NIC Academy Division and OJJDP have worked closely with an appointed Training Committee of juvenile correctional and detention leaders from throughout the nation to identify the training priorities of the field. The training programs and services described in this document were chosen based on continuous training needs assessments, including national forums, focus groups, participant evaluations, and Training Committee recommendations. A national needs assessment forum was held in March 2002 to obtain input from practitioners on juvenile justice training priorities for the future.

These training programs were developed or adapted specifically for juvenile justice practitioners. Each program provides several days of intensive training, including small- and large-group discussions, group exercises, and shared experiences. In most cases, participants develop individual action plans or initiate projects they can implement when they return home.

By providing leadership and assistance to the field of corrections, NIC serves as a catalyst for interaction among correctional agencies, other components of the criminal justice system, public policymakers, and concerned public and private organizations. Through training and related activities, the Academy Division promotes constructive organizational change and full use of resources.

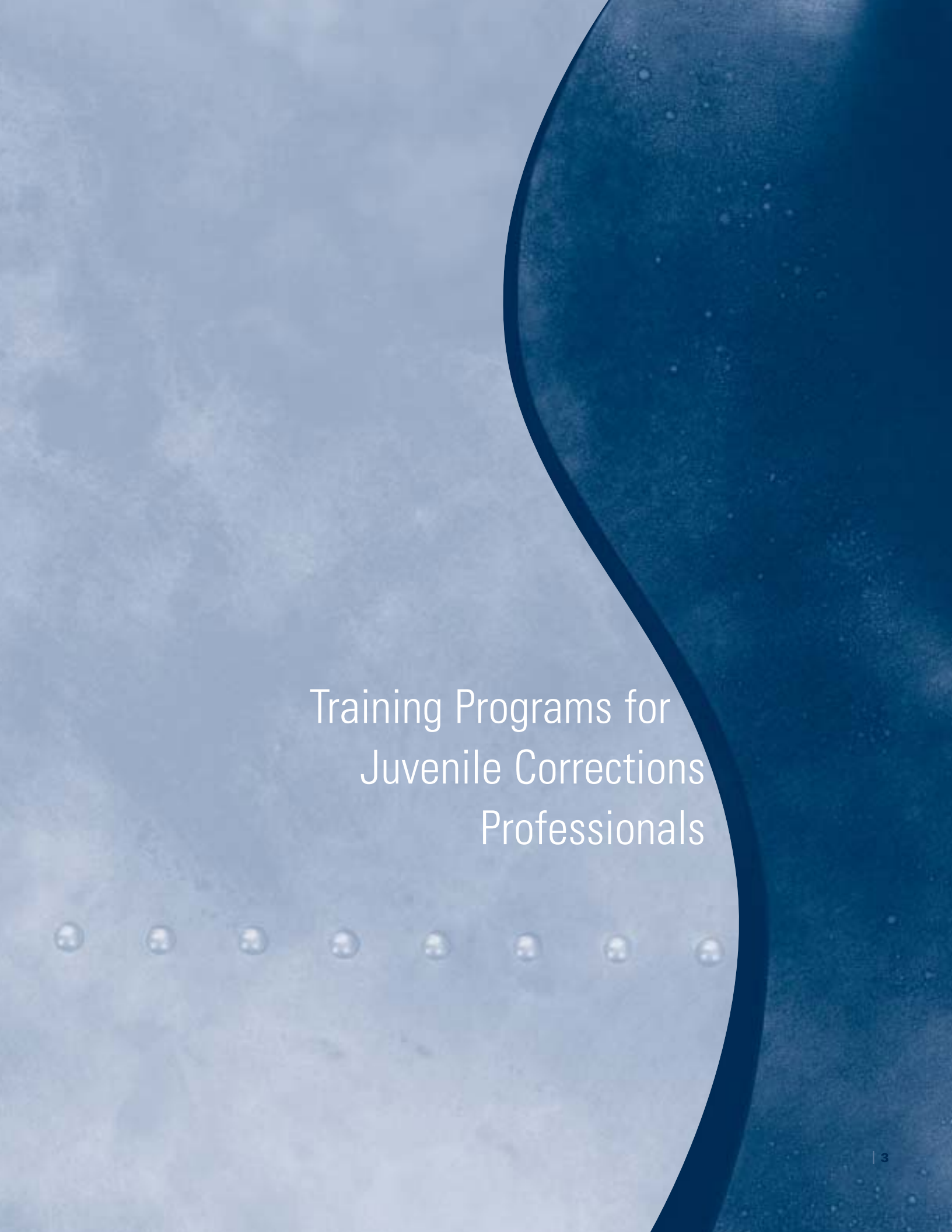
OJJDP is committed to working in partnership with government agencies, professional organizations, community groups, and private citizens to create opportunities and conditions that enable young people to mature into healthy, self-sufficient adults while protecting society from juvenile crime and violence.

Programs undertaken by OJJDP share a common purpose: to have a positive and practical impact on the serious problems affecting youths today. This goal underlies OJJDP's efforts to prevent delinquency; improve the effectiveness of juvenile and family courts, detention, corrections, and reentry/aftercare; provide

alternatives for youths at risk of becoming delinquents; reduce the number of school dropouts; prevent child abduction, abuse, and exploitation; and provide appropriate sanctions for serious, violent, and chronic juvenile offenders.

CONTINUING EDUCATION UNITS

Continuing education units (CEUs) are available through Indiana University at South Bend following completion of most NIC training programs. One CEU is awarded for every 10 hours of training. Interested participants receive applications for CEUs at the end of the program and mail them, along with a fee, to the university. Although CEUs cannot be applied toward academic degrees, they are recognized as evidence of training and a commitment to increasing professional skills.



Training Programs for Juvenile Corrections Professionals

Training Programs for Juvenile Corrections Professionals

Leadership and Management

Training Programs

- OJJDP/Correctional Leadership Development
- Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies
- Executive Training for Newly Appointed Juvenile Facility Directors

NIC e-Learning Center

- Transformational Change: Theory and Practice

Helping Agencies Build Capacity for Training and Development

Training Program

- Building Leadership Development Systems in Juvenile Justice Agencies

Distance Learning (Satellite Training Programs)

- Foundation Skills for Trainers
- Agency FTO/OJT Program Development

NIC e-Learning Center

- e-Learning: A Foundation for Correctional Trainers
- How To Develop Effective Performance Objectives

Regionalization: A National Training Network

Juvenile Offender Management

Training Programs

- Critical Elements of Reentry/Aftercare Services
- Meeting the Needs of Juvenile Female Offenders

Videoconference (3-Hour Broadcast)

- Thinking for a Change: Sustaining Program Integrity After Implementation

Leadership and Management

TRAINING PROGRAMS

OJJDP/Correctional Leadership Development

Who Should Attend

Juvenile justice professionals with senior-level leadership and management responsibility for a state or local juvenile correctional agency, facility, detention center, community corrections/diversion program, or district or regional office who have been identified as leaders of the future by their home agencies. Deputies of these administrators will be considered if recommended by their chief executive officers.

Description

In this 70-hour individual leadership development training program, participants focus on their current leadership practices as a means to develop and enhance leadership skills needed in juvenile justice. The program, which uses an interactive, experiential format, is designed as an intensive process to enhance participants' ability to manage current and emerging challenges effectively. Key elements include—

- The Leadership Challenge Model, which focuses on five key leadership practices.
- Assessment of current individual leadership practices and action planning for personal skills development and applications after the program.
- Application of individual leadership practices with individuals and groups.
- Use of instruments related to leadership practices, including the Myers-Briggs Type Indicator and other assessment tools.
- Exposure to and involvement in a training environment that models a learning organization.
- Exploration of the connection between personal wellness, self-assessment and insight, and leadership.

Participants complete assignments prior to the training program, including working with their agencies' chief executive officers to identify trends and issues that challenge the agencies' leadership, as well as completing a 360° assessment tool.

**NIC TRAINING CENTER
LONGMONT, CO**

Dates: May 18–28, 2004

Program: 04–D101

Applications Due: Jan. 19, 2004

Application Requirements

Part I: Applicants must attach the following to Form A (page 71): a statement of their responsibilities, including how long they have held their current or other management position; an organization chart that clearly indicates their role in the agency; and a statement of their need for this program.

Part II: After notification of acceptance, participants will be assigned several preprogram activities. Note that some materials must be completed and returned to the NIC Academy Division prior to the applicant's arrival at the training site.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 57) for logistical information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies

Location: New Orleans, LA

Dates: Jan. 2004*

Program: 04–D401

*When dates are selected, they will be posted at www.nicic.org.

Who Should Attend

Chief executive officers (CEOs) of juvenile justice agencies who were appointed within the past year.

Description

This 24-hour training program focuses on critical issues facing new juvenile justice agency CEOs. The peer training format uses a series of presentations by experienced CEOs in juvenile justice, followed by discussions with participants. Key focus areas may include—

- Adopting effective leadership strategies.
- Analyzing the agency through its mission, goals, and objectives.
- Determining management priorities.
- Planning for contingencies.
- Developing and managing fiscal and human resources.
- Leading a changing juvenile correctional organization.

Application Requirements

Individuals interested in attending this program should contact Leslie LeMaster (see “Contact,” below). See “NIC/OJJDP-Paid Training Beyond Longmont, Colorado” (page 61) for more information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800–995–6429, ext. 121; e-mail: llemaster@bop.gov.

PARTNERSHIP SITES***Date:** May 3–7, 2004**Program:** 04–D301**Agency Applications Due:** Jan. 16, 2004**Date:** May 24–28, 2004**Program:** 04–D302**Agency Applications Due:** Jan. 16, 2004*When sites are selected, information will be posted at www.nicic.org.

Executive Training for Newly Appointed Juvenile Facility Directors

Who Should Attend

Recently appointed directors or superintendents of state or local juvenile corrections or detention facilities.

Description

This intensive training program is newly revised based on current profiles of juvenile corrections and detention facility directors and superintendents. Developed by veteran juvenile facility leaders, this program targets skills needed by new facility directors to effectively lead a juvenile corrections or detention facility. Key focus areas include—

- Understanding the roles and functions of a facility director from management to leadership.
- Assessing the participant's own leadership style.
- Leading the changing workforce.
- Shaping the facility's vision, mission, values and culture.
- Dealing effectively with the external environment.
- Leading and managing change.
- Developing well-being and growth in yourself and others.
- Creating and presenting an individual development plan.

During this interactive program, participants explore issues in a peer training format with team members who have successfully led juvenile corrections and detention facilities. Selected participants will be required to complete preprogram assignments and develop a plan to address a facility leadership issue identified prior to the program.

Application Requirements

Agencies (state and local juvenile corrections and detention) interested in hosting this program must submit Form B (page 73). See “NIC/OJJDP Partnership Programs” (page 65) for more information.

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions. Note that NIC does not pay any expenses related to attendance at this program.

Contact

Launa Kowalczyk, Academy Division; toll-free telephone: 800–995–6429, ext. 168; e-mail: lkowalczyk@bop.gov.



NIC e-LEARNING CENTER

Transformational Change: Theory and Practice

Audience

Correctional administrators and managers from all corrections disciplines who lead and manage the functions and operations of a particular corrections agency.

Description

There is nothing more permanent than change, according to many change experts. Change may not be an “engineering” problem, but rather may be a “people” problem. It can call up emotions, uncertainties, and inconsistencies. Simply managing change is insufficient; successful change requires leadership. People and organizations that remain in the past become increasingly ineffective at meeting challenges and being successful. Ultimately, it is the top leaders of organizations who make the real difference by removing barriers and encouraging people to move forward, take risks, and “leap into the future.” This type of leadership needs ongoing regeneration for the ultimate success of future organizations.

This course will address both a theory of organizational change and practical tools that can be used to lead and manage an organizational change effort. Participants will be exposed to John Kotter’s eight-stage change model, which provides a practical framework to move organizations from the “mystery” of change to a comprehensible and planned effort that greatly increases the chances for success. Participants will learn about a concerns-based approach to change along with the ability to use and apply the practical tools to manage a particular change. Finally, participants will learn how to balance and rebalance organizational change using Marvin Weisbord’s six-box model.

Course Objectives

At the conclusion of this course, participants will be able to—

- Describe the dynamics of change within the culture of a correctional system, organization, and agency.
- Explain the seven fundamental assumptions underlying the concerns-based adoption model (CBAM) of change.
- Describe the stages of CBAM and create strategies to help someone progress through the stages when involved in a change effort.
- Explain the diagnostic tools of CBAM, including the purpose and applications of each.
- Apply CBAM tools and construct an intervention taxonomy to address and manage a particular change effort using various case-study examples.

NIC’s e-Learning Center is accessible via the NIC Web site (www.nicic.org). Custom e-Learning courses also are available on CD-ROM from the NIC Information Center.

SEE ALSO . . .

For additional e-Learning courses, see “NIC e-Learning Center,” page 49.

- Explain the eight stages for successfully leading change according to John P. Kotter’s work, “Leading Change: Why Transformation Efforts Fail,” and provide examples from personal experience that reinforce or challenge each stage.
- Describe each element in Marvin Weisbord’s six-box model for managing organizational culture, and discuss the interrelationships among them.

Expected Duration

1.5 hours

Enrollment Eligibility

Enrollment in the NIC e-Learning Center is limited to corrections professionals from jails, prisons, and community corrections and juvenile justice agencies whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

Contacts

Michael Dooley, Academy Division; toll-free telephone: 800–995–6429, ext. 132; e-mail: *mdooley@bop.gov*.

e-Learning Center: toll-free telephone: 800–995–6429; e-mail: *elarning@nicic.org*.

Helping Agencies Build Capacity for Training and Development

TRAINING PROGRAM

Building Leadership Development Systems in Juvenile Justice Agencies

(formerly known as Building Management Training Capacity in Juvenile Justice Agencies)

**NIC TRAINING CENTER
LONGMONT, CO**

Dates: Jan. 25–30, 2004

Program: 04–D801

Applications Due: Oct. 17, 2003

Who Should Attend

Two-person teams, composed of an experienced trainer/facilitator and an agency training director or administrator, both of whom may be responsible for developing and brokering leadership and management development systems within juvenile detention, corrections, and probation and parole agencies.

Description

This program will explore how to develop an in-house leadership and management development system customized to the unique needs of an agency's managers and leaders.

Experiential processes will be used to help identify the knowledge, skills, and attitudes necessary to complete leadership and management tasks and learn how to design training and development experiences that positively influence the on-job practices and behavior of leaders and managers. Participants also will learn how to create training programs and development opportunities for managers to develop and practice the skills needed to evaluate their own efforts and continuously improve their methods on the job.

Key focus areas include—

- The building of commitment from agency administrators to set goals, determine outcomes, and plan evaluation methods for in-house leadership and management development.
- The development of in-house systems to select and evaluate candidates, manage resources, track and document development activities, and evaluate training efforts.

- The creation and use of multiple leadership and management development strategies that address such unique agency needs as coaching and mentoring, using technology, and individual development planning.
- Guidelines and resources for identifying content to address core leadership and management competencies determined by the agency.
- The development and presentation of a team plan to create and implement a leadership and management development system at the agency.

Pework assignments, work outside of the sessions, and followup tasks may be required.

Application Requirements

- Agencies must submit a letter from the agency CEO that describes how a leadership and management development system will enhance the fulfillment of the agency's vision and mission.
- Each team member must complete Form A (page 71).
- Only one supplementary statement for the team is required. This statement must describe team members' current positions and responsibilities, and it must include a copy of their agency's annual training and development plan for the past 2 years.
- Each team member must also submit documentation of the completion of a Training for Trainers program and related trainer experience with leadership and management development.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 57) for logistical information.

Contact

Launa Kowalczyk, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 168; e-mail: lkowalczyk@bop.gov.

DISTANCE LEARNING (SATELLITE TRAINING PROGRAMS)

Foundation Skills for Trainers

Who Should Attend

Jail, prison, community corrections, and juvenile justice staff who have been designated to deliver in-house training, especially new trainers.

Description

This 32-hour distance learning training program will help participants develop the preparation, presentation, and platform delivery skills needed to conduct training using established curricula. Focus areas include the needs and characteristics of adult learners, learning styles, the role of the correctional trainer, managing a learner-centered training environment, asking and responding to questions, facilitating lesson plans, teaching to performance objectives, and basic teaching methods.

Application Requirements

Agencies interested in hosting this distance learning training must submit Form D (page 77). See “NIC Satellite/Internet Broadcasts” (page 39) for additional information.

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

Contact

Program content: Leslie LeMaster, Academy Division; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

Distance learning technology: Ed Wolahan, Academy Division; toll-free telephone: 800-995-6429, ext. 131; e-mail: ewolahan@bop.gov.

DISTANCE LEARNING*

Site Coordinator/Facilitator

Training Dates: Dec. 10–11, 2003

Program: 04–S8003

Applications Due: Nov. 10, 2003

Training Program Dates:

Mar. 22–26, 2004

Program: 04–S8004

*Visit www.nicic.org for sites and instructions.

DISTANCE LEARNING***Site Coordinator/Facilitator****Training Dates:** May 19–20, 2004**Program:** 04–S8001**Applications Due:** Apr. 19, 2004**Training Program Dates:**

Aug. 17–19, 2004

Program: 04–S8002*Visit www.nicic.org for sites and additional instructions.

Agency FTO/OJT Program Development

Who Should Attend

Administrators, training directors/managers, or staff tasked with developing or enhancing a new employee field training officer (FTO) program.

Description

This 3-day distance learning program provides participants with the knowledge and skills to develop a formal on-the-job training (OJT) program for new employees based on a corrections-specific FTO model. It includes using the FTO task-specific format, developing FTO modules, conducting proficiency tests, and implementing a formal FTO teaching process. Each participant will develop an FTO module as part of the training. Several demonstrations of the FTO format and teaching process will be provided. This model can be used in a prison, jail, community corrections, or juvenile justice facility that provides 24-hour care.

Application Requirements

Agencies interested in hosting this distance learning training must submit Form D (page 77). See “NIC Satellite/Internet Broadcasts” (page 39) for additional information.

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

Contacts

Program content: Tom Reid, Academy Division; toll-free telephone: 800–995–6429, ext. 134; e-mail: treid@bop.gov.

Distance learning technology: Ed Wolahan, Academy Division; toll-free telephone: 800–995–6429, ext. 131; e-mail: ewolahan@bop.gov.



NIC e-LEARNING CENTER

e-Learning: A Foundation for Correctional Trainers

Audience

Training administrators, coordinators, and trainers from all types of correctional agencies who are responsible for managing the development and delivery of their agencies' training.

Description

Correctional agencies are increasingly confronted with critical workforce issues (e.g., staff and fiscal resource limitations) that make it difficult to provide adequate professional development opportunities for staff. Advances in information technologies present significant opportunities for all trainers and training units to use exciting, innovative approaches to achieve strategic outcomes.

This course introduces participants to delivering training via the Internet using Web-based training (WBT), or e-learning. The course reviews the basic principles of e-learning, describes the strengths and weaknesses of this instructional delivery strategy, outlines the processes by which an e-learning course is designed and developed, and provides important information to consider when deciding whether to develop e-learning in-house or to outsource part or all of the services. An e-learning readiness checklist helps assess agencies' readiness to undertake an e-learning strategy.

An important feature of this course is the availability of an electronic bulletin board that allows participants to communicate with a subject matter expert at any time while taking the course. The expert will respond to individual questions in a timely fashion.

Course Objectives

At the conclusion of this course, participants will be able to—

- Differentiate between the advantages and disadvantages of WBT for both learners and instructional designers (training personnel in general).
- Identify effective ways to mitigate the disadvantages of WBT.
- Understand current issues in the area of WBT design, development, and delivery.
- Examine several types of content and determine which are most appropriate for WBT delivery.
- Identify the basic instructional design principles for WBT course development.

NIC's e-Learning Center is accessible via the NIC Web site (www.nicic.org). Custom e-Learning courses also are available on CD-ROM from the NIC Information Center.

SEE ALSO . . .

For additional e-Learning courses, see "NIC e-Learning Center," page 49.

- Analyze a situation and identify which instructional design principles have been violated.
- Understand the steps that an instructional designer follows in creating a WBT course from scratch and in migrating instructor-led training content to WBT delivery.
- Explore the use of job aids and learning aids in an e-learning environment.
- Discuss the factors needed to build a strong blended solution in training.
- Analyze the factors involved in determining whether to build e-learning in-house or contract out the services to third-party providers and/or subcontracted developers.

Expected Duration

1.5 hours

Enrollment Eligibility

Enrollment in the NIC e-Learning Center is limited to corrections professionals from jails, prisons, and community corrections and juvenile justice agencies whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

Contacts

Steve Swisher, Academy Division; toll-free telephone: 800–995–6429, ext. 126; e-mail: sswisher@bop.gov.

e-Learning Center; toll-free telephone: 800–995–6429; e-mail: elarning@nicic.org.



How To Develop Effective Performance Objectives

Audience

New and experienced correctional trainers whose responsibilities include the design and development of lesson plans and curriculums.

Description

Correctional trainers are not just instructors; they function within correctional organizations as agents of performance improvement. To create powerful training courses and modules that have impact beyond the classroom, trainers need to focus instructional design on actual job performance in addition to traditional classroom measures of learning. This course takes a trainer on a journey through the challenging process of developing performance objectives that extend learning from the classroom to the workplace. Examples and activities in the five course modules include topics and subject matter drawn from the field of corrections.

Course Objectives

At the conclusion of this course, participants will be able to—

- Recognize and correct inadequate performance objectives.
- Analyze and correct incomplete performance objectives using the criteria for effective performance objectives.
- Differentiate between the levels of learning in Bloom's taxonomy by correctly sequencing the levels.
- Create higher level performance objectives targeted to the application level or above.
- Relate effective performance objectives in training to on-the-job performance improvement.

Expected Duration

2 hours

Enrollment Eligibility

Enrollment in the NIC e-Learning Center is limited to corrections professionals from jails, prisons, and community corrections and juvenile justice agencies whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

NIC's e-Learning Center is accessible via the NIC Web site (www.nicic.org). Custom e-Learning courses also are available on CD-ROM from the NIC Information Center.

SEE ALSO . . .

For additional e-Learning courses, see "NIC e-Learning Center," page 49.

REGIONALIZATION: A NATIONAL TRAINING NETWORK

RFCs meet at least once a year to plan activities to meet the training needs of their region.

For applications and information on Regionalization, visit the NIC Web site: www.nicic.org.

Who Should Apply To Be a Regional Field Coordinator

Training directors, administrators, coordinators, and senior trainers with experience in developing, delivering, and/or coordinating training in their home agencies.

Description

Regionalization is a nationwide resource-leveraging project designed to build capacity-sharing networks among nontraditional partners from juvenile and adult correctional agencies at the local, state, and federal levels. Regionalization is driven by volunteer juvenile and adult correctional training managers and trainers from across the country.

The Regionalization program's national network of training volunteers are known as regional field coordinators (RFCs). The program expands NIC's capacity to deliver quality correctional training at local, state, and federal levels.

The 40 RFCs—10 from each of the 4 regions—share training programs and resources and exchange ideas with their counterparts around the country. The various corrections disciplines—community corrections, jails, juvenile justice, prisons, and the Federal Bureau of Prisons—are equally represented.

Academy Support: Each fall, NIC's Academy Division sponsors a meeting of RFCs to plan activities based on input from correctional training personnel in their regions. They also design regional workshops and other activities that are funded in part by the National Institute of Corrections.

Goals: The goals of the Regionalization program are to—

- Provide opportunities for more correctional staff to participate in training programs and access training resources.
- Provide relevant training based on regional needs and interests.
- Promote the sharing of information, training, and other resources among juvenile and adult disciplines in local, state, and federal correctional agencies.
- Increase the dissemination and use of correctional curriculum packages and training technologies developed by agencies throughout the country.
- Maximize the use of federal funding available for correctional training for local, state, and federal prisons, jails, community corrections, and juvenile justice agencies.

Selection: Regional field coordinators are selected through an annual application process that includes endorsement by their chief executive officers to ensure that they have agency support in carrying out their RFC duties. NIC’s Academy Division accepts applications for RFCs on a year-round basis.



A list of current juvenile justice volunteers follows; a complete list of all the RFCs can be obtained at NIC’s Web site (www.nicic.org).

Central Region: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

Mr. Terry Herbstreith, Training Instructor Coordinator II
 Department of Juvenile Justice/Staff Development
 10510 LaGrange Road, Building 102
 Louisville, KY 40223
 502-244-3622; fax: 502-244-3679
 e-mail: tlherbst@mail.state.ky.us

Northeastern Region: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia

Ms. Heidi Pihl-Buckley, Training Manager
 Massachusetts Department of Youth Services
 PO Box 1206
 Westboro, MA 01581
 508-272-0299; fax: 508-835-4790
 e-mail: heidi/pihl-buckley@state.ma.us

Southern Region: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands

Ms. Kim G. Davis-Gore, Staff Development Specialist III
North Carolina Department of Juvenile Justice and Delinquency Prevention
1801 Mail Service Center
Raleigh, NC 27699-1801
919-733-3388, ext. 229, or 919-575-3066; fax: 919-733-1045
e-mail: kim.davis-gore@ncmail.net

Ms. Marilyn Reaves, Director, Office of Training
Georgia Department of Juvenile Justice
2 Peachtree Street, NW, Fourth Floor
Atlanta, GA 30303
404-657-6547; fax: 404-463-7473
e-mail: marilynreaves@djj.state.ga.us

Western Region: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Northern Mariana Islands, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

Mr. Steve Komure, Bureau Chief
California Youth Authority
PO Box 213015
Stockton, CA 95213
209-944-1300; fax: 209-943-6033
e-mail: skomure@cya.ca.gov

Mr. Joe Van Meter, Training Director
Oregon Youth Authority
2630 North Pacific Avenue
Woodburn, OR 97071
503-982-4498; fax: 503-982-4463
e-mail: joe.vanmeter@oya.state.or.us

Application Requirements

Individuals interested in becoming part of the national network of training volunteers must submit Form E (page 79), which also is available on the NIC Web site.

Information about the Regionalization program's volunteer training activities will be posted on the NIC Web site. Training events also will be announced through fliers and other channels. Agencies are responsible for the travel and per

diem costs of their trainers who attend these events. For a list of RFCs, visit the NIC Web site (www.nicic.org) or contact the Academy Division.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

Juvenile Offender Management

TRAINING PROGRAMS

**NIC TRAINING CENTER
LONGMONT, CO****Dates:** Apr. 25–30, 2004**Program:** 04–D1501**Applications Due:** Jan. 16, 2004

Critical Elements of Reentry/Aftercare Services

Who Should Attend

Three- to five-person teams that should include a juvenile correctional administrator, a juvenile detention and/or community corrections manager or administrator with responsibility for reentry/aftercare services, an education services administrator or manager, a representative of an organization that provides community-based reentry/aftercare services, and other members depending on the organization of the jurisdiction. All team members must have the authority to direct resources, effect change, and manage the implementation of reentry/aftercare services.

Description

In this 36-hour program, participants use an interactive, experiential format to explore the principles, elements, and strategies for implementing successful reentry/aftercare services for juveniles. Using a six-stage process of reentry/aftercare, participant teams plan ways to help juvenile offenders successfully transition from institutional settings back into the community. Key focus areas include—

- Application of the six-stage process to a juvenile offender case study as a way to assess current jurisdictional reentry/aftercare practice.
- A site visit to a juvenile residential facility and assessment of the six stages in practice.
- Assessment of the impact of systems-of-care issues in reentry/aftercare services development, including the following:
 - Developing community partnerships.
 - Creating opportunities for community services to exist within institutions/facilities.
 - Incorporating broad-based culturally specific services.
 - Supporting the primary role of family/significant others.
 - Proposing strategies to recruit, train, and retain a diverse, representative workforce.

- Effective evaluation of reentry/aftercare services.
- Creation of a jurisdictional team action plan to implement and improve the reentry/aftercare process, including evaluation techniques.

Application Requirements

Each team member must complete Form A (page 71). Only one supplementary statement for the team is required. This statement must describe each team member's current position and primary reentry/aftercare responsibilities, the scope of reentry/aftercare services currently in place, how this program will benefit the team member and the member's agency, and the anticipated role of each team member in implementing or improving reentry/aftercare services.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 57) for logistical information.

Contact

Launa Kowalczyk, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 168; e-mail: *lkowalczyk@bop.gov*.

**NIC TRAINING CENTER
LONGMONT, CO**
Dates: Nov. 16–21, 2003

Program: 04–D1001

Applications Due: Aug. 18, 2003

Dates: Mar. 7–12, 2004

Program: 04–D1002

Applications Due: Dec. 8, 2003

Meeting the Needs of Juvenile Female Offenders

Who Should Attend

Individual juvenile correctional, detention or community corrections senior managers who develop or operate programs for girls or who train and supervise others who work directly with girls. Others may be considered, depending on the organization of the jurisdiction. (Past participants in NIC/OJJDP's Services and Programs for Juvenile Female Offenders are **not** eligible).

Description

The juvenile justice arena recognizes that juvenile female offenders have unique needs and require programs and services that are differentiated from those offered to male juvenile offenders in the same system. Designed to help juvenile justice agencies evaluate and respond to the needs of juvenile female offenders in their specific service delivery areas, this training program outlines a framework for translating expressed needs and profiles into appropriate programs and services.

This intensive skills development training program includes preprogram reading and assignments. Practical application experience during the training will build on the preprogram work. Participants are requested to bring current statistical profiles of girls in their service delivery area, programming components, and policies and procedures for guided analysis during the program.

During the training, participants will acquire skills to—

- Analyze the evolution of the juvenile justice system's response to meet the needs of juvenile female offenders through a female-responsive lens.
- Analyze their own juvenile justice system and service delivery area through a female-responsive lens to effect systemic change.
- Integrate female-responsive concepts and practices into existing programs and operations to develop or improve programs or services that are appropriate for juvenile female offenders.
- Analyze and create a systemic female-responsive project plan customized to their service delivery area.
- Develop and implement a systemic project plan that is responsive to the needs of juvenile female offenders in their service delivery area.

Specific content areas include using a female-responsive lens for assessing needs in specific service delivery areas, creating a female-responsive environment, addressing juvenile female risk factors in various settings, addressing staffing issues, finding and evaluating resources, and providing a framework for addressing major risk factors through programming.

Application Requirements

Applicants must attach to Form A (page 71) a statement describing their current position and responsibilities, including the number of staff they supervise, how this program relates to their position, their agency's concerns about programs and services for girls, and how this program will benefit them and their agency. Note: Multiple applicants from the same agency must submit separate supplemental statements.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 57) for logistical information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

VIDEOCONFERENCE (3-HOUR BROADCAST)

Thinking for a Change: Sustaining Program Integrity After Implementation

Who Should Attend

Jail, prison, community corrections, and juvenile justice staff who, as part of their agencies' approach to reducing recidivism, have incorporated Thinking for a Change into their correctional program. Participants may include administrators, supervisors, group treatment providers, correctional officers, case managers, probation and parole officers, educators, mental health personnel, and other individuals whose job responsibilities include the management or delivery of Thinking for a Change with offenders.

Description

Designed for individuals and agencies currently using the Thinking for a Change program, this 3-hour videoconference will address the necessary skills and tools for administrators and facilitators of the program to help sustain the quality of their efforts, enhance their motivation and endurance, and protect the program's integrity over time.

The Thinking for a Change program requires careful management staffing, support, and periodic review and modification to ensure that it continues to meet the changing needs of the offender population. The goals of this videoconference are to expose facilitators to new and exciting techniques to use within the program, present tips to help support their motivation and endurance, increase

VIDEOCONFERENCE*

Date: Apr. 28, 2004

Program: 04-S9002

Applications Due: Apr. 26, 2004

*When sites are selected, they will be posted at www.nicic.org.

Recommended for individuals and agencies currently using the Thinking for a Change program with offenders.

Information on the Thinking for a Change program is available on the NIC Web site: www.nicic.org.

SEE ALSO . . .

Additional videoconferences will be held this year. See "NIC Satellite Internet Broadcasts," page 39.

their capacity to gain the expected behavioral change with their offender population, provide program guidance for managers who have oversight responsibility for the Thinking for a Change program, and help agencies achieve consistency among program facilitators. Topics include the management role in program delivery, instructional strategies and techniques to enhance group facilitation, quality measures to sustain program consistency, and facilitator objectivity as the cornerstone of the program's success.

Application Requirements

Agencies wishing to participate in this videoconference must submit Form C (page 75). Registration also can be completed online at NIC's Web site (www.nicic.org). See "NIC Satellite/Internet Broadcasts" (page 39) for additional information.

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

Contacts

Program content: Steve Swisher, Academy Division; toll-free telephone: 800-995-6429, ext. 126; e-mail: sswisher@bop.gov.

Videoconference technology: Ed Wolahan, Academy Division; toll-free telephone: 800-995-6429, ext. 131; e-mail: ewolahan@bop.gov.

Information Services

Information Services

NIC Information Center

How To Request Information

NIC Online

NIC Information Center

Anyone with an interest in corrections may request information or materials from the NIC Information Center. The Information Center maintains a collection of the most current materials available in corrections and related fields, including unpublished materials developed by federal, state, and local agencies.

The NIC Information Center provides information on the full spectrum of issues in corrections management and operations in jails, prisons, and community settings. Materials include the following:

- Descriptions and evaluations of correctional programs.
- Agency policies and procedures.
- Research and statistical findings.
- Information on offender job training and placement activities.
- Correctional staff training materials produced by NIC and other federal, state, and local agencies.
- NIC publications on current corrections topics.

Staff with professional experience in corrections settings are available to discuss the specific information needs of practitioners, researchers, and others. A selection of resources (hardtop and/or electronic) is assembled and sent to each client at no charge.

Resources are sent within 1 week or delivered via an overnight service at the client's expense. Immediate assistance also can be provided by telephone, fax, or e-mail, depending on the type and volume of material needed.

SHARE YOUR INFORMATION

The NIC Information Center is always expanding and updating its collection and encourages agencies and others to provide copies of their newly developed materials. If sending staff training materials, please submit two complete copies of the curriculum package, including all overheads, videotapes, exercises, and other relevant materials. If the curriculums or other materials are copyrighted, a statement of copyright release must be included that authorizes duplication and dissemination of the material.

HOW TO REQUEST INFORMATION

Contact the NIC Information Center directly or visit the Web site at www.nicic.org to request reports, publications, and other resources.

The NIC Web site describes Information Center services, lists downloadable publications, and features a searchable database of more than 3,500 publications and other Web-accessible resources. The Web site also provides access to a variety of corrections links and to the NIC Corrections Exchange, an e-mail discussion group on corrections issues.

NIC Information Center

1860 Industrial Circle, Suite A

Longmont, CO 80501

Telephone: 303-682-0213

Toll-free: 800-877-1461

Fax: 303-682-0558

Web address: www.nicic.org

E-mail address: asknicic@nicic.org

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) also has its own training and technical assistance center for your use. Contact the OJJDP National Training and Technical Assistance Center via its Web site, www.nttac.org, or toll-free telephone: 800-830-4031.

NIC Online

For up-to-the-minute information about NIC opportunities and resources, visit the NIC Web site at www.nicic.org. The NIC Web site is a source of current information year-round on training programs, videoconferences, publications, cooperative agreements, and targeted assistance opportunities. Updates are posted daily.

Program-related information includes—

- Dates, locations, and descriptions of scheduled and added program offerings.
- An updated event calendar.
- Online forms for applying for programs.

Web pages support each NIC videoconference and distance learning program. These pages provide resources for participants and technical information for satellite down-link host sites. Links enable visitors to view both live broadcasts and previously broadcast NIC videoconferences through video streaming.

Visitors to NIC's Web site can find information on special NIC initiatives and assistance opportunities. The Web site is used to—

- Highlight NIC's work in several special focus topic areas.
- Announce cooperative agreements.
- Invite agencies to apply for targeted technical assistance.

NIC's Web site provides access to a wide range of resources for corrections policymakers and practitioners. They include—

- NIC publications, including the newest releases.
- Selected NIC training materials.
- Materials posted on the Web by other agencies and organizations and accessible through NIC's "Publications Plus" database.

Practitioner networking also is supported via NIC online. NIC hosts the Corrections Exchange, or Correx, a public e-mail discussion list (known as a listserv) that links individuals interested in corrections issues. Messages are moderated to ensure quality content. In addition to sharing information on topics raised by participants, Correx announces new NIC initiatives, opportunities, and publications.

The NIC home page presents key NIC announcements and links to major sections of the Web site. Please check the NIC Web site frequently for changes, updates, and new information.

www.nicic.org

Technical Assistance

Technical Assistance

Who Should Apply

Description

NIC Review

Application Requirements

Where To Apply

WHO SHOULD APPLY

Technical assistance is available without cost to all juvenile justice agencies in the United States and its commonwealths and territories. The following agencies and organizations working with juvenile offenders are eligible for NIC technical assistance:

- Local juvenile detention and detention-related agencies.
- State departments of juvenile justice and their facilities.
- State and local juvenile probation and parole agencies.
- Residential juvenile correctional programs.
- Public and private juvenile community correctional agencies and programs.
- Organizations, associations, and oversight or advisory groups with a mission to assist juvenile justice agencies.

Private agencies that provide juvenile correctional services under contract to government agencies are eligible for assistance only when their applications are made or endorsed by the chief executive officer of the government agency receiving the services.

DESCRIPTION

Through the interagency agreement with OJJDP, the NIC Academy Division responds directly to improve the design, delivery, operation, and evaluation of staff training programs. This technical assistance provides onsite guidance, support, consultation, or training by an experienced technical resource provider or NIC staff member. This resource provider serves in an advisory capacity and works with agency staff to—

- Identify training needs.
- Develop curriculums.
- Create strategies for training development and delivery.
- Evaluate training programs.
- Manage training needs.
- Help agencies build their internal capacity to respond to needs and priorities through their training programs.

Technical assistance is generally provided for a period of 3 to 5 days. For projects that are more complex and require technical assistance for a longer period of time, agencies should contact the NIC/OJJDP Technical Assistance Manager, 1960 Industrial Circle, Longmont, CO 80501, to discuss possible strategies before sending a request.

The person who delivers the onsite technical assistance submits a written report to the recipient agency and NIC with detailed recommendations for addressing the problems for which assistance was provided.

NIC REVIEW

When NIC receives the written request, a staff member will review it and telephone the requesting agency's contact person to discuss the need. Because NIC/OJJDP resources are limited, each request for technical assistance will be evaluated carefully to determine the best method of meeting the agency's needs.

APPLICATION REQUIREMENTS

The chief executive officer of the agency, as defined below, must sign a letter of request prepared on official stationery that—

- Briefly describes the problem for which assistance is requested.
- Identifies the agency contact person by name, address (if different from that of the agency head), telephone number, and e-mail address (if available).
- References any supporting documentation or background materials that have an impact on the problem and identifies the NIC program staff who assisted the agency if the request was preceded by a telephone call.
- Specifies a timeframe for service delivery.

The chief executive officer is defined as follows:

- For **detention centers**: The administrator of the detention center or director of the department of juvenile corrections, depending on the agency's organizational structure.
- For **secure facilities/training schools**: The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**: The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency's organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter **must verify that the private organization is contractually or statutorily required to deliver services to the correctional agency making the endorsement.**

Agencies may request technical assistance at any time; there are no deadlines. However, they should apply as soon as a need is identified because technical assistance funds are generally depleted before the end of the fiscal year.

WHERE TO APPLY

Applications should be addressed to:

Nancy Shomaker
Academy Division
National Institute of Corrections
1960 Industrial Circle
Longmont, CO 80501
Phone: 800-995-6429, ext. 120
Fax: 303-682-0469
E-mail: nshomaker@bop.gov

The background of the slide features a deep blue, textured space-like pattern. A large, dark blue, curved shape, resembling a satellite dish or a stylized 'S', dominates the right side. A horizontal line of eight small, glowing white spheres is positioned near the bottom left.

NIC Satellite/ Internet Broadcasts

NIC Satellite/Internet Broadcasts

Description

NIC Satellite/Internet Broadcast Calendar

Costs and Logistics

Site Coordinator's/Facilitator's Role

Application Requirements

Videoconference (3-Hour Broadcast) Program Descriptions

Staff Wellness

Classification of High-Risk Offenders

Implementing Effective Correctional Management of
Offenders in the Community

DESCRIPTION

Local classroom programs that use satellite and Internet technology make it convenient and less costly for thousands of correctional professionals to be trained at hundreds of sites across the country. These broadcasts are interactive and allow practitioners to learn from experts around the world.

During fiscal year 2004, NIC will offer two categories of satellite/Internet broadcasts:

- Several live satellite/Internet 3-hour broadcasts (videoconferences).
- Two 24- to 32-hour broadcasts (distance learning) each consisting of 12 to 16 hours of broadcast time and 12 to 16 hours of onsite classroom activities spread over a 4-day period. Approximately 2 to 3 months before the program, NIC provides an 8-hour training for trainers (called site coordinator training) via satellite. This training prepares site coordinators to coordinate and facilitate the main training program, which includes both the broadcast and classroom activities.

Satellite downlink is the preferred method for participating in all broadcast programs. Although Internet viewing is possible on computers with suitable software, NIC recommends that viewers participate in a group downlink setting if possible. **Broadcasts will be CLOSED CAPTIONED for the hearing impaired.**

All sites that wish to participate in the distance learning program **must** have one or more representatives attend the site coordinator training or view a training videotape before presenting the program.

NIC SATELLITE/INTERNET BROADCAST CALENDAR													
Page	Training Program	2003			2004								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
TRAINING FOR ALL CORRECTIONS DISCIPLINES													
13	Foundation Skills for Trainers			10–11**			22–26***						
14	Agency FTO/OJT Program Development							19–20**				17–19***	
25	Thinking for a Change: Sustaining Program Integrity After Implementation							28*					
45	Staff Wellness									16*			
TRAINING FOR PRISONS													
46	Classification of High-Risk Offenders												1*
TRAINING FOR COMMUNITY CORRECTIONS													
47	Implementing Effective Correctional Management of Offenders in the Community					25*							

*3-hour broadcast videoconference.

**8-hour site coordinator/facilitator training for satellite training program.

***24- to 32-hour satellite training program.

COSTS AND LOGISTICS

There are no registration, tuition, or materials fees associated with any NIC training.

The local agency that hosts a videoconference covers the costs related to duplicating participant materials and securing a satellite downlink; training room; and telephone, fax, or e-mail equipment to communicate questions to the presenters. During fiscal year 2004, analog C-Band and digital KU-band transponders will be used. Agencies that do not have their own downlink can often use a downlink-equipped meeting room at a local community college, hotel, or government agency. Agencies may also contact Ed Wolahan toll-free at 800–995–6429, ext. 131, or e-mail ewolahan@bop.gov to locate a satellite dish in their area.

An NIC Web page for each program provides access to supporting information and resources, including a list of registered downlink sites, satellite coordinates, viewing instructions, the program agenda, handouts, evaluations, and recommended reading materials, if applicable. Visit the NIC Web site at www.nicic.org.

SITE COORDINATOR'S/FACILITATOR'S ROLE

- **Register your site.** By registering as a site, you agree to coordinate all matters related to the broadcast.
 - For 3-hour broadcasts (videoconferences), submit Form C (page 75), register online at the NIC Web site (www.nicic.org), or fax Form C to NIC at 303–682–0469.
 - For 24- to 32-hour training programs (distance learning), mail or fax Form D (page 77), signed by your chief executive officer, to NIC at 303–682–0469. Form D can also be downloaded and printed from the NIC Web site (www.nicic.org).
- **Secure an analog C-Band or digital KU-Band satellite downlink and meeting room for transmission.** The room must be large enough to accommodate participants, trainers, and an adequate number of television sets or monitors for the number of viewers present. The training room for the 8-hour training for trainers session, which is held 2 to 3 months before each 24- to 32-hour training program, must accommodate 3 to 4 trainers.
- **Participate in site coordinator training.** There is no training for trainers associated with the 3-hour broadcasts. Approximately 2 to 3 months before each 24- to 32-hour training program, an 8-hour training for trainers session is conducted via satellite and Internet broadcast. NIC recommends a three-person team to serve as site coordinators: a content expert with knowledge of the topic, a facilitator, and a person who has skills in using distance learning technology. This training for trainers will teach each site coordinator how to facilitate the broadcast and off-air activities during the main program. Each site *must* have one or more coordinators attend this training or view a videotape of the training session. Videotapes will be available after the training session is held and can be viewed via the Internet or obtained from the NIC Information Center.
- **Invite various disciplines.** If, for example, you work at a jail, invite probation and parole, prison (state and federal), and other criminal justice practitioners in your area. Send a flier promoting this videoconference to prospective participants. Your goal is to have a minimum of 25 participants.
- **Duplicate program materials.** Photocopy the program agenda, presenters' information, continuing education units (CEU) information and forms, evaluation forms, and related handouts. Encourage your participants to download the related reading materials to learn more about the topic. All materials for a 3-hour broadcast (videoconference) are available on the NIC Web site at www.nicic.org. For the 24- to 32-hour training programs (distance learning), NIC will send each site coordinator a camera-ready copy of the participant's manual, facilitator's manual, and related material for each participant.
- **Convene your group.** Provide invited participants with a map and good directions to your training site. Test your system's reception 30 minutes before the broadcast begins. The satellite coordinates will be provided through a link on the program's Web page at www.nicic.org. Ask participants to introduce themselves.

- **View the broadcast and conduct local activities.** Pass out the material for participants and review the agenda. Encourage participants to ask the presenters questions via telephone, fax, or e-mail. Lead a discussion after the broadcast about the information presented. For the 24- to 32-hour training programs, NIC presenters will teach the content of the program and you will be responsible for facilitating activities that complement the content. Arrange with participants to ask questions either as individuals or as a group.
- **Complete the CEU roster and evaluation form.** Ask participants to fill out the roster for CEU credits and mail it to the accredited sponsor. Ask participants to complete the evaluation form.

Although NIC Satellite/Internet broadcasts have an adult orientation, juvenile perspectives may be addressed.

APPLICATION REQUIREMENTS

3-hour broadcast (videoconference). Agencies interested in hosting a 3-hour broadcast must submit Form C (page 75). Registration also can be completed online at NIC's Web site (www.nicic.org).

24- to 32-hour training program (distance learning). Agencies interested in hosting a 24- to 32-hour training program must submit Form D (page 77). Mail or fax Form D, signed by your chief executive officer, to NIC at 303-682-0469. Form D can also be downloaded and printed from the NIC Web site (www.nicic.org).

Individuals interested in participating in a satellite/Internet broadcast should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

VIDEOCONFERENCE (3-HOUR BROADCAST) PROGRAM DESCRIPTIONS

Staff Wellness

Who Should Attend

Staff working in a prison, jail, or community corrections environment. Staff include correctional administrators, mid-level and line staff, correctional psychologists, medical corrections professionals, chaplains, substance abuse counselors, probation and parole officers and their supervisors, social services agency staff, program directors, mental health personnel, community outreach workers, and health and human services staff.

Description

This 3-hour videoconference focuses on the importance of staff wellness in a correctional environment. Topics include mental and physical health, substance abuse, how to recognize and manage stress in the workplace, stress-related symptoms, and staff support resources.

Application Requirements

Agencies wishing to participate in this videoconference must submit Form C (page 75). Registration also can be completed online at NIC's Web site (www.nicic.org).

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

Contacts

Program content: Maureen Buell, Special Projects Division; toll-free telephone: 800-995-6423, ext. 40121, or 202-514-0121; or e-mail: mbuell@bop.gov.

Videoconference Technology: Ed Wolahan, Academy Division; toll-free telephone: 800-995-6429, ext. 131; e-mail: ewolahan@bop.gov.

VIDEOCONFERENCE*

Dates: June 16, 2004

Program: 04-S9003

Applications Due: June 14, 2004

*When sites are selected, they will be posted at www.nicic.org.

VIDEOCONFERENCE***Date:** Sept. 1, 2004**Program:** 04-S9004**Applications Due:** Aug. 28, 2004*When sites are selected, they will be posted at www.nicic.org.

Classification of High-Risk Offenders

Who Should Attend

Correctional administrators, managers, and staff who participate in the management, classification, and treatment of high-risk offenders.

Description

Prison systems experience continued pressure to house offenders in the most appropriate setting possible. While most correctional systems have implemented objective classification systems that have become quite effective in identifying inmates for the general prison population, less attention has been given to accurately classifying inmates who pose a higher risk and may require special management within the prison setting. This videoconference will report on the results of a study conducted over the past 2 years to increase knowledge on classification, programming, and supervision for high-risk offenders in the prison setting. Specifically, the videoconference will address the identification and selection process for high-risk and special management inmates, standards for their conditions of confinement, staffing issues, and release and reentry issues.

Application Requirements

Agencies wishing to participate in this videoconference must submit Form C (page 75). Registration can also be completed online at NIC's Web site (www.nicic.org).

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

Contacts

Program content: BeLinda Watson, Prisons Division; toll-free telephone: 800-995-6423, ext. 30483, or 202-353-0483; e-mail: bpwatson@bop.gov.

Videoconference technology: Ed Wolahan, Academy Division; toll-free telephone: 800-995-6429, ext. 131; e-mail: ewolahan@bop.gov.

Implementing Effective Correctional Management of Offenders in the Community

Who Should Attend

Directors and key management staff from state and local agencies responsible for program management and/or supervision of offenders in the community, community corrections program managers, state officials with various levels of oversight responsibilities for community corrections organizations, directors and managers from human services and treatment agencies that work with community corrections offenders, jail administrators and program staff, pretrial managers, directors and program staff from community residential facilities and transitional (postprison) service providers, volunteers and advisory board members who work with offenders in the community, legislators and legislative staff responsible for addressing community corrections resource issues, county- and state-level executives and elected officials with oversight for community corrections, and other state and local criminal justice system partners including prosecutors, defense attorneys, judges, and victim advocates.

Description

This 3-hour videoconference will provide information about NIC's initiative on statewide implementation of effective correctional management of offenders in the community. Panelists from Community Resources for Justice, Inc., and NIC will describe the model constructs and processes used to facilitate practical application of the effective intervention principles in the two states serving as project sites. This presentation will help correctional administrators develop plans and processes for organizational and system assessment, staff development and evaluation, program development and evaluation, and retrieval of information necessary to measure results. The panel will address how to thoughtfully consider the selection and adoption of key tools for assessment and cognitive restructuring after a realistic implementation plan is in place. In addition to emphasizing effective intervention principles, the model will highlight critical issues related to organizational development and collaboration.

Application Requirements

Agencies wishing to participate in this videoconference must submit Form C (page 75). Registration can also be completed online at NIC's Web site (www.nicic.org).

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

VIDEOCONFERENCE*

Date: Feb. 25, 2004

Program: 04-S9001

Applications Due: Feb. 23, 2004

*When sites are selected, they will be posted at www.nicic.org.

Contacts

Program content: Dorothy Faust, Community Corrections Division; toll-free telephone: 800-995-6423, ext. 43001, or 202-514-3001; e-mail: *dfaust@bop.gov*.

Videoconference technology: Ed Wolahan, Academy Division; toll-free telephone: 800-995-6429, ext. 131; e-mail: *ewolahan@bop.gov*.

NIC e-Learning Center



NIC e-Learning Center

NIC Custom e-Learning Courses

NIC Custom e-Learning Course Listing

Enrollment Eligibility

Contact Information and e-Learning Center Access

NIC Custom e-Learning Course Descriptions

Career Development Theory and Its Application

Jail Staffing Analysis

Program Planning and Evaluation



In fiscal year 2003, the NIC e-Learning (electronic learning) Center became a reality. As a center of correctional learning and experience, NIC's e-Learning courses expand the opportunity for corrections professionals to access NIC training by providing high-quality, interactive, learner-driven training using the Internet. NIC's custom courses can be completed anywhere and anytime a participant has access to the Internet or a computer with a CD-ROM drive.

NIC's custom e-Learning courses are available via the NIC Web site (www.nicic.org) or on CD-ROM.

NIC CUSTOM e-LEARNING COURSES

Self-paced, easily accessible, and cost effective, NIC's custom e-Learning courses are designed to provide professional development opportunities to corrections professionals working in jails, prisons, and community corrections and juvenile justice agencies. Designed with measurable objectives and expected outcomes, NIC currently offers the following custom courses:

NIC CUSTOM E-LEARNING COURSE LISTING		
Page	Training Program	Course Availability
TRAINING FOR ALL CORRECTIONS DISCIPLINES		
9	Transformational Change: Theory and Practice	Courses continuously available on Internet and CD-ROM.
15	e-Learning: A Foundation for Correctional Trainers	Courses continuously available on Internet and CD-ROM.
17	How To Develop Effective Performance Objectives	Courses continuously available on Internet and CD-ROM.
53	Career Development Theory and Its Application	Courses continuously available on Internet and CD-ROM.
TRAINING FOR JAILS		
54	Jail Staffing Analysis	Courses continuously available on Internet and CD-ROM.
TRAINING FOR COMMUNITY CORRECTIONS		
55	Program Planning and Evaluation	Courses continuously available on Internet and CD-ROM.

The Learning Management System (LMS), which manages the e-Learning Center, will be upgraded with additional communication tools to enhance the participant's ability to interact with peers and instructors.

NIC expects to add new custom e-Learning courses during fiscal year 2004, and they will be posted on the NIC Web site (www.nicic.org).

ENROLLMENT ELIGIBILITY

For enrollment eligibility, see course descriptions.

CONTACT INFORMATION AND e-LEARNING CENTER ACCESS

Visit the NIC Web site (www.nicic.org) for the specific details of what, when, and how to access NIC's e-Learning programs. Complete information is provided regarding equipment requirements (modem speed, bandwidth, and memory) as well as registration, program content and length, certification, and additional resources.

For additional information on NIC's e-Learning Center, system requirements, course offerings, enrollment eligibility, and technical support, please visit the NIC Web site (www.nicic.org). Contact NIC using the toll-free telephone number, 800-995-6429, or via e-mail at elarning@nicic.org.



NIC CUSTOM e-LEARNING COURSE DESCRIPTIONS

Career Development Theory and Its Application

Audience

Professionals who directly or indirectly assist offenders with job skills training or job/career counseling, placement, advancement, or retention.

Description

This course discusses the four major career development theories and how they apply to counseling offenders.

Course Objectives

At the conclusion of this course, participants will be able to—

- Understand career choice development theory and its application when working with offenders.
- Identify the four development theories: trait-and-factor, developmental, transition, and learning.
- Describe the theoretical positions of the four development theories.
- Describe specific ways in which each of the theories can be used when working with offenders.

Expected Duration

2 hours

Enrollment Eligibility

Enrollment in the NIC e-Learning Center is limited to corrections professionals from jails, prisons, and community corrections and juvenile justice agencies, and other workforce development service providers whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

Contacts

Steve Swisher, Academy Division; toll-free telephone: 800-995-6429, ext. 126; e-mail: sswisher@bop.gov.

e-Learning Center; toll-free telephone: 800-995-6429; e-mail: elarning@nicic.org.

NIC's e-Learning Center is accessible via the NIC Web site (www.nicic.org). Custom e-Learning courses also are available on CD-ROM from the NIC Information Center.



NIC's e-Learning Center is accessible via the NIC Web site (www.nicic.org). Custom e-Learning courses also are available on CD-ROM from the NIC Information Center.

Jail Staffing Analysis

Audience

Administrators and administrative staff from all corrections disciplines who are responsible for managing their agency's human and/or fiscal resources.

Description

Staff are the most costly and important resource in operating a jail. In many jails, staffing costs make up 70 to 80 percent of the annual budget. Without adequate staffing, jail security and the safety of staff, inmates, and the community are directly threatened and the possibility of costly litigation against the jail increases significantly. Adequate staffing is key to the success of all jail operations, whether related to security, safety, inmate services, or inmate programs.

Staffing analysis is a complex process that takes into account many factors, such as jail design, activity schedules, and the types and levels of services provided to inmates. This course is designed to teach jail practitioners how to determine their staffing needs in a systematic and easily understood way. Users will find the program helpful in creating a staffing plan for a new jail, analyzing staffing in an operating jail, and revising an existing staffing plan in response to changes in jail policies or the physical plant.

Course Objectives

At the conclusion of this course, participants will be able to—

- Conduct a comprehensive 10-step staffing analysis process.
- Profile the jail.
- Calculate net annual work hours.
- Develop a facility activity schedule.
- Develop a staff coverage plan.
- Complete a staff summary.
- Develop a schedule.
- Evaluate, revise, and improve the plan.
- Calculate operational costs.
- Prepare a report.
- Implement the plan and monitor the results.

Expected Duration

2 hours

Enrollment Eligibility

Enrollment in the NIC e-Learning Center is limited to corrections professionals from jails, prisons, and community corrections and juvenile justice agencies whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

Contacts

Steve Swisher, Academy Division; toll-free telephone: 800-995-6429, ext. 126; e-mail: sswisher@bop.gov.

e-Learning Center; toll-free telephone: 800-995-6429; e-mail: elarning@nicic.org.



Program Planning and Evaluation

Audience

Directors, planners, and key program management staff from state and local agencies whose responsibilities include offender supervision and treatment in the community; staff responsible for management information and research on community corrections programs; and state and local officials who oversee community corrections.

Description

Deliberate planning is essential to reducing recidivism and meeting program goals. Program planners and administrators need to communicate clearly a program's objectives, identify targets for change, set intermediate goals, and ensure the program's integrity through best practices. Building an effective evaluation framework will provide the capabilities for program planners and administrators to learn from their experience and, as information is gathered, improve the program design.

Course Objectives

This course focuses on translating the principles of effective intervention into an effective program design. At the conclusion of this course, participants will be able to—

- Define the problems to be addressed.
- Describe what will be done about these problems.
- Define how success will be measured.

NIC's e-Learning Center is accessible via the NIC Web site (www.nicic.org). Custom e-Learning courses also are available on CD-ROM from the NIC Information Center.

Expected Duration

2 hours

Enrollment Eligibility

Enrollment in the NIC e-Learning Center is limited to corrections professionals from jails, prisons, and community corrections and juvenile justice agencies whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

Contacts

Steve Swisher, Academy Division; toll-free telephone: 800–995–6429, ext. 126; e-mail: *swwisher@bop.gov*.

e-Learning Center; toll-free telephone: 800–995–6429; e-mail: *elarning@nicic.org*.



NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado

NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado

Description

NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado, Calendar

Costs and Logistics

Application Requirements

Cancellations

DESCRIPTION

Through the interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the training noted in this publication is available to juvenile practitioners in the 50 states, the District of Columbia, and the U.S. commonwealths and territories. In most training programs, participants develop individual action plans or initiate projects to implement in their agencies. After the training, they may be asked to provide information about implementation to help NIC and OJJDP assess the impact of this training. In some cases, technical assistance is available to help implement their action plans.

Because interaction among individuals representing diverse types, sizes, and locations of juvenile justice agencies can greatly enhance the training experience, many programs are conducted at the NIC Training Center in Longmont, Colorado. To further facilitate this interaction, participants must reside at the Raintree Plaza Hotel (soon to be the Radisson Hotel and Conference Center—Longmont) for the duration of the program, regardless of the proximity of their homes to the training site.

NIC/OJJDP TRAINING AT THE NIC TRAINING CENTER IN LONGMONT, COLORADO, CALENDAR													
Page	Training Program	2003			2004								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
LEADERSHIP AND MANAGEMENT													
5	OJJDP/Correctional Leadership Development								18–28				
HELPING AGENCIES BUILD CAPACITY FOR TRAINING AND DEVELOPMENT													
11	Building Leadership Development Systems in Juvenile Justice Agencies				25–30								
JUVENILE OFFENDER MANAGEMENT													
22	Critical Elements of Reentry/ Aftercare Services							25–30					
24	Meeting the Needs of Juvenile Female Offenders		16–21				7–12						

COSTS AND LOGISTICS

No registration, tuition, or materials fees are associated with any NIC training.

NIC pays the costs of state and local participants' air travel, lodging (in double rooms), and meals. Those traveling by means other than air are reimbursed up to an amount that would have been incurred for airfare at government rates. Participants are responsible for the costs of ground transportation to and from airports and the training location. Participants also are responsible for the cost of upgrading to a single room, if they choose to do so.

NIC provides detailed information concerning air travel, ground transportation, and lodging arrangements for each program when notifying applicants of their acceptance.

Federal agencies must arrange and pay for the travel and per diem costs associated with their employees attending a training program. Corrections practitioners from other countries may attend a program if space is available. However, they must pay travel, per diem, and incidental expenses associated with attending the training.

APPLICATION REQUIREMENTS

The application for individuals (Form A) can be found on page 71. Applications must be endorsed as described on the back of Form A. If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application; only one supplementary statement for the team is required unless otherwise requested. The team applications and statement must be sent together to NIC. Applicants will be notified 60 days before the program date if they are selected to attend. All applications will be acknowledged. Applications that do not include the supplementary materials, are not properly endorsed, or are incomplete will be returned.

CANCELLATIONS

NIC and OJJDP reserve the right to cancel training programs with reasonable notice to participants.

If an applicant cannot attend after being accepted to a training program for which NIC/OJJDP pays participants' travel and per diem expenses, the Academy Division must be notified as soon as possible.

Individuals interested in participating in a program at the NIC Training Center in Longmont, Colorado, must submit Form A (page 71) and the supplemental information requested in the course description.



NIC/OJJDP-Paid Training Beyond Longmont, Colorado

NIC/OJJDP-Paid Training Beyond Longmont, Colorado

Description

NIC/OJJDP-Paid Training Beyond Longmont, Colorado, Calendar

Costs and Logistics

Application Requirements

Cancellations

DESCRIPTION

As with all NIC/OJJDP training, programs held in locations other than Longmont, Colorado, are available to practitioners working in juvenile justice agencies in the 50 states, the District of Columbia, and the U.S. commonwealths and territories. In most training programs, participants develop individual action plans or initiate projects to implement in their agencies. After the training, they may be asked to provide information about implementation to help NIC and OJJDP assess the impact of the training. In some cases, technical assistance is available to help them implement their action plans.

NIC/OJJDP-PAID TRAINING BEYOND LONGMONT, COLORADO, CALENDAR													
Page	Training Program	2003			2004								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
LEADERSHIP AND MANAGEMENT													
7	Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies*												

*When dates are selected, they will be posted at www.nicic.org.

COSTS AND LOGISTICS

Some NIC training programs contain a special feature, such as a critical tour of a juvenile facility, that cannot be conducted at the NIC Training Center in Longmont, Colorado. Because NIC and OJJDP consider these special features so important to the success of these programs, NIC and OJJDP pay travel and per diem expenses for state and local participants to other sites. In addition, as with all NIC training, there are no registration, tuition, or materials fees.

Those traveling by means other than air are reimbursed up to an amount that would have been incurred for airfare at government rates. Participants are responsible for the costs of ground transportation to and from airports and the training location.

NIC provides detailed information concerning location of training, air travel, ground transportation, and lodging arrangements for each program when notifying applicants of their acceptance.

Federal agencies must arrange and pay for the travel and per diem costs associated with their employees attending a training program. Corrections practitioners from other countries may attend a program if space is available. However, they must pay travel, per diem, and incidental expenses associated with attending the training.

APPLICATION REQUIREMENTS

The application for individuals (Form A) can be found on page 71. Applications must be endorsed as described on the back of Form A. If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application, but only one supplementary statement for the team is required unless otherwise requested. The team applications and statement must be sent together to NIC. Applicants will be notified 60 days before the program date if they are selected to attend. All applications will be acknowledged. Applications that do not include the supplementary materials, are not properly endorsed, or are incomplete will be returned.

CANCELLATIONS

NIC and OJJDP reserve the right to cancel training programs with reasonable notice to participants.

If an applicant is unable to attend after being accepted to a training program for which NIC/OJJDP pays participants' travel and per diem expenses, the Academy Division must be notified as soon as possible.

Individuals interested in participating in an NIC-paid program beyond Longmont, Colorado, must submit Form A (page 71) and the supplemental information requested in the course description.

NIC/OJJDP Partnership Programs

NIC/OJJDP Partnership Programs

Description

NIC/OJJDP Partnership Program Calendar

Costs and Logistics

Site Coordinator's/Facilitator's Role

Application Requirements

Cancellations

DESCRIPTION

As with all NIC/OJJDP training, partnership programs are available to practitioners working in juvenile justice agencies in the 50 states, the District of Columbia, and the U.S. commonwealths and territories. In most training programs, participants develop individual action plans or initiate projects to implement in their agencies. After the training, they may be asked to provide information about implementation to help NIC and OJJDP assess the impact of its training. In some cases, technical assistance is available to help them implement their action plans.

Partnership programs bring NIC/OJJDP training to local communities across the nation. State and local agencies apply and are selected to host partnership programs, which are conducted in the agency's facility or a facility for which the agency contracts. Depending on the program, participants may be from the host agency only or from the host agency and other corrections agencies in the geographical area.

NIC/OJJDP PARTNERSHIP PROGRAM CALENDAR													
Page	Training Program	2003			2004								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
TRAINING PROGRAM FOR JUVENILE CORRECTIONS PROFESSIONALS													
8	Executive Training for Newly Appointed Juvenile Facility Directors								3-7* 24-28**				

*Program 04–D301. Participants may choose either program.

**Program 04–D302. Participants may choose either program.

COSTS AND LOGISTICS

NIC provides the trainers, curriculums, and training materials for these programs. No registration, tuition, or materials fees are associated with any NIC/OJJDP training. However, please note that individuals who attend or their employing agencies are responsible for travel, lodging, and meal expenses associated with attending partnership programs.

SITE COORDINATOR'S/FACILITATOR'S ROLE

Host agencies are selected through a competitive process. At minimum, applicant agencies must be able to—

- Designate a site coordinator who will facilitate the program locally and be present throughout the program.
- Provide an appropriate training facility and equipment. The training facility must have a large main training room (1,200 square feet minimum) and two or three adjacent or nearby breakout rooms (400 square feet minimum each).
- Attract at least 24 participants to fill the program.
- Help participants obtain low-cost housing and meals.

APPLICATION REQUIREMENTS

Applications to host partnership programs must be made by the agency, not individuals.

Agencies interested in hosting a partnership program must submit the Statement of Interest To Host Partnership Programs (Form B, page 73). NIC staff will explore with the agency contact person the appropriateness of the training to meet the agency's needs and the agency's ability to provide the required logistical support for the program.

Individuals interested in participating in an NIC/OJJDP partnership program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

CANCELLATIONS

NIC and OJJDP reserve the right to cancel training programs with reasonable notice to participants.

Forms

Forms

- Form A:** **Application for Individuals for NIC/OJJDP Training**
- Form B:** **Statement of Interest To Host Partnership Programs**
- Form C:** **Site Coordinator's Registration for 3-Hour Videoconference**
- Form D:** **Site Coordinator's Registration for Distance Learning 24- to 32-Hour Training Program**
- Form E:** **Application for Regional Field Coordinator**

Application for Individuals for NIC/OJJDP Training

To apply, complete **(type or print legibly)** and sign this form, attach any supplementary statements required in the training program description, obtain the necessary endorsement, and mail or fax to the National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. **To receive full consideration, each item on both sides of this application must be completed and it must be received by the specified due date. Incomplete applications will be returned.** All applications will be acknowledged. Applicants accepted for participation will receive confirmation and additional information about the program.

Training program title _____

Training program number 04- _____

For multiple program offerings, **I cannot** attend on the following date(s): _____

Name _____

☐ Mr. ☐ Ms. ☐ Mrs.

Social Security no. _____

Note: Disclosure of your Social Security number is voluntary. NIC collects Social Security numbers as identifiers for records of training participants. Executive Order no. 9397.

Title _____

Years in position _____

Is your primary job responsibility staff training? ☐ Yes ☐ No

Agency _____

Mailing address _____

City _____ County _____

State _____ ZIP Code _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

Primary area of corrections (check one):

- ☐ Juvenile detention
- ☐ Juvenile community corrections
- ☐ Secure juvenile facility or training school
- ☐ Other (explain) _____

I agree to—

- ☐ Fully participate in this program and will complete all pre- and posttraining assignments.
- ☐ Reside at the training site (for Longmont programs) for the duration of the program.

Type of agency (check one):

- ☐ Federal—Bureau of Prisons
- ☐ Federal—Other
- ☐ State
- ☐ Indian Country—Bureau of Indian Affairs
- ☐ Indian Country—Tribal
- ☐ Regional
- ☐ County
- ☐ Municipal
- ☐ U.S. commonwealth or territory
- ☐ Foreign
- ☐ Private

Agency/institution information:

Institution/facility population _____

or

Agency population _____

Total number of agency staff _____

Number of staff you supervise _____

If training program is for **team participation**:

- ☐ Each team member must complete an application.
- ☐ Each team member's individual supplementary information is attached.
- ☐ Team members must be listed below.
- ☐ All applications must be sent together.

Only one team supplement is required for all team members. List team members below:

If training program is for **individual participation**:

- ☐ Attach the supplementary information required in the training program description.

Signature _____ Date _____

Endorsement of Application by Agency Chief Executive Officer

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **detention centers**. The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**. The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**. The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides services. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*

Nomination/Endorsement

Nomination or endorsement must be made by the chief executive officer as defined above.

I recommend _____ for participation in the National Institute of Corrections training program for which this application is being submitted. This nomination is made on the basis that the candidate (individually or as a member of a team) will be in a position to effect improvement in our organization. The information provided is accurate and complete. I agree that if the participant in this training program develops an action plan for our agency, outcomes of the implementation will be provided on request to NIC to determine the impact of the training on our organization.

Signature of chief executive officer _____ Date _____

Type or print name _____

Title of chief executive officer _____ Telephone (____) _____

Statement of Interest To Host Partnership Programs

(to be completed by **agencies** applying to host a partnership program)

Agencies interested in hosting an NIC partnership program must complete **(type or print legibly)** and sign this form, obtain the necessary endorsement, and mail or fax **(by the due date)** to the National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. All Statements of Interest will be acknowledged.

Partnership program title _____

Partnership program number 04-_____

Agency name _____

Agency address _____

City/State _____ ZIP Code _____

Agency contact person _____

Title _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

Training date(s) in order of priority _____

Facilities available to accommodate the training (a large main room—1,200 square feet minimum—and at least two adjacent or nearby breakout rooms—400 square feet minimum each) are required.

Endorsement of Application by Agency Chief Executive Officer

Nomination/endorsement must be made by the chief executive officer as defined on the back of this application.

Our agency is interested in hosting the above-named partnership program. If accepted to host this training program, we acknowledge that all expenses except those of the trainers and training materials are our responsibility as the requesting agency. Further, we agree to publicize this program and solicit the appropriate number of participants (24–30).

Signature of chief executive officer _____ Date _____

Type or print name _____

Title of chief executive officer _____ Telephone (_____) _____

Endorsement of Application by Agency Chief Executive Officer

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **detention centers**. The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**. The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**. The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides services. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*

Site Coordinator's Registration for 3-Hour Videoconference

Program title _____

Program number 04-_____

Program date _____

Registration is free. Site coordinators are needed! If you are interested in facilitating a downlink site in your community, register online or complete this form and mail or fax it to: NIC Academy Division, 1960 Industrial Circle, Longmont, CO 80501; fax: 303-682-0469; NIC Web site: www.nicic.org. Registration forms must be received 1 week before broadcast date. Information packets will be available on the NIC Web site.

Participant viewers: If you would like to take part in the videoconference, visit the NIC Web site (www.nicic.org) for viewing sites in your area.

Please type or print legibly the information requested.

Registration date _____

Site coordinator/contact person _____

Title _____

Agency name _____

Mailing address _____

Contact numbers:

Telephone (_____) _____

Fax (_____) _____

E-mail address _____

We will be viewing by (check one or both)—

☐ Satellite _____☐ Internet _____

Site Coordinator's Registration for Distance Learning 24- to 32-Hour Training Program

Program title _____

Program number 04- _____

Date of site coordinator's training _____

Date of distance learning program _____

To apply, complete **(type or print legibly)** and sign this form, obtain the necessary endorsement, and mail or fax it to: NIC Academy Division, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. **Each item of this form must be completed.** Registration due date is 1 month before the site coordinator's training.

Site coordinator _____ Title _____

Agency name _____

Type of agency (check one): ☐ Federal ☐ State ☐ Local ☐ Other

Agency address _____

City/State _____ ZIP Code _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

Signature of site coordinator _____ Date _____

Nomination/Endorsement

Nomination/endorsement must be made by the chief executive officer as defined on the back. It is recommended that a 3-person team be site coordinators/facilitators. The team should consist of a content person, a facilitator, and a technology person.

I recommend _____ for participation in the NIC site coordinator's training. This nomination is made on the basis that the candidate (individually or as a member of a team) will be in a position to facilitate our participation in this training program. I understand that we will need to provide:

- ☐ A satellite or Internet hookup for the site coordinator's training.
- ☐ A satellite or Internet hookup utilizing a projector to enlarge the signal from the computer for the training program.
- ☐ A training site large enough to accommodate at least 24 participants for the training program.

The information provided above is accurate and complete. We will be using (check one or both):

☐ Satellite or ☐ Internet for reception

Signature of chief executive officer _____ Date _____

Type or print name _____

Title of chief executive officer _____ Telephone (_____) _____

Who Should Endorse Registrations

NIC will return as “incomplete” registration forms that do not have the endorsement of the chief executive officer of the agency, as defined below:

- For **detention centers**. The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**. The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**. The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides services. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*

Application for Regional Field Coordinator

To apply, complete this form, obtain the necessary endorsement, and mail or fax it to: NIC Academy Division, 1960 Industrial Circle, Longmont, Colorado 80501; fax 303-682-0469. Each item of this application must be completed to be given consideration.

☐ Mr. ☐ Ms. ☐ Mrs.

Name _____

Title _____

Is your primary job responsibility staff training?

☐ Yes ☐ No

Number of offenders/clients _____

Number of staff _____

Agency _____

Mailing address _____

City _____ County _____

State _____ ZIP Code _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

Type of agency (check one):

☐ Federal—Bureau of Prisons

☐ Federal—Other

☐ State

☐ Indian country—Bureau of Indian Affairs

☐ Indian country—Tribal

☐ Regional

☐ County

☐ Municipal

☐ U.S. commonwealth or territory

☐ Foreign

☐ Private

Primary area of corrections (check one):

☐ Juvenile detention

☐ Juvenile community corrections

☐ Secure juvenile facility or training school

☐ Other _____

Signature _____ Date _____

Nomination/Endorsement

Nomination or endorsement must be made by the chief executive officer as defined on the back of this application.

I recommend _____ to serve as a regional field coordinator (RFC) for the National Institute of Corrections Academy Division. This nomination is made on the basis that the candidate will be in a position to effect improvement in our organization and will serve as an RFC for _____ year(s) (maximum 3). The information provided is accurate and complete.

Signature of chief executive officer _____ Date _____

Type or print name _____

Title of chief executive officer _____ Telephone (_____) _____

Endorsement of Application by Agency Chief Executive Officer

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **detention centers**. The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**. The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**. The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides services. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*

For a map and list of the regions and contacts, see pages 19–21.