



U.S. Department of Justice
National Institute of Corrections / Office of Juvenile Justice and Delinquency Prevention

Training and Services for Juvenile Corrections

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*Training Today's Correctional Leaders to Meet
Tomorrow's Challenges*

February 1991

National Institute of Corrections

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U.S. Department of Justice
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NOTICE

The National Institute of Corrections (NIC) is fully committed to Equal Employment Opportunity and to ensuring representation and full utilization of minorities, women, and handicapped 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 feasible opportunity to employees to enhance their skills through on-the-job training, work-study programs, and other training measures so they may perform at their highest potential and advance in accordance with their abilities. NIC will look favorably upon applications for seminars where nominees for training include fair representation of women, minorities, and handicapped persons.

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GENERAL INFORMATION AND APPLICATION PROCEDURES

The **National Academy of Corrections**, the training division of the National Institute of Corrections (NIC), began operation in Boulder, Colorado, on October 1, 1981, and is in its tenth year of providing training for state and local practitioners working in adult corrections. By developing and delivering training for prison, jail, and community corrections practitioners, the Academy 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, the Academy promotes constructive organizational change and full use of resources to maximize corrections' ability to operate in a fair, safe, efficient, humane, and constitutional manner.

In January 1991, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) transferred funds to NIC to provide training and other services to juvenile corrections practitioners through the Academy. The OJJDP/NIC agreement provides for services through January 31, 1992. This document describes three seminars and other services available to juvenile practitioners during the current fiscal year and provides application procedures and forms. Two additional seminars, to be determined through a National Needs Assessment Forum in May 1991, will be announced at a later date.

Each seminar 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 upon their return home. Upon full participation in an Academy seminar, participants receive a Certificate of Attendance that documents their professional training.

Facilities, Accommodations, Transportation, and Costs

Seminars offered by the Academy are conducted at the Raintree Plaza Hotel and Conference Center in Longmont, Colorado. All participants are required to reside at the training site for the duration of the program, regardless of the proximity of their homes to the training site.

There are no registration, tuition, or materials fees associated with Academy training. Additionally, the costs of participants' air travel, lodging, and meals are paid by the National Institute of Corrections. Those traveling by means other than air will be reimbursed up to an amount that would have been incurred for economy airfare.

The Academy will provide detailed information concerning air travel, ground transportation, and lodging arrangements for each seminar upon notification to the applicant of his/her acceptance for participation. Participants are requested to indicate any special dietary restrictions, physical limitations that require special arrangements, or smoking preference.

Longmont is served by Denver's Stapleton International Airport. Regularly scheduled ground transportation is available for the 45-mile Denver/Longmont trip. Participants are responsible for the costs of ground transportation to and from their point of departure and to and from Denver.

Eligibility and Application Procedures

The seminars described in this brochure are open to juvenile corrections personnel from the 50 states, the District of Columbia, and U.S. territories and commonwealths. Individuals who meet the eligibility requirements and are interested in participating in an Academy seminar should complete the application form at the end of this document, attach the supplementary materials required in the course description, obtain the necessary endorsement as described in the following section, and mail or fax the application to the National Academy of Corrections. All applications must be received at the Academy at least 90 days before the scheduled seminar, but early submission of applications is encouraged.

Applications must give the title and number of the seminar desired. When a particular seminar will be presented more than once, applicants will be considered for each offering in the series until all classes are filled. It is not necessary to apply separately for each offering in the series. If, however, an applicant cannot attend on a specific date listed, the undesirable date should be identified in the appropriate space on the application form. All applications will be acknowledged.

Endorsement of Applications for Training

The Academy will reject as "incomplete" application forms that do not bear the endorsement of the chief executive officer or the administrator of the agency, as defined below:

- For **jail/detention center practitioners** -- the sheriff, jail/detention center administrator, or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- For **prison/training school practitioners** -- the director or commissioner of the state department of juvenile corrections.
- For **community corrections practitioners** -- the director of juvenile community/diversion programs, chief juvenile probation officer, chairperson of the juvenile parole board, or the executive director of the department of juvenile corrections, depending on the organizational structure of the agency.

Selection of Applicants

The National Institute of Corrections has a policy to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or handicap in programs or activities funded or conducted by the Institute. Administrators are therefore encouraged to consider nominating qualified minorities, women, and handicapped employees for participation in these seminars.

Applicants are selected and assigned to seminars on the basis of: 1) their meeting the individual eligibility criteria, and 2) the Academy's desire to maintain a broad cross-representation of men and women, racial and ethnic minorities, and geographical locations. In addition, the Academy attempts to maintain a balance between state and local practitioners and among applicants from the different correctional work settings.

Applicants should note that in order to maximize the learning experience, enrollment in any given seminar is limited to 24 participants. Applicants are urged to submit their applications as early as possible to improve their chances of selection.

Cancellations

The Academy reserves the right to cancel seminars because of insufficient enrollment, with reasonable notice to participants. If, after acceptance to a training program, a participant is unable to attend, the Academy must be notified as soon as possible. No substitutions can be made by the state or local agency, and all airline tickets provided by the Academy must be returned to the Academy.

Needs Assessment

The seminars offered in this document are based on a needs assessment conducted in 1990 with state directors of juvenile programs. Correctional Leadership Development, Training for Trainers, and Treatment Skills for Professionals Working with Sex Offenders were the seminars requested most often.

On May 5-8, 1991, a 3-day National Needs Assessment Forum will be held to assess the current and future needs of juvenile corrections practitioners. The Academy, in conjunction with the Office of Juvenile Justice and Delinquency Prevention, will invite 35 juvenile corrections executives to participate in the forum and identify the training priorities of the juvenile corrections field.

Based on the outcomes of the forum, two additional seminars will be developed and offered between October 1, 1991 and January 31, 1992. These seminars will be announced as soon as possible after the forum.

SEMINARS FOR JUVENILE CORRECTIONS PRACTITIONERS

Correctional Leadership Development

-- an 82-hour seminar to develop or enhance leadership skills needed in the changing correctional environment.

Corrections faces many challenges as it enters the 1990s. Burgeoning offender populations, shrinking resources, and a changing workforce are only a few of the complex issues that correctional administrators must face. To deal with these challenges, tomorrow's administrators must be more than managers; they must also be leaders.

This seminar is designed to enhance the leadership skills of correctional administrators. Elements of the program include:

- An assessment of individual leadership style, including factors that influence it and strategies for improvement;
- A problem-analysis model that can be applied to agency and personal dilemmas;
- Management/leadership modules from which participants can choose to create personalized learning programs;
- Time for research or study on a topic of interest to the individual participant;
- Discipline-specific small groups, enabling administrators of prisons, training schools, jails, detention centers, and community corrections/diversion programs to work with their counterparts on issues relating exclusively to their field.

Each participant is required to identify a project to work on during the seminar for improved operation of his/her agency. The project must have the support and endorsement of the agency's chief executive officer to ensure that the participant will be able to implement the specific plans developed when he or she returns home.

WHO SHOULD ATTEND

Individuals with management responsibility for a prison, jail, detention center, or community corrections/diversion program district or regional office, or administrators with similar levels of responsibility for agency support functions. Deputies of these administrators also will be considered if their applications are supported by a recommendation from the chief executive officer of the agency indicating that the deputy is in line for additional management responsibility.

Administrators from both juvenile and adult correctional agencies will attend this seminar. Space is reserved for 24 juvenile practitioners, approximately 8 at each seminar.

APPLICATION REQUIREMENTS

The application process for this seminar will be conducted in two phases.

Phase I: Applicants should first complete the Academy application form, supplementing it with a description of their duties and responsibilities and a current organizational chart that clearly indicates their role in the organization.

Phase II: Selected applicants will then be asked to: 1) complete the Myers-Briggs Type Inventory, 2) identify a project to work on during the seminar, and 3) identify a research topic for individual study.

Note: The project statement must be endorsed by the chief executive officer of the applicant's agency. Failure to secure the approval of the chief executive officer will result in disqualification for the seminar.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
91-M0104	Jun 2-14, 1991	Mar 2, 1991
91-M0105	Aug 11-23, 1991	May 11, 1991
91-D0101	Sep 15-27, 1991	Jun 11, 1991

Training for Trainers

--a 38-hour seminar to develop trainers' basic presentation skills.

Instructional material must be presented in an organized and meaningful way to realize the training goal of improving employee job performance. Effective presentations are achievable only when trainers know what to do, and how and when to do it.

This seminar is an introductory course for trainers who need the skills and knowledge to deliver training. Participants learn to assess training needs, prepare performance objectives, develop instructional strategies, and evaluate student performance. Other topics include:

- Understanding how adults learn;
- Presenting material;
- Delivering a complete program;
- Managing the classroom;
- Training full-time and part-time trainers;
- Developing training resources and networking with other trainers.

Each participant gains practical experience by presenting a short lesson plan to the rest of the group. Due to the comprehensive nature of this seminar, participants should anticipate evening work assignments.

WHO SHOULD ATTEND

Full- or part-time trainers from juvenile corrections agencies.

APPLICATION REQUIREMENTS

Applicants must attach to their applications a statement that: 1) demonstrates they are responsible for developing and implementing their agency's training program, 2) describes the number of staff they supervise or train, and 3) explains how this seminar will be used to increase their agency's capacity to deliver training. Applicants who identify a regional, multi-agency approach to training should name the participating agencies. These applicants will be given first priority in the selection process. Selection preference also will be given to trainers who have full-time training duties.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
91-D0601	May 19-24, 1991	Mar 19, 1991

Treatment Skills for Professionals Working with Sex Offenders

--a 36-hour seminar to train correctional teams in methods of treating sex offenders.

With increased public attention on both child sexual abuse and rape, reporting of sex crimes has increased substantially. This has led to an influx of sex offenders into the criminal justice system, which has found corrections without sufficiently trained clinicians to treat this unique offender group.

This seminar is designed to train clinicians in methods of treating sex offenders and to provide them with a specialized curriculum and training materials to train others.

Topics include:

- Incidence and prevalence of sex offenses;
- Difficulties and common therapeutic problems in treating sex offenders;
- Characteristics of sex offenders and how they differ from those of other clients;
- Offender assessment techniques and treatment strategies;
- Measurement of treatment progress;
- The role of the victim in treatment;
- Case studies of the ten most common errors made in treatment.

This intensive seminar includes a variety of learning activities, readings, lectures, and role plays and involves substantial evening work. Participants receive a set of detailed lesson plans and training aids to assist them in training others.

WHO SHOULD ATTEND

Two-person teams of mental health or corrections professionals working in a juvenile prison, training school, jail, detention center, or community corrections agency who are responsible for providing treatment services to sex offenders.

APPLICATION REQUIREMENTS

Applicant teams must attach to their applications a statement describing: 1) their clinical background and training, 2) their training and experience in treating sex offenders, 3) their current clinical responsibilities, and 4) how they will use the information from this seminar to train other clinicians in their jurisdiction.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
91-D3301	Jul 14-19, 1991	Apr 14, 1991

OTHER ACADEMY ACTIVITIES

National Forum for Correctional Executives

During fiscal year 1991, the Academy will invite 30 executives from adult and juvenile corrections to participate in a two-day forum to address critical issues facing corrections today. The objective of the forum is to provide top-level administrators the opportunity to chart new directions and develop recommendations for changes in corrections nationally. The proceedings will be recorded and synthesized in a videotape or publication that will be available through the NIC Information Center. Up to seven juvenile practitioners will be invited to participate in the forum.

Regionalization

Regionalization is an NIC-supported program that relies on volunteer correctional trainers to provide professional development, resource sharing, and networking opportunities to their peers throughout the nation. In an era of rapidly increasing numbers of correctional employees and trainers who must be trained quickly, regionalization provides a significant increase in opportunities to capacitate correctional trainers without concomitant budget increases. Regionalization is a cost-effective means of increasing train-the-trainer opportunities, training resources, and information dissemination among trainers from all areas of corrections.

Goals

The goals are to:

- Provide opportunities for more trainers to participate in training programs and access training resources.

- Increase regional input, based on regional needs and interests, in providing training for trainers.
- Develop coordinated communications within each region and with the Academy through designated Academy staff and Regional Field Coordinators.
- Increase the dissemination, use, and impact of Academy-designed curriculum packages and training technologies.
- Maximize the use of federal funding available for training trainers from state and local juvenile and adult corrections.

Organization

Each of the four regions of the United States designated by the Academy (Northeastern, Southern, Central, Western) approximates two of the regions designated by the American Association of Correctional Training Personnel. To enable NIC to address juvenile training needs, the Institute is expanding its Regionalization program to include juvenile corrections trainers.

Each region will now have eight (instead of six) volunteer Regional Field Coordinators (RFCs; two each from juvenile corrections, adult prisons, adult jails, and adult community corrections) to plan regional meetings and coordinate the training networks. RFCs are selected through an application process that includes endorsement by their chief administrators to assure they will have agency support in carrying out their activities.

Academy Support

The Academy provides financial and staff support for the activities initiated by the RFCs. Correctional specialists at the Academy work closely with the RFCs to facilitate the planning and organization of regional training and communication activities.

In addition, the Academy provides:

- Support for the eight volunteer field coordinators from each region to attend an annual planning meeting in Boulder, Colorado.
- Up to \$6,000 per region for technical assistance for seminars and other activities to build training capacity within the region. These include curriculum fairs to share training curriculums, train-the-trainer workshops, and training materials development.

Juvenile Volunteer Regional Field Coordinators Needed

Juvenile corrections trainers may request applications from the Academy if they wish to be considered for selection as a volunteer Regional Field Coordinator in their region. A total of eight applicants will be selected, two for each of the four regions. Requests for applications should be directed to the Regionalization Coordinator at the Academy.

Audioconferences

The Academy will offer juvenile corrections agencies the opportunity to participate in audioconferences for meetings and training, such as:

- o Meetings among graduates of a seminar to discuss outcomes of the action plans they developed during the seminar;
- o Training sessions on topics that do not require face-to-face participation, such as legal issues or recent research on correctional topics.

In some cases, participating agencies will be asked to cover their long distance telephone costs. In other cases, such as training seminars, the Academy will cover all costs for telephone time, electronic bridging among participants, and participant materials. In all cases, participating agencies will need to provide speakerphones or other appropriate receiving equipment. A copy of the *Audioconference Site Coordinator's Manual*, which contains detailed information and step-by-step checklists, will be supplied to all participating agencies.

Conference Workshops

One of the Academy's most cost-efficient means of providing training is to host workshops in conjunction with national conferences. These workshops, typically one day in length and limited to 24 participants, are conducted at the conference site before or after the conference. Participants are responsible for their own travel and per diem expenses. Topics are determined based on the needs of the special interest groups attending the conferences.

The Academy will conduct two workshops at national conferences for juvenile corrections practitioners. More information about these workshops, including the dates and locations, will be announced separately through letters, brochures, or newsletter articles. Applicants should submit an Academy application as soon as the workshop is announced since applications must be received by the Academy at least one month before the conference.

Short-Term Technical Assistance

The Academy will provide short-term technical assistance to juvenile corrections agencies in areas related to training. The Academy's technical assistance program represents NIC's and OJJDP's commitment to support individual agency efforts to develop and deliver training for juvenile corrections practitioners. Technical assistance will be provided to state and local training systems to improve the design, delivery, operation, and evaluation of their training programs.

The total cost of any one technical assistance event may not exceed \$6,000. Assistance may be provided by an experienced consultant, who is sent to the requesting state or local agency to work onsite with agency staff on one or more specific problems or needs. The assistance will respond directly to the needs identified

by the requesting agency. Assistance will usually be provided during a period of 1 to 5 days, but may not exceed 14 days.

Requests for assistance should reflect a significant agency training problem or need. Special consideration will be given to requests where the assistance would have regional impact or build inter-/intra-agency capacity to deliver training. Areas that could be addressed by technical assistance include, but are not limited to:

Identification of Training Needs

- Designing and/or conducting a needs assessment;
- Responding to training mandates;
- Developing the agency's capability to conduct a job or task analysis.

Curriculum Development

- Developing a new curriculum;
- Modifying an existing curriculum.

Strategies for Training Development and Delivery

- Developing competency-based training programs;
- Acquiring or maximizing the use of training technologies;
- Designing or developing alternatives to formal classroom training.

Evaluation of Training Programs

- Evaluating a training program or series;
- Evaluating individual curriculum modules;
- Assessing the impact of training on the target population;
- Evaluating instructional strategies.

Management of Training Systems

- Evaluating the role of training within the organization;
- Assessing the use of training staff;
- Developing methods to manage the training budget;
- Designing a record-keeping/management information system;
- Assessing the use of resources and materials;
- Evaluating the current capacity to train.

Training for Trainers: Capacity Building

- Building systems capacity through train-the-trainer programs;
- Delivering Academy programs through consultant trainers collaborating with agency trainers.

APPLICATION PROCEDURES

To request technical assistance, the executive officer of the agency should submit a letter on official stationery that:

- Identifies the problem(s) for which assistance is sought;

- Suggests a plan or specific action(s) to meet the problem(s);
- Explains why assistance must be obtained at the federal level;
- States the anticipated number of days that assistance would be needed.

Letters requesting technical assistance should be sent to the Technical Assistance Manager, National Institute of Corrections, National Academy of Corrections, 1790 30th Street, Suite 430, Boulder, Colorado 80301.

National Correctional Training Network

The Correctional Training Network (CTN) makes it possible for federal, state, and local agencies that conduct training for correctional staff to share training materials. The CTN serves as a coordination point for collecting and disseminating staff training curriculums and materials developed by the Academy and by state and local correctional agencies.

Through the CTN collection at the NIC Information Center, correctional trainers have access to instructor guides and lesson plans, student manuals, and accompanying materials such as discussion guides, tests, additional readings, and audiovisual training materials. Materials are solicited from all segments of the corrections field and are included in the CTN collection only after review and approval by a panel based at the Academy.

Academy-developed training materials are available through the CTN on a loan basis. Numerous curriculum packages are available, including the following titles: *Working with the Female Offender* (revised 1989), *Changing Workforce in Corrections*, *Correctional Leadership Development*, and *Substance Abuse Programming in Community Corrections*. These curriculum packages contain participant and instructor manuals and, where appropriate, audiovisual aids. While these materials were developed for practitioners in adult corrections, they can be duplicated and/or adapted by state and local juvenile corrections agencies for internal training purposes.

State and local juvenile corrections agencies are strongly encouraged to submit curriculum packages for possible inclusion in the CTN collection. If selected, the materials will be distributed for use by other correctional agencies through the NIC Information Center.

All CTN services are free of charge. For more information or to obtain a copy of the *Correctional Training Network Catalog*, contact the NIC Information Center, 1790 30th Street, Suite 130, Boulder, Colorado 80301; telephone 303-939-8877; FAX 303-442-3412.

NATIONAL INSTITUTE OF CORRECTIONS

National Academy of Corrections

Application for NIC/OJJDP Training

To apply, complete and sign this form, attach supplementary statements required in the seminar description, obtain the necessary endorsement, and mail or fax to the National Academy of Corrections, 1790 30th Street, Suite 430, Boulder, Colorado 80301; FAX 303-442-8837. Each item on both sides of this application must be completed to be given consideration. All applications must be received no later than 90 days prior to the seminar date (except for the Training for Trainers seminar). Early applications are strongly encouraged. All applications will be acknowledged. Applicants accepted will receive confirmation and additional information about the seminar.

Date of application _____

1. Name _____ 2. Social Security No. _____

Note: Disclosure of your Social Security Number is voluntary. NIC collects Social Security Numbers as an identifier for records of training participants. Executive Order No. 9397.

3. Title _____ 4. Agency _____

5. Mailing address _____ 6. City _____

7. County _____ 8. State _____ 9. Zip Code _____

10. Telephone _____

11. Type of agency (check one):

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> 1. State | <input type="checkbox"/> 4. Commonwealth, territory, etc. | <input type="checkbox"/> 7. Private, not for profit |
| <input type="checkbox"/> 2. Local | <input type="checkbox"/> 5. Foreign | <input type="checkbox"/> 8. Other (specify) _____ |
| <input type="checkbox"/> 3. Regional | <input type="checkbox"/> 6. Private, for profit | |

12. Primary area of corrections (check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> 1. Adult jail | <input type="checkbox"/> 4. Staff training | <input type="checkbox"/> 7. Juvenile community corrections |
| <input type="checkbox"/> 2. Adult community corrections | <input type="checkbox"/> 5. Other (specify) _____ | <input type="checkbox"/> 8. Juvenile prison, training school |
| <input type="checkbox"/> 3. Adult prison | <input type="checkbox"/> 6. Juvenile detention | |

13. Size of agency or institution: Number of inmates or clients _____ Number of staff _____

It is the policy of the National Institute of Corrections to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or handicap in programs or activities funded or conducted by the Institute. To help ensure that the aforementioned protected classes of people are fairly represented in Institute training programs, we are asking the following optional questions numbered 14-16.

14. (Optional) Gender: M F

15. (Optional) Race:

<input type="checkbox"/> a. American Indian	<input type="checkbox"/> d. Hispanic
<input type="checkbox"/> b. Asian	<input type="checkbox"/> e. White
<input type="checkbox"/> c. Black	<input type="checkbox"/> f. Other (specify) _____

16. (Optional) Handicap:

<input type="checkbox"/> a. Visually impaired
<input type="checkbox"/> b. Hearing impaired
<input type="checkbox"/> c. Physically impaired

Indicate specific seminar title and seminar number:

17. Seminar title _____ 18. Seminar number _____

19. Cannot attend seminar on following dates _____

20. Is the desired seminar designed for team participation? Yes No
If yes, please list team members below and send applications for all team members together.

I have attached the supplementary statement required in the seminar description. Also, I understand that I will be required to reside at the training site for the duration of the seminar and that lodging and meals will be provided.

Signature of Applicant _____

Date _____

ENDORSEMENT OF APPLICATIONS FOR TRAINING

The Academy will reject as "incomplete" application forms that do not bear the endorsement of the Chief Executive Officer or Administrator of the agency, as defined below.

- o For **jail/detention center practitioners** -- the sheriff, detention center administrator, or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- o For **prison/training school practitioners** -- the director or commissioner of the state department of juvenile corrections.
- o For **community corrections/diversion program practitioners** -- the chief juvenile probation officer, chairperson of the parole board, executive director of the juvenile community/diversion program, or director of the department of juvenile corrections, depending on the organizational structure of the agency.

Notice to Administrators Making Endorsements: NIC will look favorably upon nominations of individuals and teams that reflect a fair representation of women, minorities, and handicapped persons.

NOMINATION/ENDORSEMENT

Nomination/Endorsement must be made by, or under the name and authority of, the Chief Executive Officer or Administrator as defined above.

I recommend _____ for participation in the NIC/OJJDP training program for which this application is being submitted. This nomination is made on the basis that the nominee will be in a position to effect improvement in our organization. The information provided is accurate and complete.

Signature of Nominator

Date

(Type or Print Name)

Title of Nominator

Telephone (include area code)

NATIONAL INSTITUTE OF CORRECTIONS

National Academy of Corrections

Application for NIC/OJJDP Training

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Date of application _____

1. Name _____ 2. Social Security No. _____

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3. Title _____ 4. Agency _____

5. Mailing address _____ 6. City _____

7. County _____ 8. State _____ 9. Zip Code _____

10. Telephone _____

11. Type of agency (check one):

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> 1. State | <input type="checkbox"/> 4. Commonwealth, territory, etc. | <input type="checkbox"/> 7. Private, not for profit |
| <input type="checkbox"/> 2. Local | <input type="checkbox"/> 5. Foreign | <input type="checkbox"/> 8. Other (specify) _____ |
| <input type="checkbox"/> 3. Regional | <input type="checkbox"/> 6. Private, for profit | |

12. Primary area of corrections (check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> 1. Adult jail | <input type="checkbox"/> 4. Staff training | <input type="checkbox"/> 7. Juvenile community corrections |
| <input type="checkbox"/> 2. Adult community corrections | <input type="checkbox"/> 5. Other (specify) _____ | <input type="checkbox"/> 8. Juvenile prison, training school |
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14. (Optional) Gender: M F 15. (Optional) Race:

<input type="checkbox"/> a. American Indian	<input type="checkbox"/> d. Hispanic
<input type="checkbox"/> b. Asian	<input type="checkbox"/> e. White
<input type="checkbox"/> c. Black	<input type="checkbox"/> f. Other (specify) _____

16. (Optional) Handicap:

- a. Visually impaired
- b. Hearing impaired
- c. Physically impaired

Indicate specific seminar title and seminar number:

17. Seminar title _____ 18. Seminar number _____

19. Cannot attend seminar on following dates _____

20. Is the desired seminar designed for team participation? Yes No
If yes, please list team members below and send applications for all team members together.

I have attached the supplementary statement required in the seminar description. Also, I understand that I will be required to reside at the training site for the duration of the seminar and that lodging and meals will be provided.

Signature of Applicant

Date

ENDORSEMENT OF APPLICATIONS FOR TRAINING

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NOMINATION/ENDORSEMENT

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I recommend _____ for participation in the NIC/OJJDP training program for which this application is being submitted. This nomination is made on the basis that the nominee will be in a position to effect improvement in our organization. The information provided is accurate and complete.

Signature of Nominator

Date

(Type or Print Name)

Title of Nominator

Telephone (include area code)

**National Institute of Corrections
Advisory Board**

Benjamin F. Baer
Chairman
U.S. Parole Commission
Bethesda, Maryland

Norman A. Carlson
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