**[Approving Official]**

**[Agency Street Address]**

**[City, ST ZIP Code]**

**[Date]**

National Institute of Corrections

Academy Division

11900 East Cornell Avenue, Unit C

Aurora, CO 80014

I am requesting access for multiple agency staff or contractors for the new 4.0 Thinking for a Change (T4C) curriculum.

I have personally examined all the qualifications, as outlined below, and confirm that each person listed on the required excel spreadsheet meets the qualifications.

**4.0 T4C Qualification Requirements** (please ✓ all that apply)

* **The individuals all have completed a 32 hour T4C Facilitator Course**
* **The individual is employed by our government agency.**

or

* **The individual is contracted directly with our government agency to provide Thinking for a Change with correctional clients.**

**12 Month Temporary Access: 4.0 T4C Eligibility Requirements** (please ✓ all that apply)

* **The individual is employed by our government agency.**

or

* **The individual is contracted directly with our government agency to provide Thinking for a Change with correctional clients.**
* **The individual has not completed a formal T4C Facilitator Training but is currently facilitating T4C with correctional clients in out agency.**
* **The individual is scheduled to complete T4C Facilitator Training :**
  + **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Location of training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

With this updated curriculum I feel confident that these staff and or contractors will be able to continue T4C group facilitation in our agency.

Please contact me by phone at **[phone number]** or by email at **[email address]** if you have any additional questions about this letter or need further assistance.

Sincerely,

[***Approving Official must provide original signature here***]

**[Approving Official]**