**[CEO name]**

**[Agency Street Address]**

**[City, ST ZIP Code]**

**[Date]**

Mr. Archie Weatherspoon IV

Correctional Programs Specialist

National Institute of Corrections

Academy Division

11900 East Cornell Avenue, Unit C

Aurora, CO 80014

Dear Mr. Weatherspoon:

It is my pleasure to recommend [**applicant name and position**] for NIC’s *Thinking for a Change (T4C): Training for Trainer’s* program participation held NIC’s Training Academy in Aurora, CO.

I have personally examined the course schedule, location, program prerequisites and have determined that [**applicant name**] is able to attend all the training sessions and that [**he/she/they**] meets the qualification listed below:

*Thinking for a Change: Training for Trainer*’s Course Prerequisites:

1. **Proof of T4C completion: 32 hour Facilitator Course**
2. **Verification of two rounds of T4C facilitation with correctional clients**
3. **Applicant and agency, if selected, are able to partner with NIC to deliver and host one local or state T4C training within 18 months of program completion**

I feel confident in my recommendation of [**applicant name**] for NIC’s *Thinking for a Change (T4C): Training for Trainer*’s program. [**He/She/They**] has the education, skills, and experience necessary to help grow the NIC T4C program in our agency and state. Please contact me by phone at **[phone number]** or by email at **[email address]** if you have any additional questions about this approval.

**Please note: Thinking for a Change Training for Trainers offered by NIC is at no cost to register. This is a NIC hosted event, therefore NIC will cover the cost for airline travel, and reimburse each participant for all other travel, lodging, and per diem costs. However, participants will be responsible for the costs associated with printing their training manual and intersession assignments. NIC recommends that a minimum of two staff members register from each interested agency.**

Whatever your decision, please accept my sincere thanks for your time and consideration of [applicant name] for this special training opportunity.

Sincerely,

[***CEO must provide original signature here***]